

## Registrant Board Members

Regional Electoral District 1 Rebecca Martin, PAg (Chair); Natasha Neumann, PAg  
Regional Electoral District 2 Catherine Hayes, PAg; William Shaw, PAg (left at 6:30 pm)  
Regional Electoral District 3 Warren Mills, PAg; Yasemin Parkinson, PAg; Kirk Phair, PAg (Treasurer)

Past Chair Non-voting Jessica Morgan, PAg, RPBio

Lay Board Members Guy Chartier  
Carla Corbett Schiller, RPBio (joined at 6:38 pm)  
Betsy Gibbons

BCIA Staff Jane Kerner, PAg, Interim CEO  
Ryan O'Grady, PAg, PEng, Registrar  
Adeola Odunaike, Administrative Assistant (recorder)

Regrets Brock Endean (Lay Member)  
Laurena Olsen, Deputy Registrar  
Jasmine Wong, Provincial PD Coordinator

Thursday, June 20, 2024

The meeting was called to order at 6:04 pm.

### 1. Call to Order

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

### 2. Approval of Agenda

Change order of agenda items as noted.

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

### 3. Approval of Draft May 11, 2024 Meeting Minutes

- **Motion** to approve the May 11, 2024 meeting minutes as amended. **Carried**

### 4. CEO Search Update

A verbal update was provided to the Board regarding the search for a new CEO. There is no closing date and applications will be received until finalists are determined. Final interview placeholders are tentatively scheduled for mid-September. All questions and inquiries are to be directed to PFM Recruitment Search.

### 5. CEO Transition Plan and Interim Priorities

The Interim CEO provided written reports to the Board. The Board discussed the transition plan of the new CEO and the requirements of filling the Finance Officer position as soon as possible.

- **Action:** Interim CEO to draft a Finance Officer posting for consideration at the next Board Chair/Senior Staff meeting.

### 6. PD Audit Update and PD Cost-Recovery Model for Branches

The Registrar provided a verbal update regarding the 2024 PD audit which is currently underway. The PD Guidelines are scheduled to be updated this year with the APR Committee. The Interim CEO discussed development of a PD cost-recovery model. Inconsistencies were identified between financial guidance materials that have been provided to the Branches.

- **Action:** staff will update the Branch Financial Guidelines, to be discussed at the July Board meeting.
- **Action:** staff to develop a draft PD cost recovery policy for later in 2024.

### 7. 2025 Conference & Other Ideas

A verbal report was provided by the Interim CEO. The Board discussed the pros and cons of hosting a conference in 2025.

- **Motion to suspend the BCIA conference for 2025. Carried**

## 8. 2024 Strategic Plan Discussion: Process and Timelines

A verbal report was presented by the Interim CEO. It was suggested to draft a public-facing statement indicating a new Strategic Plan is being drafted.

- **Action:** for consideration at the next Board Executive/Senior Staff meeting, Interim CEO to draft a public-facing statement indicating a new Strategic Plan is being undertaken then post to the website.

## 9. Discipline Committee Terms of Reference

A new Discipline Committee Terms of Reference was presented to the Board for consideration and approval. The Board discussed BCIA's policy on records retention and archiving.

- **Motion to accept the Discipline Committee Terms of Reference as presented. Carried**
- **Action:** staff to confirm document record keeping requirements.

## 10. Cost Comparisons for Board Meetings

For the Board's consideration, cost comparisons for locations to host in-person board meetings were presented. It was decided that staff will confirm the venues for the next three meetings in 2024/2025.

- **Action:** Interim CEO to confirm the board meeting venues at the next Board Executive/Senior Staff meeting.

## 11. Topics for Upcoming Committee Chair Meeting

The Registrar provided an update regarding the upcoming Committee Chair meeting. For the September Board meeting, the Registrar confirmed that the Chairs will attend virtually to allow introductions and questions in preparation for budget, workplans, TOR changes, and succession planning.

## 12. EGBC Reserved Practice Update

The Registrar provided an overview of a situation involving a BCIA registrant who was under review by the Engineers and Geoscientists of BC (EGBC) on whether their practice was an infringement on areas under the jurisdiction of EGBC. The BCIA Registrar and registrant worked with EGBC to resolve the matter, clarifying there was no infringement.

## 13. Committee Member Appointments

As recommended by the Nomination Committee for the Board's consideration:

- Carlos Hunte, PEng – Nomination Committee, Lay Member
- Ashley Davidson, AAg – Audit and Practice Review Committee
- **Motion to accept the above appointments as recommended by the Nomination Committee. Carried**

The Board discussed Barbara Carle-Thiesson's recommendation for the Investigation Committee as a Lay Member.

- **Action:** Staff to follow up with CABRO, OSPG, and legal counsel for the July BCIA Board meeting.

## 14. Upcoming Meeting Dates

- July 25 – 6 pm to 9 pm virtual
- September 20-22 (quarterly) – Marriott Hotel in Richmond
- November 7 - 6 pm to 9 pm virtual
- November 29-December 1 (quarterly) – Hilton Hotel in Richmond or online
- February 22-24 (quarterly) – Marriott Hotel in Richmond

## 15. In Camera

- **Motion to go in camera at 8:53 pm. Carried**
- **Motion to return back to the meeting at 9:24 pm.**
- **Motion to adjourn meeting at 9:25 pm. Carried**