

Minutes of a Meeting of the
COUNCIL of the
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC
January 26, 2017
Pacific Gateway Hotel Vancouver Airport, Richmond

Present:	Rob Campbell, BSc, PEng Sarah Campden, CTech, RTMgr Brian Carr, PhD Jeff Collins, ASCT Russell Dobie, ASCT	Edzel Escala, ASCT Trent Reid, CTech Heather Robertson, ASCT Dave Rutherford, ASCT, BCLS, CLS David Spanese, ASCT, CPWI 3
Webinar:	Todd Blackstock, ASCT Rachel Butler, ASCT	James Coble, MA
Absent:	Craig Sears, ASCT, MBA	Keith Trulson, ASCT, Eng.L
Staff:	Cindy Aitken Charles Joyner, ASCT Jason Jung, ASCT John Leech, ASCT, CAE	Manager, Governance & Events Registrar Manager, Professional Practice & Development Chief Executive Officer

As President Keith Trulson was not available to attend, Vice President Trent Reid served as Acting Chair. Vice President Reid called the meeting to order at 3:00 pm and welcomed those participating by Webinar.

1. Approval of Agenda

The Agenda was approved as presented.

M/S/C

2. Approval of Minutes

The Minutes of November 19, 2016 were presented for approval.

17-01: *That the Minutes of the Council meeting of November 19, 2016 be approved.*

M/S/C

Secretary Treasurer Sarah Campden noted that last year the November Council Meeting was changed to coincide with TARC. Sarah asked Council if they were interested in changing this year's Council Meeting to the same day as TARC. The suggestion was recorded and Staff will review and get back to Council.

3. **ACTION AGENDA**

GOAL #1 – PROFESSIONAL LEGISLATION & REGULATION

3.1.1 PTech: Opportunities into the Future - Implementation

The Chair advised that Council discussed the DRAFT PTech Report at the Council Workshop earlier in the day and that further work is required prior to formal consideration by Council.

GOAL #3 – PROFESSIONAL STANDARDS & REGULATION

3.3.1 Onsite Wastewater Certification Board (OWCB) Policy Revision

Council received for information a Report on the Onsite Wastewater Certification Board (OWCB) Policy Revision and a DRAFT copy of the revised Certification Policy dated January 26, 2017. Registrar Charles Joyner noted that the revisions were needed to make the Policy more streamlined and included a category for Provisional Membership. Charles also reported that the Practice Review Board (PRB) has endorsed the Policy.

17-02: *That the Onsite Wastewater Certification Board (OWCB) Policy be approved.*
M/S/C

GOAL #8 – GOVERNANCE AND MANAGEMENT

3.8.1 ASTTBC 2017 Board Appointments

Council received for information a Report on the ASTTBC 2017 Board Appointments and a list of those serving on ASTTBC Boards. Charles reported that he has an Amendment to make to the list of Appointments and will see that a copy is available with the Council Minutes.

17-03: *That the ASTTBC 2017 Board Appointment list be approved as amended.*
M/S/C

3.8.2 ASTTBC Strategic and Operations Plan 2017 - 2018

Council received for information a Report on the Strategic and Operations Plan 2017-2018 and a copy of the Plan dated January 26, 2017. Council participated in a question and answer period. CEO John Leech reported that dates need to be changed, along with a few amendments discussed during the Council Workshop.

17-04: *That the Strategic and Operations Plan 2017-2018 as amended to be approved as guidance for the CEO in the allocation of resources for fiscal 2017.*
M/S/C

4. **INFORMATION AGENDA**

GOAL #8 – GOVERNANCE AND MANAGEMENT

4.8.1 November 2016 Financial Statement

Council received for information a Report on the November 2016 Financial Statement.

17-05: *That the November 2016 Financial Statement be received for information.*

M/S/C

John Leech reported that we are “on track” to achieve year-end Revenue and Expense targets. John also noted that monthly reviews with the Secretary-Treasurer help to monitor the state of the Association’s finances.

4.8.2 Council Resource & Development Committee (CRDC)

Council received for information a Report on the Council Resource & Development Committee (formerly Nominating Committee) and a DRAFT copy of the Terms of Reference. CRDC Chair Dave Rutherford noted that the proposed changes will more formally enable the CRDC to assume responsibilities in support of good governance of the Association over the long term. A copy of the current Terms of Reference for the Nominating Committee will be sent to Council.

17-06: *That Council provide feedback on the DRAFT CRDC Terms of Reference by February 15, 2017.*

M/S/C

5. **Reports**

5.1 President’s Report

Council received for information a Report from the President. The President’s Report highlighted key Association activities that President Trulson was involved with covering the period from November 19, 2016 to January 26, 2017. President Trulson sent his regrets for not being able to attend the Council meeting.

17-07: *That the President’s Report be received for information.*

M/S/C

5.2 Chief Executive Officer’s Report

Council received for information a Report from the CEO. John Leech gave a brief update on key elements of ASTTBC operations covering the period from November 2016 to January 2017. John noted that the CEO Report is “pared down and is taking a new direction”. The CEO asked Council for suggestions on the format of the Report and invited Council to follow-up with him if they had any questions or required any additional information.

John encouraged Council to “Stay Connected” by following the monthly eNews; ‘Whats New’ on the ASTTBC website; the bi-annual ASTTBC CONNECT; Twitter; YouTube and other social media.

17-08: *That the Chief Executive Officer’s Report be received for information.*

M/S/C

5.3 Registrar’s Report

Council received for information the Registrar’s Report. Registrar Charles Joyner gave a brief update on key items related to registrations, practice and compliance. Charles noted that his report focuses on registration numbers and he was pleased to report that the number of female Members has increased; student registration has increased and PRB has received fewer complaints. Also included in the Registrar’s report was the new Continuing Professional Development Point Schedule.

17-09: *That the Registrar’s Report be received for information.*

M/S/C

5.4 TPC and TAC Report

Charles Joyner gave a brief update on Technology Accreditation Canada (TAC) and noted that new criteria for Accreditation was introduced in September. Charles also reported that the Presidents of all Provincial Associations are scheduled to meet in March 2017.

17-10: *That the Technology Professionals Canada and Technology Accreditation Canada update be received for information.*

M/S/C

5.5 Council Members’ Report (verbal)

Council members were invited to speak on Association activities in which they have been involved. Heather Robertson reported that an ASTTBC Member Meeting/Reception is scheduled for February 2nd in Prince George and that ASTTBC will be attending the Premier’s BC Natural Resources Forum on January 31st to February 2nd.

6. **Other Business**

No other business to report.

Vice President Reid thanked Council & Webinar Participants for attending.

7. **Date of next Meeting:**

The next Council Meeting is scheduled for **Thursday, MARCH 30th, 2017** as a Webinar (not face-to-face) at 4:00 pm. Webinar registration will be sent in advance. Council is invited to participate in the Webinar at the ASTTBC Office Boardroom, Surrey.

8. **Adjournment**

17-11: *That the meeting adjourn at 3:45 pm.*

M/S/C

Trent Reid, CTech
Vice President, Acting Chair

Sarah Campden, CTech, RTMgr
Secretary -Treasurer