



Registrant Board Members

Regional Electoral District 1 Rebecca Martin, PAg (Vice Chair); Natasha Neumann, PAg
Regional Electoral District 2 Jessica Morgan, PAg (Chair); William Shaw, PAg
Regional Electoral District 3 Kirk Phair, PAg (Treasurer); Yasemin Parkinson, PAg
Past President (non-voting) Jane Kerner, PAg

Registrant Board Members (absent) Warren Mills, PAg (Regional Electoral District 3)

Lay Board Members Aiden Wiechula, RPF, MSFM
Lay Board Members (absent) Matthew Voell J.D., Brock Edean, Carla Corbett Schiller, RPBio

BCIA Staff (present) JP Ellson, CEO/Registrar & General Counsel
Tess Karuvetti, Admin and Finance Officer (recorder)

The meeting was called to order at 7: 05 PM

1. Call to Order

The Board Chair called the meeting to order and confirmed quorum was met, which included at least one lay Board member present.

2. Approval of Agenda

*Motion to approve the agenda. **Carried***

3. CEO/Registrar’s Update: discussed as presented by the CEO/Registrar

BCIA has responded to an RFP from the Investment Agriculture Foundation (IAF) to serve as a training agent for 2023. A decision is expected before the next Board meeting

Action: CEO to connect with Registrant Board Member William Shaw, PAg, to create additional workshops off site, which can be sponsored by IAF.

4. Audit Firm Recommendation for 2022

*Motion: To recommend Padgett Business Services as the auditors for the BCIA 2022 fiscal year. **Carried***

Action: Create an online poll with a recommendation from the Board to hire auditors from Padgett.

Action: Issue an RFP for at least two audit firms for the 2022 fiscal year.

5. New Commencement Dates for Committee Members

*Motion: All individuals sitting on the BCIA Committees and Working Groups before February 2021 are deemed to have commenced their first term allowed under the PGA on February 5, 2021. **Carried***

6. Appointment of New Committee Members and Chairs, Reappointment of all Committee Members

*Motion: The second term of all individuals as allowed under the PGA, including Chairs, on BCIA Committees and Working Groups, is deemed to have commenced on February 5, 2023. **Carried***

After receiving confirmation from the Nominations Committee in compliance with the PGA, the Board made the following motions:

*Motion: To approve Geoff Mercer, AAg as Chair of the Audit and Practice Review Committee. **Carried***

*Motion: To approve the appointment of Rebecca Gayowski, PAg as a member of the Credentials Committee. **Carried***

Action: Table the Human Resources Report discussion to the upcoming meeting.

7. New Positions Update: Verbal update presented by the CEO/Registrar

- **Provincial PD coordinator position:** The new hire for the Provincial PD Coordinator position starts on April 20th in Kamloops, and onboarding will be in the Langford office the following week.

- **Compliance Officer Position:** Other regulatory bodies have posted for similar positions but have encountered difficulties finding eligible candidates. There is no timeline set by OSPG for BCIA to hire Compliance Officers, but the expectation is to have it done in the current fiscal year.
- **Succession Plans:** Long term plan is to separate the CEO and Registrar roles and budget the salary needs for these roles. A possible succession plan is to hire a second Deputy Registrar (DR) to work under the tutelage of the CEO/Registrar and current Deputy Registrar. When the current DR retires, the new hire can be promoted to Registrar and, consequently, a candidate to eventually become the CEO.

Action: CEO to bring the new Terms of Reference for Executive Working Group at the April meeting.

Action: CEO to redraft the job description after further discussion with the Board and HR consultant.

8. **AAC Report:** Discussed as presented by the CEO.

9. **CEO/Chair Conference and Future Board Training:** Verbal report provided by Vice Chair and CEO.

Vice Chair recommends the presenter at the Toronto Conference to provide governance training for the Board Members. Board Members suggested that the current Committee and Working Group chairs be invited to attend the governance training.

Motion to dedicate the September Board Meeting to conduct governance training. **Carried**

Action: CEO to contact the presenter and contract for Strategic Planning and Governance Training for Board members at the September meeting.

Action: Budget the governance training as capital investment.

10. **Branch Budget Approvals:** Branch budgets presented as received.

Some Branches have new executives and hence have not yet had their respective budget meetings. The Branch Treasurers will be invited to a budget training meeting with the BCIA Financial Officer and the BCIA Treasurer.

Motion to approve the Branch budgets as presented except Fraser Valley, Kamloops, and Vancouver Branches. **Carried**

11. **Approval of October 24, 2023 Meeting Minutes**

Motion: to approve the October 24, 2023 meeting minutes. **Carried**

12. **Next Meeting**

- **April 20, 2023:** Signature Sandman Hotel in Kamloops

Meeting Adjourned at 9:17 pm