

**Minutes from the OPEN MEETING of the COUNCIL of
 APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
 January 23, 2020
 Pacific Gateway Hotel Vancouver Airport, Richmond**

Present:	Sarah Campden, CTech, RTMgr. President	Rob Campbell, P.Eng, BSc Lay Councillor
	Ken Zeleschuk, ASCT, RTMgr, MBA Secretary/Treasurer	Roslyn Kunin, PhD Lay Councillor
	Trent Reid, CTech Past President	James Coble, MA, PhD Lay Councillor
	Heather Robertson, ASCT Council Registrant	
Dial-In:	Rachel Butler, ASCT Council Registrant	Brian Davis, CTech, RSIS Council Registrant
Absent:	David Sparanese, ASCT, CPWI 3 Vice President	Randy Meszaros, ASCT, CET, PMP Council Registrant
Staff:	Theresa McCurry, BSc, PMP Chief Executive Officer	Charles Joyner, ASCT Registrar
	Evan Triste, CPA, CGA Manger, Finance	Jason Jung, ASCT Director, Professional Practice & Business Development
	Shahina Sharp Administrative Coordinator	

President Sarah Campden welcomed everyone to the January 23, 2020 Open Meeting of Council. 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.

President Campden called the open Council meeting to order at 2:05 pm. Quorum was reached.

1. Approval of Agenda
 Motion: That Council approve the January 23, 2020 Agenda

That Council approve the January 23, 2020 Agenda.

Moved: Rob Campbell

Seconded: Trent Reid

Carried

2. Approval of November 7, 2019 Council Meeting Minutes
 Motion: That Council approve the November 7, 2019 Minutes with the noted date correction.

That Council approve the November 7, 2019 Minutes.

Moved: Heather Robertson Seconded: Roslyn Kunin **Carried**

- 1.1.1 Council Executive Model under PGA
 The Council agreed that we should remove "Council member 2 years" from the following statement:

~~Council member 2 years, VP 2 years and President 2 years. Under the PGA the Past President is a non-voting advisor. VP would assume Secretary Treasurer position.~~

There will be no grandfathering of positions and that we acknowledge that the PGA is a clean slate. Under the PGA, Past President is a non-voting position

~~Motion: That Council select a model for the Executive when ASTTBC moves under the Professional Governance Act, and approves staff to create the bylaws that reflect this model~~

Council revised the Motion as follows:

The Executive Model will require that Vice President and President be Council Members and be appointed by the Council each for two-year terms.

Moved: Roslyn Kunin Seconded: Trent Reid **Carried**

- 2.5.1 Review and approve the Governance Policies
 Council went through the document section by section and noted the following needs to be done throughout the document:
- Condense Table of Contents
 - Define acronyms such as CEO, PGA, etc.

Changes were made specifically to the following sections:

Section	Title	Change
Section 1-3	BELIEFS	point 4, remove in providing quality customer service-
Section 1-5	END OUTCOMES	first bullet add "continuing" before education
Section 2-1	GOVERNANCE COMMITTEMENT	keep the highlighted phrase general public, remove the words avoid and "unacceptable (unethical), keep the word transparency, add the word "and;" before rigorous. The paragraph should read: <i>The ASTTBC Council, on behalf of the general public and registrants of the Applied Science Technologists and Technicians of British Columbia, achieves appropriate results for the public and registrants at an optimum cost, and acceptable</i>

		<i>activities, conditions and decisions. In fulfillment of this obligation, the Council is committed to transparency and rigorous continual improvement of its capability to define values, vision and direction for the Association.</i>
Section 2-2	GOVERNING STYLE	point 3, remove "registrants" and replace it with "Council Councillors"
Section 2-3	IMPLEMENTATION OF GOVERNING STYLE	point 2, remove "registrants" and replace it with "Council Councillors", point 3 remove "member" and change "Council" to "Councillors"
Section 2-4	COUNCIL JOB DESCRIPTION	okay with highlighted changes, 2 nd paragraph – remove "products" or and point 2 -remove "owners, the members"
Section 2-9	ANNUAL COUNCIL PLANNING CYCLE	okay with highlighted changes to point 3, bullet 4- remove "Recognize volunteers (TARQ)"
Section 3-1	DELEGATION TO THE CEO	point 3, remove "Executive Director's"
Section 4-1	GENERAL EXECUTIVE CONSTRAINT	point 9, corrected typo to be "uniformed"
Section 4-9	ASSET PROTECTION	point 13, remove "shorter than" and add "or less" after 36 months

Motion: That Council approve the Governance Policies

It is recommended that the Council adopt these updated policies and direct staff to post them to the public portion of the website.

Moved: Heather Robertson Seconded: James Coble **Carried**

2.5.2 Review and approve the publishing of Practice Guides

On September 27, 2018 ASTTBC Council was presented three guides to professional practice for information only. These three guides were as follows:

- Biomedical Engineering Technology Services
- Electronics Technology Services
- Geomatics Technology Services

There was much discussion by Council about content and recommendations regarding how to proceed, which included further internal review and utilization of subject matter experts from industry and academia which has taken place. These guides are now being presented to Council for approval. Upon approval and instruction, staff will add these guides to our online resource library for access by registrants and the public. In addition, all registrants will be advised of their availability via publication of Professional Practice Bulletins as needed. These guides are for registrants registered in these specific disciplines.

Council noted there were some minor changes that needed to be made to the documents.

Motion: That Council review and approve practice guides that will be posted.

Council revised the Motion as follows:

The Council approves the Biomedical, Electronics and Geomatics Guides to Professional Practice once required changes have been made. Further, once these changes have been made, the Council directs staff to publish these guides for access by registrants and the public including issuing Professional Practice Bulletins to registrants as needed.

Moved: Heather Robertson Seconded: Trent Reid **Carried**

2.5.3 Review and approve Policy for Publication of Names

ASTTBC Regulations section 4.7 i) iii) specifies *"A summary of the resolution of a complaint will be published by the Association in accordance with its normal practice."*

Interpretation of "normal practice" is required particularly as we transition to the Professional Governance Act. It has been the usual practice for ASTTBC to consider whether the name of a registrant who has been the subject of a complaint, and through the investigation process it was determined that discipline was required, to be named publicly.

Motion: That Council approve the policy for the publication of names of those registrants that have met the requirements for public posting of the complaint and discipline decision.

Moved: Roslyn Kunin Seconded: Rob Campbell **Carried**

2.5.4 Review and approve new member Board/Committee Appointments

Council reviewed all the Board Appointments for the following:

- a) Board of Examiners
- b) Practice Review Board
- c) Construction Safety Certification Board
- d) Fire Protection Board
- e) Registered Technology Managers Board
- f) Property Inspection Certification Board
- g) Onsite Wastewater Certification Board
- h) Public Works Certification Board
- i) Utility Location Certification Board
- j) Professional Technologist Certification Board
- k) Accreditation Board

Motion: That Council approve the Board/Committee Appointments

The attached 2020 Board Appointments be approved.

Moved: James Coble Seconded: Heather Robertson **Carried**

3.5.2 Review Report of Council's Performance (verbal)

The Councillors Performance was discussed at the Closed Meeting that occurred earlier today.

Motion: That Council received for information the review of Councillors' performance.

Council revised the Motion as follows:

That Council approve the Council Directors and Lay People's performance. It was agreed that all goals and strategic priorities were appropriate for the work of Council and staff in 2019 and that these goals and activities will continue for 2020.

Moved: Heather Robertson Seconded: Ken Zeleschuk **Carried**

4.5.1 Receive Financial Statements – November 2019

REVENUE:

Actual revenue % to budget compared to the previous three:

2019	2018	2017	2016
93.20%	94.27%	100.29%	97.18%

Total revenues for YTD November 2019 are higher by \$185K or 6% compared to November 2018. The net increase is mainly from professional affairs of \$139K owing to larger government projects compared to previous years particularly with TechAbility: Aligning Diverse Abilities to Technical Occupations (TechAbility) and Advancing Women in Engineering and Technology projects. Other increases are from annual dues of \$39K or 1.56% due to the increase in rates, and admin general of \$12K from Interest income mainly due to better rates.

EXPENSE:

Actual expenses % to budget compared to the previous three years:

2019	2018	2017	2016
77.50%	89.00%	90.88%	90.87%

Total expenses for YTD November 2019 are lower by \$217K or 7% compared to November 2018. The net decrease are from office equipment of \$217K as a result of the write-off of the PHD database last year, wages and benefits of \$148K due to lesser activities from Part/Time & Contractors and some decrease in salaries and benefits owing to staffing changes and a decrease of \$22K from publications owing to the shift from print to digital format of the Connect newsletter. The decrease was partially offset by increases in professional affairs of \$204K due to government projects and member services of \$39K mainly from an increase in member meeting and consultation.

Motion: That Council receive for information the November 2019 Financial Statements.

That Council receive for information, the November 2019 Statement of Operations.

Moved: Roslyn Kunin Seconded: Heather Robertson **Carried**

4.5.2 Receive President's Report

President Campden discussed all the President's activities for the period of October 24, 2019 to January 2020. Here is a list of activities President Campden participated in:

- President/CEO Meetings
- November Council Meeting
- SchmoozaPalooza
- Technology Professionals Canada
- National Presidents Meetings
- Technology Accreditations Canada
- Meeting with Minister Eby

Motion: That Council receive for information the President's Report.

That the October 2019 to January 2020 President's Report be received for information.

Moved: James Coble

Seconded: Roslyn Kunin

Carried

4.5.3 Receive CEO's Report

CEO McCurry discussed all the CEO activities for the period of November 1, 2019 to December 10, 2019. Here is a list of activities CEO McCurry participated in:

- PGA Governance Act implementation
- Practice and regulatory updates
- Continuing professional development for registrants
- Right to practice framework development
- Harmonization discussions among the provinces
- Youth Professionals Group
- Advancing Women in Engineering and Technology project
- IT Modernization
- Post-Secondary/High School/Community/Employment Programs Outreach
- HR Management

Motion: That Council receive for information the CEO's Report.

That the November – December 2019 ASTTBC CEO report be received by Council for information.

Moved: Robert Campbell

Seconded: Heather Robertson

Carried

4.5.4 Receive Registrar's Report

Registrations

As of December 31, 2019, the number of AScT and CTech registrants was decreased 3.1 percent from December 2018.

Technical specialist registrant totals declined by 1.1 percent over the year. Thus, the combined total of AScT, CTech and Technical Specialist registrants as of December 31, 2019 was 2.8 percent from 2018.

Despite overall decline in registrants the number of female registrants has increased to 13.8 percent. There has been a steady increase in female registrants from 10.9 percent in 2012 to 13.8 percent in 2019.

The number of AScT and CTech members with one or more designations increased by 11.8 percent bringing the total multi-designation registrants to 342. multi-designation registrations include 49 Professional Technologists (PTech) and 42 Registered Technology Managers (RTMgr).

PGA Bylaws

The new ASTT bylaws will cover 7 different areas and be aligned with Professional Governance Act. Once all 7 bylaws are drafted, it will be sent to our legal counsel to review. Our next Council Meeting on March 5 will be a Bylaw Workshop as we need to have these bylaws approved by Council by June to then submit to OSPG by the end of June.

Motion: That Council receive for information the Registrar's Report.

That Council receive for information the Registrar's Report.

Moved: Roslyn Kunin Seconded: Ken Zeleschuk **Carried**

4.5.5 Receive ASTTBC Events Summary

Motion: That Council receive for information the ASTTBC Events Summary Report.

That the ASTTBC's Events Summary Report be received for information Motion:

Moved: Ken Zeleschuk Seconded: Trent Reid **Carried**

4.5.6 Receive the 2020 Council Action List

Motion: That Council receive for information the 2020 Council Action List.

That Council receive for information the 2020 Council Action List.

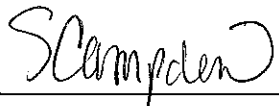
Moved: Heather Robertson Seconded: Ken Zeleschuk **Carried**

5.0 Next Meeting: March 5, 2020


Motion: That the Council Meeting be adjourned.

That the Council Meeting be adjourned at 3:12 pm.

Moved: Rob Campbell Seconded: Trent Reid **Carried**



Sarah Campden, CTech, RTMgr
President



Theresa McCurry, BSc, PMP
CEO