Minutes of an OPEN Meeting of the

COUNCIL of the
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC

March 14, 2019

Pacific Gateway Hotel Vancouver Airport, Richmond

Present: Sarah Campden, CTech, RTMgr.
        Rob Campbell, PEng, BSc
        Paul Tomei, AScT
        James Coble, MA
        Roslyn Kunin, PhD

Heather Robertson, AScT (conf call)
Rachel Butler, AScT (conf call)
Brian Davis, CTech, RSIS (conf call)
Keith Trulson, AScT, Eng.L (conf call)

Absent: Paul Sawyer, CTech
        Todd Blackstock, AScT
        Edzel Escale, AScT
        Trent Reid, CTech

Ken Zeleschuk, AScT, RTMgr, MBA
Randy Meszaros, AScT, CET, PMP
David Sparanese, AScT, CPWI 3

Staff: Theresa McCurry, BSc, PMP
       Charles Joyner, AScT
       Jason Jung, AScT
       Evan Triste, CPA, CGA
       Frauke Bracht

Chief Executive Officer
Registrar
Manager, Professional Practice
Manager, Finance
Coordinator Technical Specialists

Guests: Tony Chong, PEng (conf call)
        Max Logan

EGBC Chief Regulatory Officer & Deputy Registrar
EGBC Chief of Strategic Operations

Vice President Sarah Campden welcomed all to the March 14th ‘open’ meeting of Council including those participating by conference call. Vice President Campden noted that this ‘Open Session’ of Council will be recorded and posted on the ASTTBC website and that Council is fully committed to openness and transparency in the governance of ASTTBC. It was also noted that many of the reports and recommendations coming before Council today have been previously discussed by Council during the Workshop.

Vice President Campden called the OPEN Council Meeting to order at 3:00 pm. Quorum present.
1. **Approval of Agenda**

   The Agenda was presented for approval.

   **19-12:** That the Agenda of March 14, 2019 be approved as presented.

   Moved: James  Seconded: Roselyn  

2. **Approval of Minutes**

   The Minutes of January 17, 2019 were presented for approval.

   **19-13:** That the Minutes of the Council Meeting of January 17, 2019 be approved.

   Moved: Paul  Seconded: Rob  

3. **ACTION AGENDA**

   **GOAL #3 – Professional Standards & Regulations**

   **3.3.1 Future Status of Technical Specialist**

   Council received for approval the Registrar’s Report on the Status of Technical Specialists that identifies the impact on the organization, the process and regulation changes in reference to the Professional Governance Act (PGA). Four recommendations from the report were presented for Council approval.

   **19-14:** That Council approves changes to the status of Technical Specialists.

   1) That Council approves Technical Specialist as a category of registrants (PGA, s 42).
   2) That Council approves sub-categories of Technical Specialist registrants in specialized areas of practice as per Appendix 1 of the agenda with qualifications established by Council under the Professional Governance Act (PGA) section 43 (2) [restricted and specialized areas of practice].
   3) That Technical Specialist registrants are eligible for election to Council.
   4) That Technical Specialist registrants have the right to vote at ASTTBC Annual General Meetings.

   Moved: Roslyn  Seconded: James  

   **3.3.2 Revision to Category of Registration**

   Council received for approval the Registrar’s Report on the revision to categories of registration. During discussion at council workshop it has been decided that item 3.3.2 is to be tabled. Further consultations and additional input from staff is needed. A verbal update will be provided at the June 2019 Council meeting. Goal is to seek approval of the updated Report at September meeting.

   **19-15:** That Council table agenda item 3.3.2 until September

   Moved: Roslyn  Seconded: Paul  

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GOAL #8 – Governance and Management

3.8.1. Board Appointments
Council received for approval the Registrar Report on appointments of volunteers to the Board of Examiners. Charles reported on this routine process and explained that new appointees, James Dadd, and Rajesh Reddy had the opportunity to serve as observers at the Board of Examiners.

19-16: That Council approves the appointment of James Dadd, AScT and Rajesh Reddy, AScT as members of the Board of Examiners.

Moved: Rob Seconded: Paul Carried

3.8.2. ASTTBC Council Goals & Strategic Priorities
Council received a CEO Report on the proposed Council Goals & Strategic Priorities. ASTTBC staff is looking for further Council guidance and if necessary, an update to the dynamic plan that will guide ASTTBC in the future. Currently ASTTBC’s five Strategic Priorities as set out by Council include:
GOAL 1: Professional Legislation & Regulation
GOAL 2: Rights to Practice & Qualified Professional
GOAL 3: Professional Recognition
GOAL 4: Member Services
GOAL 5: Governance

CEO Theresa McCurry noted that the ASTTBC Mission statement should have been inserted in the ‘ASTTBC Council Goals and Strategic Priorities’ document. The final document will include the Mission statement at the top of the document. A correction under Goal 4 will be made: Marketing of professions instead of profession. The importance of continuing professional development (CPD) of members will be included in the final document under Goal 2.

Theresa reported on several conversations with education providers and ASTTBC in previous weeks. One interesting item is BCIT’s consideration of creating a new diploma or degree program which will give the opportunity to achieve a “general” diploma in case of multi-disciplinary training in recognition of ongoing CPD and life-long learning.

19-17 That Council approves the report on ASTTBC Council Goals & Strategic Priorities.

Moved: James Seconded: Paul Carried
4. INFORMATION AGENDA

GOAL #8 – GOVERNANCE AND MANAGEMENT

4.8.1 Summary of Year End Achievement for 2018
Council received for information the CEO Report on the completed 2017-2018 Work Plan. Staff is providing regular updates on work in progress and this final report reflects staff achievements in 2017-2018. The 2019-2020 work plan, which was approved at the September 2018 meeting, will be updated for the June 2019 Council meeting.

Theresa reported on a few key developments such as setting the focus on goals and strategic priorities. Moving forward, Theresa will rewrite the plan moving operational items under strategic priorities to get a better alignment and better understanding of the work ASTTBC is doing. Roslyn thanked the CEO and staff on behalf of the Council for the great work.

19-18 That the Chief Executive Officer’s Report on ‘ASTTBC Year End Summary of the Strategic and Operations Plan 2017-2018 UPDATE’ be received for information.

4.8.2 ASTTBC Member Survey Results Summary
Council received for information the ‘2018 ASTTBC Member Survey Result Summary’ prepared by Karen Taylor, Manager, Member Services and Operations. The report outlines a general overview of the results received from the 2018 member survey on information like overall member satisfaction, areas of activity, performance, ASTTBC communications, ASTTBC member services and requested suggestions on how ASTTBC can better serve the members.

The survey response rate was doubled to the previous survey with 1,300 members participating. ASTTBC will continue sending monthly e-news and sending quarterly Connect. The digital version of the Connect includes updates on regional stories, regional job postings and other information like regional CPD opportunities in the various regions across the country. The new digital magazine was well received. Theresa noted that members may request a pdf version.

Two items in category 3 on areas of activity and category 4 on performance need to be revised. The updated document will be replaced within the agenda package for Council. The information on the member survey will be sent to members on March 16, 2019 via broadcast.

19-19 That the 2018 ASTTBC Member Survey Result Summary be received for information.

4.8.3 Financial statement - January 2019

Manager of Finance Evan Triste provided the report to inform Council of ASTTBC’s January 2019
operational results and summarized the following: total revenue in January 2019 is lower by 1.11% compared to January 2018; mostly due to a decrease in professional affairs as a result of fewer Government projects and a decrease in member services revenue from Tech Jobs. Revenues are comparable to the previous three years. Expenses decreased by 19% compared to January 2018. Major decreases are from Professional affairs mainly owing to fewer government projects and wages and benefits from lesser activities in Part/Time contracts and having less contractors. Expenses comparable to previous three years. Other decreases are due to timing differences for prepaid expenses, which will now be spread across the year to enable accounting to measure expenses on a monthly basis.

19-20 Thai the January 2019 Financial Statement be received for information.

4.8.4 Updated Council Action Items- Master list 2019
Council received for information the updated council action item list prepared by Cindy Aitken, Manager Governance & Events.
Motion 17-85: The Report on Publishing Names of Volunteers of ASTTBC Boards is in progress. Anticipated submission date of this report will be June 2019 as per Registrar. Motion 18-69: CEO Theresa McCurry was authorized at the September 2018 meeting to go to consultation with the membership regarding an update in the language for the Vision Statement. This has been raised in member webinars and previous member meetings in Prince George and Kamloops. Feedback received from members to send a survey in this regard. ASTTBC is consulting a survey company as a third-party group to convey this comprehensive survey. Anticipated feedback to Council by September 2019.
Motion 18-88: Title harmonization is on the agenda with Technology Professionals Canada (TPC) and other national associations and will remain on the workplan for 2019/2020.
January 2019 Workshop notes:
- Council reflections on goals and related strategic priorities were approved.
- Council goals and priorities will be updated in the Council Governance Policies document and on the ASTTBC website.
- Agreement on the concept paper on Technical Specialists achieved.
Actions item to be changed to completed.

4.8.5 ASTTBC Activity Listing 2019
Council received for information the 2019 Activity Listing prepared by Karen Taylor, Manager, Member Services & Operations. CEO Theresa McCurry noted that there is a lot of work involved in planning new functions or anticipating in events like Engineering Month. There are also new opportunities with community partners for instance a speaking opportunity at the Polytechnics Annual Showcase in May in Richmond. Theresa noted that ASTTBC is still looking for a date for the sixth annual ASTTBC/EGBC golf tournament in Kelowna. The activity list is available for registrants and will be updated for the June 2019 meeting.
5. REPORTS

5.1 President’s Report
Council received for information the President’s report covering the period from January 17th, 2019 to February 19th, 2019. Vice President Sarah Campden summarized the report and highlighted some of the activities Trent has been involved with, including: Professional Reliance Review, SPEATBC Event, CEO Performance Review.

19-21 That the President’s Report be received for information.

5.2 CEO Report: for March 14, 2019 Council Meeting
Council received for information the CEO’s Report covering the period from January 18th - February 19th. CEO Theresa McCurry highlighted a few key developments including: Attending a planning session hosted on the Professional Governance Act (PGA); setting up a new committee; ‘Young Professionals’ for those people with less than 10 years of work experience; at next AGM a session for this new group is planned; creating CPD opportunities; member meetings in Prince George and Kelowna, others in planning stage; attended community workshops, working with career facilitators; received provincial government funding for a two year pilot project that will address the recruitment & retention of women in STEM; ASTTBC-EGBC-ACEC BC are in final negotiations; received funding from the federal government for a project promoting careers in Engineering Technology for foreign trained professions and recruiting veterans coming back to the workforce; AGM planning is in the works – this year we will be combining the AGM with the awards portion of TARC on June 13th.

19-22 That the January - February 2019 Chief Executive Officer’s Report received for information

5.3 Registrar’s Report (verbal)
Registrar Charles Joyner gave a verbal update covering the period from January to February, 2019. Some key points: keeping in line with the PGA to make sure ASTTBC is compliant with the new Act. In 2019, we are aligning the fiscal year for Technical Specialist and adjusting due dates for paying annual dues within two month instead of previous six months for all members; the CPD revised schedule of hours required went well, the website has been adjusted; Practice Assessment Reviews: developing an enhanced instrument to conduct Practice reviews, starting with Property Inspectors, Onsite Wastewater Practitioners and Fire Protection Technicians; adjustment to the ASTTBC main register: the categories Students, Graduates and Associates are now included in the register.

19-23 That the verbal 2019 Registrar’s Report received for information
5.4 TPC and TAC Report
CEO Theresa McCurry gave a verbal report on TPC and TAC. Nothing new received for TAC. An operation meeting will be held in March to prepare for the TPC meeting in June; working with an adviser on a strategic report. At next TPC meeting the discussion group will be extended to Past, Current and Incoming President to get a historical and future perspective of matters. Other discussions at the CEO level on TPC membership with other Provinces will be held, no dates yet.

19-24 That the TPC and TAC verbal reports be received for information.

5.5 Council Reports (verbal)
Council members were invited to speak on Association activities and meetings in which they have been involved. No remarks received at this time.
Keith Trulson thanked the CEO for her work in her new position.

6. OTHER BUSINESS
None.

7. DATE OF NEXT MEETING

The next Council Meeting is scheduled for Wednesday, June 12, 2019 at the Pacific Gateway Hotel, Richmond (Maple Room) from 10:00 am to 4:00 pm. Following the Council Meeting there will be a President’s reception and Dinner (Red Cedar Ballroom) from 6pm-10pm.

8. ADJOURNMENT

19-25 That the meeting adjourn at 4:00 pm.
Sarah thanked Council and those participating by Conference Call.

Sarah Campden, C'Tech, RTMgr
Vice President

Theresa McCurry, BSE, PMP
Chief Executive Officer

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