

## Registrant Board Members

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| Regional Electoral District 1 | Rebecca Martin, PAg (Chair)                                                         |
| Regional Electoral District 2 | Jessica Morgan, PAg, RPBio (Past Chair); William Shaw, PAg (only Friday and Sunday) |
| Regional Electoral District 3 | Warren Mills, PAg; Yasemin Parkinson, PAg; Kirk Phair, PAg (Treasurer)              |

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| Lay Board Members | Carla Corbett Schiller, RPBio<br>Brock Endean (only Friday)<br>Guy Chartier (only Friday and Sunday)<br>Betsy Gibbons |
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| BCIA Staff | Jane Kerner, PAg, Interim CEO<br>Ryan O'Grady, PAg, PEng, Registrar<br>Laurena Olsen, Deputy Registrar (recorder)<br>Kara Hamilton, Finance Officer (only Saturday until 9:45 am) |
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| Regrets | Natasha Neumann, PAg (Regional Electoral District 1)<br>Jasmine Wong, Provincial PD Coordinator |
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## Friday, April 12, 2024

The Board undertook governance training with Bradley Chisholm, founder, and principal of The Regulator's Practice.

## Saturday, April 13, 2024

### 1. Call to Order

The Chair called the meeting to order at 8:32 am and confirmed quorum was met, which included at least one Lay Board Member was present.

### 2. Approval of Agenda

- **Motion** to accept the agenda as amended. **Carried**

### 3. Approval of Draft Meeting Minutes

- **Motion** to approve the February 23-24, 2024 meeting minutes as amended. **Carried**
- **Motion** to approve the March 22, 2024 meeting minutes as amended. **Carried**
- **Motion** to approve the April 2, 2024 meeting minutes as amended. **Carried**

### 4. Finance Officer Report

Written report submitted by the Finance Officer was presented, which included the Q1 financials, branch budgets, and draft financial policies, and highlights were discussed.

- **Action:** add notes in the quarterly financials to explain line items
- **Action:** create an expense sheet to show operational expenses
- **Motion** to accept the Q1 financials as presented. **Carried**
- **Action:** create updated branch executive position descriptions (in particular to include the branch treasurer role) and engage with branches to educate and provide expectations, then report back to the board for September meeting.
- **Motion** to approve the Branch Budgets as presented. **Carried**

The Board provided input to the draft financial policies with workflow charts. The board discussed moving the fiscal year end.

- **Action:** for September meeting discuss the possibility and implications of changing the fiscal year end
- **Action:** staff to source an example of formatting for spending limits template

- **Action:** Finance Officer and Treasurer to prepare final version of the financial policies with track changes for board approval at next meeting.

## 5. Interim CEO Report

Written report submitted by the Interim CEO was presented, and highlights were discussed.

## 6. Registrar Report

Written report submitted by the Registrar was presented, and highlights were discussed.

- **Motion to go in-camera at 11:44 am. Carried**
- **Motion to return to meeting at 12:07 pm. Carried**
  
- **Action:** staff to ask committee chairs to join the September board meeting virtually to present their committee budget requests and annual workplans
- **Action:** Deputy Registrar to present a draft Committee Evaluation form to the board for May meeting

## 7. Registrant Board Member Election Results

Verbal report presented. The Returning Officer confirmed the following election results:

- District 1 – Rebecca Martin, PAg by acclamation
- District 2 – Catherine Hayes, PAg
- District 3 – Yasemin Parkinson, PAg

The Board Chair to contact the candidates to share the results.

## 8. Chair Elect Appointment Discussion

Further discussion is required at the next available meeting. Must be decided prior to 2 weeks before the May 8<sup>th</sup> BCIA AGM.

## 9. Alliance of Canadian Agrology Regulators

As discussed in the Interim CEO Report. The new name of Agrologists Agronomes Canada will be Alliance of Canadian Agrology Regulators (still underway).

## 10. 2024 and 2025 Schedule of Outreach Events

As presented by the Registrar for information purposes.

- **Action:** Registrar to add extra column(s) to the outreach events list to provide additional detail. .

## 11. Strategic Advisement Working Group Discussion

Table discussion to the post AGM May Board meeting.

## 12. Level II Indigenous Course Recommendation

The Indigenous Awareness Training Level 2 Working Group presented a recommendation to the board for consideration, indicating a pivot in direction from the original intent. The Audit and Practice Review Committee (APRC) will update the PD Guidelines to be inclusive of a minimum PDHs for next level Indigenous training.

- **Action:** Rename the working group to a task force or steering group; alter the Terms of Reference to assign a new focus and direction. Create list of approved advanced courses, determine PDHs minimum hours as per APRC recommendations.
- **Motion to accept the recommendation from the Indigenous Awareness Training Level 2 Working Group as presented. Carried**

## 13. IT Update and Discussion

A staff verbal update was provided on IT spending to date in 2024. Currently, the projection is on track to be on or under budget. Staff have applied for funding to bolster IT functionality; further updates will be provided to the Board if the funding is successful. Some of the required updates relate to the new *International Credential Recognition Act*, which creates additional requirements for BCIA to monitor, and report, metrics as described by the province. The regulations are still in development, further updates will be provided to the Board as more information is available. Staff are working

closely with the OSPG and other PGA regulators to understand the implications for BCIA. Preliminary conversations with service providers have been undertaken to better understand comparables in advance of a potential formal IT needs assessment later in 2024.

#### **14. Pension Plan Discussion**

As presented by the Registrar, and highlights discussed. Note that the wording below is from the Pension Plan intake process. The vote was unanimous in support, with 6 of 6 voting members in agreement. The Board Chair also indicated their support for the motion.

- **Motion:** *That the Public Service Pension Board of Trustees be requested to declare the provisions of the Public Service Pension Plan apply to the British Columbia Institute of Agrologists, effective January 1, 2025, in respect of all eligible employees, under subsection 2(1)(c) of the Public Service Pension Plan Rules. CARRIED by those present at the meeting.*
- **Action:** Submit the Board resolution with a certification of its official status, signed by the officer of the BCIA responsible for certifying Board resolutions. Suggested certification wording for the Chair as proposed by the Pension Plan Administrator: I certify that the resolution was passed on April 12, 2024, by an affirmative vote of 6 members out of a total of 11 members of the board of directors of the British Columbia Institute of Agrologists.

#### **15. 2023 Agrologist of the Year Recommendation**

For the Board's consideration a candidate for the 2023 Agrologist of the Year award, to be presented at the BCIA AGM on May 8, 2024.

- **Motion** to accept the nomination of Sean Rapai for the 2023 Agrologist of the Year award. CARRIED

#### **16. Lifetime Achievement Award Recommendation**

For the Board's consideration to present Martin Sills, PAg(Retired) a lifetime achievement award recognizing his dedication to BCIA as a volunteer with BCIA at branch and provincial levels plus committees, to be presented at the BCIA AGM on May 8, 2024.

- **Motion** to approve Martin Sills, PAg(Retired) for the Lifetime Achievement Award. CARRIED

#### **17. Committee and Working Group Reports**

Committee and Working Group Reports were presented and discussed.

- **Motion** to accept the recommendation by the Nomination Committee to appoint Nicole Pressey, PAg as Chair of the Audit and Practice Review Committee. CARRIED
- **Action:** Interim CEO to ask the Communications Working Group how PGA advocacy implications have been considered in their work

The board discussed the broader considerations of the PGA on BCIA initiatives that could be perceived as advocacy, and possible alternative structures. There was also discussion of the other PGA regulators, and their core functions relative to advocacy organizations.

- **Action:** staff to add an advocacy discussion to the May Board meeting.
- **Action:** Board Chair to contact the Governance Working Group Chair to inform of a new approach for 2024 with quarterly meeting evaluations and the annual evaluation.
- **Action:** Interim CEO to contact Bradley Chisholm for a cost and process regarding a review of the annual board evaluation questions in 2025.

#### **18. Upcoming Meeting Dates**

- April 30 – virtual
- May 11 – Nanaimo - hybrid
- June 20 - virtual
- July 25 - virtual
- September 20-22 (quarterly) – Hotel TBD
- November 7 - virtual
- November 29-December 1 (quarterly) – Hotel TBD

**Motion** to adjourn Saturday meeting at 4:30 pm. CARRIED

**Sunday, April 14, 2024**

**1. Call to Order**

The Chair called the meeting to order at 8:30 am and confirmed quorum was met, which included at least one Lay Board Member present.

- *Motion to approve the new agenda as presented. **CARRIED***

**2. Board Evaluation Discussion**

The board provided feedback on the strategic flow of the meeting and the purpose of the quarterly meeting evaluations.

**3. In camera**

- *Motion to leave meeting for in-camera at 8:47 am. **Carried.** Staff left the meeting.*
- *Motion to return to meeting. 11:11 am. **Carried.***

Adjourn meeting at 11:12 am