

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	Warren Mills, PAg; Kirk Phair, PAg (Treasurer); Yasemin Parkinson, PAg
Past President (non-voting)	Jane Kerner, PAg
Lay Board Members	Carla Corbett Schiller, RPBio; Matthew Voell J.D. (Zoom)
Lay Board Members (absent)	Brock Endean, Aiden Wiechula, RPF
BCIA Staff (present)	JP Ellson, CEO/Registrar & General Counsel Laurena Olsen, Deputy Registrar Tess Karuvetti, Operations and Financial Coordinator (recorder) Holly Keech, Busy Boss Communications - Consultant

The meeting was called to order at 9:03 am

1. Call to Order and Introduction of Holly Keech

The Board Chair called the meeting to order and confirmed quorum was met, which included at least one lay Board Member present. Holly Keech of Busy Boss Communications was introduced as BCIA's new communications consultant.

2. Approval of Agenda

Amendments:

- Under #1, replaced the introduction of Jasmine Wong with Holly Keech
- Add 14a Other Business

Motion to approve Agenda with the noted amendments. **Carried**

3. Action Tracker Review

The Board discussed several administrative changes to the Action Tracker including the requirement to add all due dates as appropriate:

Action: Executive Committee members to meet to prioritize the action items by September meeting, for the Board to discuss as a group

Action: Need an allocated budget line for action item #20; update status in action tracker to 'complete'

4. Conference Review

A review of conference and preconference workshop details were presented by the CEO/Registrar. The CEO/Registrar will consult with the Superintendent of the Office of the Superintendent of Professional Governance (OSPG) regarding consequences of registrants not completing indigenous training by the April 30th deadline. For consideration in 2024, add a line to committee budgets for conference expenses in order to track the attendance of committee chairs.

5. Audit Firm Recommendation for 2023

Three firms were contacted in March for financial auditing services with a recommendation that BDO be secured as BCIA's auditor.

Motion to recommend to the registrants at the BCIA AGM on April 22, 2023 that BDO be the financial auditor for 2023. **Carried**

6. Review of Annual Report/Financial Reports

An update was presented regarding e-transfers; outgoing transfers have successfully been set up. Incoming transfers are not available at this time. Bookkeeping services have been contracted out now for increased accountability. For the BCIA AGM on April 22, 2023 a non-audited financial report will be presented with budget comparison as the Audited Financial Statements were not ready for presentation to the registrants. For the registrants to receive the audited report the Board will propose an AGM continuation via Zoom by June 30, 2023 therefore June 7th is the deadline to receive the statements by the auditor for review and recommendation.

Action: the CEO/Registrar will request Padgett Financial Services to complete by June 7, 2023.

7. AGM Script Rehearsal

The AGM script was presented for review. It was decided that the key players in the AGM would meet separately to finetune the script.

8. Strategic Planning Update; Registrar/Compliance Officer Job Description

Greg Tegart and George Powell presented follow up notes from the February 2023 presentation; the Board discussed.

The Compliance Officer job description was presented and discussed. A consensus as to the direction the Board wanted to pursue was not reached at this time.

9. Future Board Training

Governance training with a consultant is strongly recommended in the fall for a weekend training session. The preferred facilitator met with the vice chair and CEO/Registrar at a workshop in Toronto and will be signing a contract.

10. Terms of Reference (TOR) for Indigenous Training, Executive and Strategic Working Groups

Three different terms of reference (TOR) were presented to the Board for discussion.

Indigenous Training Working Group: this working group is in charge of the development of an agrology focused course level two for registrants, then recommend to the Board the PD program. The following edits were noted:

- Under #5 change 'must' to 'should' in first bullet
- Under #5 add three registrants of BCIA at a minimum
- Remove the text in brackets
- Remove bullet 3 under #3

Motion to approve the Indigenous Training Working Group TOR with amendments. **Carried**

Executive Working Group: this working group would have preliminary discussions prior to Board meetings; would siphon out smaller tasks and/or expedite tasks, suggestions. Is this working group even necessary; evaluate on an annual basis. Lay members are not required. The following edits were noted:

- Under #3, bullet 3 add that the Chair will do the CEO performance review
- Under #5 change to 'shall' consist of then list the members and include the lay member if the Board deems appropriate.
- Under Membership insert 'any Board Member can attend if desired as an observer'
- Remove #11 and #10

Action: Present the draft TOR to the Governance Committee for input.

Strategic Working Group: this working group is intended to support the Board for the strategic growth an direction of BCIA. Example is the hiring of a Registrar/Compliance Officer.

The following edits were noted:

- Under #4 change mention of Chair to 'The Board shall appoint the chair from the working group, and all working group members will be appointed by the Board.
- Amend #2 bullet 1 to indicate that the working group will provide the Board with tools and resources

Action: Present the draft TOR to the Governance Committee for input.

The CEO/Registrar noted that the Communications Working Group met recently and a new Chair was decided by the working group.

Motion to accept Serena Black, PAg as the Chair of the Communications Working Group effective immediately. **Carried**

11. 2024 and 2025 Conference and AGMs:

The conference in 2024 is the BC Land Summit in Nanaimo May 8-10 with four other partner organizations; the BCIA AGM will be held in conjunction with the Land Summit. In 2025 it is proposed to partner with the Applied Science Technologists and Technicians of BC (ASTTBC) in the Kootenay Boundary area. The local branch will be involved in the planning of professional development.

12. Lease Renewal

The terms of the lease renewal was presented and discussed, for the office space in Langford.

Motion to renew the lease on the current location for a three year period in accordance with the contract as presented by the landlord. **Carried**

13. Approval of Draft February 10-12, 2023 and March 23, 2023 Meeting Minutes

Several housekeeping amendments were noted for each set of meeting minutes.

Motion to approve the February 10-12, 2023 meeting minutes as amended. **Carried**

Motion to approve the March 23, 2023 meeting minutes as amended. **Carried**

14. Next Meetings

- **June to August, 2023:** every two weeks for check-ins - Zoom
- **September 9, 2023:** Zoom
- **September 22 - 24, 2023 for Strategic Planning Retreat & Board Governance Training:** Marriot Hotel in Nanaimo
- **December 1 - 2, 2023:** Zoom
- **February, 2024:** Hotel TBD in Richmond

Meeting Adjourned at 2:44 pm. Carried