

**Minutes of a Meeting of the
COUNCIL of the
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
November 18th, 2005 - Renaissance Hotel, Vancouver, B.C.**

Present: Doug Carter, CTech, PE
Martin Dunsmuir, ASCT
Nancy Fowler, ASCT
Bill Howe, ASCT
Prakash Joshi, ASCT

Ken Lee, ASCT
Peter Link, CTech, CPI, CRA
Lloyd Lucas, ASCT, CPI
Tim Murphy, ASCT, MBA
Keith Switzer, ASCT

Staff: Cindy Aitken, Assistant to Executive Director (*Minutes*)
John Leech, ASCT, CAE, Executive Director & Registrar
Ted Nodwell, CAE, Deputy Executive Director

Guests: Dorothy Barkley – AIBC
Stuart Howard, MAIBC – AIBC
Bill Gilmartin, PEng – APEGBC
Fred Lougheed, CET - CTHRB

President Keith Switzer called the meeting together at 4:30 pm. President Switzer introduced the guests – Dorothy Barkley and Stuart Howard representing AIBC and Bill Gilmartin representing APEGBC. Fred Lougheed representing CTHRB arrived later.

1. Approval of Agenda

The Agenda was approved as presented with the addition of:

- 2.1 Recommendations from In-Camera
- 3.6.3 Registration Staff Changes
- 3.6.4 CCTT License Agreement on Titles

2. Approval of Minutes of September 29, 2005

The Council Minutes of September 29, 2005 were presented for approval.

05-78 *That the Minutes of Council of September 29, 2005 be approved as presented.*

M/S/C

The Council Minutes will be posted on the ASTTBC Web Site.

2.1 Recommendations from In-Camera

Council received for information (*in-camera session*) a DRAFT of the the Executive Director's *amended* Employment Contract and Compensation Status Report and the Executive Director's Performance Appraisal for 2006.

05-79 *That items A, B, & C of the Executive Director's Employment Contract and Compensation Status Report be approved.*

M/S/C

05-80 *That items A, B, C, & D of the Executive Director's Performance Appraisal for 2006 be approved.*

M/S/C

3. ACTION AGENDA

GOAL #3 – PROFESSIONAL STANDARDS

3.3.1 Onsite Wastewater Board Appointments

Council received for information a Report on the Onsite Wastewater Registration Board Membership.

05-81 *That the following individuals be added to membership on the Onsite Wastewater Registration Board:*

- * *Karen Halliday, ROWP*
- * *John Rowse, BAA, CPHIC, MA*

M/S/C

3.3.2 Practice Review Board Appointment

Council received for information a Report on the Practice Review Board Membership.

05-82 *That Bill Scudamore, ASCT be appointed to the Practice Review Board.*

M/S/C

GOAL #6 – CORPORATE & MEMBERSHIP

3.6.1 FEAT Loan

Council received for information a Report on Extension of FEAT Loan of \$70,000. Secretary Treasurer Peter Link thanked all those involved in purchasing our own building and paying down the mortgage.

05-83 *That the \$70,000 loan with FEAT be extended to December 31, 2011, with the understanding that ASTTBC has the option of paying down or paying off the loan at any time and the President and Executive Director & Registrar are authorized to sign the promissory note. FURTHER, that the Executive Director & Registrar is authorized to pay down or pay off the loan at any time during the term of the loan.*

M/S/C

3.6.2 Auto Mileage Rate

Council received for information a Report on Automobile Mileage Rate for Staff. Council requested that the Motion be revised to be at Council's discretion.

05-84 *That the Council determine the mileage rate for staff using their automobiles while on ASTTBC business and to report these decisions to the Secretary Treasurer. In setting the rate Council will consider rates set by others such as the Canadian Society of Association Executives and will be mindful of the rate set by CRA.*

M/S/C

3.6.3 Registration Staff Changes

Council received for information a Report (*hand-out*) on Registration Staff Changes. Executive Director & Registrar John Leech reported that Martin Mac Gregor, AScT has tendered his resignation with ASTTBC and will take up the position of Associate Director, Internship and Licensing at APEGBC. John and President Switzer thanked Martin Mac Gregor for his contribution to the growth and development of the Association.

05-85 *That Council take note of the general responsibilities assigned to the Registrar under the ASTT Act and Regulations which have been delegated by the Executive Director & Registrar to John Shortreid, AScT, CLS.*

M/S/C

3.6.4 CCTT License Agreement

Council received for information a Report (*hand-out*) on CCTT License Agreement on Titles. John Leech gave some background information on the protection of titles.

05-86 *That the ASTTBC President and Executive Director & Registrar be authorized on behalf of the Council to enter into a licensing agreement on titles with the CCTT (as the 'agent' for ASTTBC and other professional associations governing technologists and technicians). The agreement must meet ASTTBC requirements while serving the broader interests of the other professional associations governing technologists and technicians and CCTT.*

M/S/C

4. INFORMATION AGENDA

GOAL #6 – Management and Administration

4.6.1 Financial Statement – September 2005

Council received for information a Report on the September 2005 Financial Statement including a graph and Condensed Statement of Revenue and Expenses dated September 30, 2005. John Leech reported that finances are generally on track, with one key current consideration, that of a grant.

05-87 *That the September 2005 Statement of Revenue and Expenses be received for information.*

M/S/C

5. Reports

5.1 President's Report

Council received for information the President's Report dated November 2005. President Switzer reported on meetings he has attended and the activities in which he has been involved including APEGBC AGM, Skills Canada AGM, Science & Technology Delegation from China, meeting with Hon. Murray Coell, Minister of Advanced Education.

05-88 *That the President's Report dated November 2005 be received for information.*

M/S/C

5.2 Executive Director's Report

Council received for information the Executive Director's Report (#47) covering the period from September 3, 2005 to October 31, 2005. John Leech updated Council on new issues and items of interest including articles on National Technology Week in the Province and Sun Newspapers (*handed out*), new CCTT Brochure (*handed out*) and Shaping Our Future Brochure, 'call to action' a follow-up from the June Strategic Planning Conference (*handed out*).

Lloyd Lucas noted special developments re: BCIPI and thanked John for his work with BCIPI. John invited, and responded to, comments and questions. The Executive Director's Report will be posted on the ASTTBC Web Site.

05-89 *That the Executive Director's Report (#47) dated November 18, 2005 be received for information.*

M/S/C

5.3 Registrar's Report

Council received for information the Registrars Report dated November 18, 2005. John Leech gave a brief overview of the report. The Registrar's Report will be posted on the ASTTBC Web Site.

05-90 *That the Registrar's Report dated November 18, 2005 be received for information.*

M/S/C

5.4 Governance

5.4.1 Council Evaluation Form – September 29, 2005

Council received for information the Council Evaluation results from the September 29, 2005 meeting. Generally good comments on the meeting.

5.5 CCTT

5.5.1 CCTT Director's Report

CCTT Director Martin Dunsmuir gave a verbal Report on his recent activities & involvement with CCTT including: Task Force on Accreditation; Lois Sterner appointed new CCTT President; working towards E & O Insurance for all CMs; signed MOU with Quebec bringing OTPQ back in as a full member; new CCTT Communications Director appointed; and, new brochure 'Our Tech Future' (*handed out*).

5.6 CTHRB

5.6.1 CTHRB TECHNEWS

Council received for information the CTHRB TECHNEWS, Special Edition and September issue. Fred Loughheed CTHRB representative gave a verbal report on the activities of CTHRB and reported that they have a better working relationship with ASTTBC and the other CMs. Fred also noted that their Executive Director Bob Cook will be leaving CTHRB at the end of the year. Fred thanked Council for the invitation to attend the Council Meeting and the Awards & Recognition Celebration.

6. Other Business

6.1 Attendance at APEGBC Meetings

President Switzer noted that he is finding it a challenge to meet all his obligations and asked Council if anyone would be interested in attending the APEGBC Meetings as our Representative. Keith will follow-up with those that showed interest.

6.2 Guest Messages/Greetings

Stuart Howard from AIBC thanked Council for the invitation and invited an ASTTBC representative to attend their Council Meetings (2nd Monday every month). Stuart noted that we have common interests and it is important to share information. Dorothy Barkley from AIBC noted that she is very impressed with our Council package. Dorothy reported on the Joint AIBC/ASTTBC Task Force and invited Council to AIBC's Seasonal Open House. Bill Gilmartin from APEGBC brought greetings from APEGBC and noted that other representatives were attending an APEGBC Planning Session and send their regrets. Bill reported that a new Council was elected and new President Bob Ito, PEng, PhD. Bill also noted that Anne Garrett and Bob Ito will be attending the ASTTBC Awards & Recognition Celebration.

7. **Date of Next Meeting**

The next meeting of the ASTTBC Council is scheduled for Thursday, **February 23, 2006** at the *Executive Plaza Hotel & Conference Centre*, 405 North Road, Coquitlam, BC. The meeting will commence with an In-Camera Session of Council followed by dinner (5:30 pm) and the regular Council Meeting (6:30 pm).

8. **Adjournment**

05-91 *That the meeting adjourn at 5:50 pm.*

M/S/C

Keith Switzer, ASCT
President

Peter Link, CTech, CPI, CRA
Secretary-Treasurer