

**Minutes of a Meeting of the  
COUNCIL of the  
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC  
February 23<sup>rd</sup>, 2006 - Executive Plaza Hotel, Coquitlam, B.C.**

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**Present:** Dale Churchill, AScT  
Martin Dunsmuir, AScT  
Nancy Fowler, AScT  
Darrin Heisler, AScT  
Bill Howe, AScT  
Prakash Joshi, AScT

Ken Lee, AScT  
Lloyd Lucas, AScT, CPI  
John McNeill, CTech  
Tim Murphy, AScT, MBA  
Dave Rutherford, AScT, BCLS, CLS

**Staff:** Cindy Aitken, Assistant to Executive Director (*Minutes*)  
John Leech, AScT, CAE, Executive Director & Registrar  
Ted Nodwell, CAE, Deputy Executive Director  
John Shortreid, AScT, CLS, Director, Registrations & Practice

**Guest:** Anne Garrett, PEng - APEGBC

President Keith Switzer was not available to attend and sent his regrets. Vice President Nancy Fowler called the meeting to order at 6:45 pm. Vice President Fowler welcomed Anne Garrett, Executive Director & Registrar of APEGBC.

**1. Approval of Agenda**

The Agenda was approved as presented.

**2. Approval of Minutes of November 18, 2005**

The Council Minutes of November 18, 2005 were presented for approval.

**06-01** *That the Minutes of Council of November 18, 2005 be approved as presented.*

M/S/C

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

**3. ACTION AGENDA**

**GOAL #3 – PROFESSIONAL STANDARDS**

**3.3.1 Membership Report 2005**

Council received for information (*as a separate Report*) the 2005 Membership Statistics. Director, Registrations & Practice John Shortreid highlighted key items and reported that the number of new applicants is up.

**06-02** *That the 2005 Membership Statistics Report be received for information.*

M/S/C

**3.3.2** *ASTTBC Board Appointments*

Council received for information a Report on ASTTBC Board Appointments. John Leech noted a couple of revisions to the lists.

**06-03** *That the 2006/2007 Board lists be approved with amendments as provided.*

M/S/C

**3.3.3** *Board of Examiners Policy*

Council received for information a Report on the 2006 Board of Examiners Policy.

**06-04** *That the changes to the Board of Examiners Policy be approved.*

M/S/C

**3.3.4** *Technical Specialist Certification Policies: Fire; Timber Cruising; Forest Measurements Registration Board*

Council received for information a Report on Technical Specialist Certification Policy Changes.

**06-05** *That the Fire Protection Certification Policy; Timber Cruising Certification Committee Policy and Forest Measurements Registration Board Policy be approved as presented.*

M/S/C

**3.3.5** *Practice Review Board Policies and Procedures Manual*

Council received for information a Report on the Practice Review Board Policies and Procedures Manual.

**06-06** *That the Practice Review Board Policies and Procedures Manual be approved.*

M/S/C

**3.3.6** *ASTTBC Practice Review Board Policy on Bias*

Council received for information a Report on ASTTBC Practice Review Board Policy on Bias.

**06-07** *That ASTTBC Council approves the attached statement on bias and requires all volunteers and staff to be required to review the document as part of their Confidentiality Agreement (attached). Further, that the principles provided in the 'Statement on Bias' be adhered to in all areas of the Association.*

M/S/C

**3.3.7** *Policy for Storage of Files*

Council received for information a Report on the Policy on Storage of Files.

**06-08** *That the 'Policy for Storage of Files' be approved.*

M/S/C

3.3.8 Reinstatement Guidelines for ASTTBC Members Transferred to ABCFP

Council received for information a Report on Reinstatement Guidelines for ASTTBC Members transferred to ABCFP. Executive Director & Registrar John Leech tabled the Policy to the May Council Meeting.

**06-09** *That the Reinstatement Guidelines for ASTTBC Members Transferred to ABCFP be Approved.*

*M/S/TABLED to the May 2006 Meeting*

**GOAL #6 – CORPORATE & MEMBERSHIP**

3.6.1 Annual Renewal Fee 2006 – 2007 for Technical Specialists

Council received for information a Report on the Annual Renewal Fee 2006 – 2007 for Technical Specialists.

**06-10** *That the Annual Renewal Fees for 2006-2007 for Technical Specialist Certification be approved.*

M/S/C

3.6.2 ASTTBC Awards

Council received for information a Report on ASTTBC Awards.

**06-11** *That the following ASTTBC Awards be approved:*

- |   |                        |                 |
|---|------------------------|-----------------|
| • | Tim Murphy, AScT, MBA  | Life Membership |
| • | Corrado Bernardi, AScT | Service Award   |
| • | Paul Walsh, CTech, CPI | Service Award   |
| • | Gerry Huot, C.Arb      | Service Award   |
| • | Colin Dix, AScT        | Service Award   |
| • | Tony Walters, CTech    | Service Award   |
| • | Carmi Simpson, AScT    | Service Award   |
| • | Dan Keeler, AScT       | Service Award   |
| • | Shawn Boven, AScT      | Service Award   |

M/S/C

3.6.3 Staff Roles and Responsibilities

Council received for information a Report on Staff Roles and Responsibilities.

**06-12** *That Council take note of the new titles for senior staff and endorses the responsibilities assigned by the Registrar to other staff for responsibilities designated to the Registrar under the ASTT Act and Regulations.*

M/S/C

3.6.4 *Volunteer Expense Policy*

Council received for information a Report on the Volunteer Expense Policy.

**06-13** *That the Volunteer Expense Policy, February 2006 be approved.*

M/S/C

**4. INFORMATION AGENDA**

**GOAL #6 – Management and Administration**

4.6.1 *Public Representation on Council*

Council received for information a Report on Public Representation on Council.

**06-14** *That Council note the actions of the Nominating Committee and staff to introduce two public representatives as members of the ASTTBC Council.*

M/S/C

**5. Reports**

5.1 *President's Report*

Council received for information the President's Report (*hand- out*) dated February 23, 2006.

**06-15** *That the President's Report dated February 23, 2006 be received for information.*

M/S/C

5.2 *Executive Director's Report*

Council received for information the Executive Director's Report (#48) covering the period from November 1, 2005 to February 10, 2006. John Leech updated Council on new issues and items of interest including ASTTBC's participation and advertising in Tech 2006 Business & Technology Awards Forum (*hand-out*). John also noted that he is receiving strong review on our "Shaping our Future" brochure and it has been a great tool for meeting with employers. John invited, and responded to, comments and questions.

The Executive Director's Report will be posted on the ASTTBC Web Site.

**06-16** *That the Executive Director's Report (#48) dated February 23, 2006 be received for information.*

M/S/C

### 5.3 Registrar's Report

Council received for information the Registrars Report dated February 23, 2006. John Shortreid Director, Registrations & Practice gave a brief overview of the report. John reported that there has been an increase in practice review for Fire and OWRP.

The Registrar's Report will be posted on the ASTTBC Web Site.

**06-17** *That the Registrar's Report dated February 23, 2006 be received for information.*

M/S/C

### 5.4 Governance

#### 5.4.1 Council Evaluation Form – November 18, 2005

Council received for information the Council Evaluation results from the November 18, 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 and CTHRB. Martin reported that he just got back from CCTT meetings last week and is just finishing up on his Report.

### 5.6 CTHRB

#### 5.6.1 CTHRB TECHNEWS – November; December; January

Council received for information the November, December & January CTHRB TECHNEWS.

## **6. Other Business**

### 6.1 Peter Link Secretary Treasurer Resignation

John Leech reported that Peter Link has resigned as Secretary Treasurer effective immediately due to family circumstances. John noted that Bill Howe has agreed to serve as Secretary Treasurer for the balance of the current term of office (to AGM 2006).

**06-18** *That Bill Howe fill the position of Secretary Treasurer for the balance of the current term of office, ending with the 2006 AGM.*

M/S/C

### 6.2 SPEAT Annual General Meeting

Prakash Joshi gave a verbal report on a presentation he made at the SPEAT Annual General Meeting and other activities in which he has been involved.

6.3 Guest Messages/Greetings

Anne Garrett brought greetings from APEGBC. Anne noted that the APEGBC Work Plan is on the Web and she gave John Leech a copy when they met. Anne handed-out a Vancouver Sun article on Engineering & Geoscience Week.

**7. Date of Next Meeting**

The ASTTBC Council will convene a meeting within the next 2-4 weeks to deal specifically with the proposed MOU between ASTTBC and AIBC. President Keith Switzer will determine the date of the meeting.

The next meeting of the ASTTBC Council is scheduled for Thursday, **May 25, 2006** in conjunction with the ASTTBC Annual General Meeting ( May 26, 2006) at ***The Coast Hotel & Convention Centre, 20393 Fraser Highway, Langley, 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**

**06-19** *That the meeting adjourn at 8:50 pm.*

M/S/C

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Keith Switzer, AScT  
President

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Bill Howe, AScT  
Secretary-Treasurer