

**COUNCIL of the  
APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC**

**September 27, 2018**

**Pacific Gateway Hotel Vancouver Airport, Richmond**

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Present:	Rachel Butler, AScT( <i>conf call</i> ) Rob Campbell, BSc, PEng Sarah Campden, CTech, RTMgr James Coble, MA Brian Davies, CTech, RSIS ( <i>conf call</i> ) Roslyn Kunin, PhD	Randy Meszaros, AScT, PMP, CET Trent Reid, CTech Heather Robertson, AScT David Sparanese, AScT, CPWI 3 Keith Trulson, AScT, Eng.L ( <i>conf call</i> ) Ken Zeleschuk, AScT, RTMgr, MBA
Absent:	Todd Blackstock, AScT Edzel Escala, AScT	Paul Sawyer, CTech Paul Tomei, AScT
Staff:	Cindy Aitken Charles Joyner, AScT Jason Jung, AScT Theresa McCurry, BSc, PMP Evan Triste, CPA, CGA	Manager, Governance & Events Registrar Manager, Professional Practice Chief Executive Officer Manager, Finance

President Trent Reid called the OPEN Council Meeting to order at 3:00 pm and welcomed the three Council Directors participating by *conference call*.

President Reid noted that this ‘Open Session’ of Council will be recorded and posted on the ASTTBC website as Council is fully committed to openness and transparency in the governance of ASTTBC.

**1. Approval of Agenda**

The Agenda was presented for approval.

**18-56:**        *That the Agenda of September 27, 2018 be approved as presented.*

M/S/C

**2. Approval of Minutes**

**The Minutes of May 24, 2018 were presented for approval**

**18-57:**        *That the Minutes of the Council Meeting of May 24, 2018 be approved.*

M/S/C

### **3. ACTION AGENDA**

#### **GOAL #2 – RIGHTS TO PRACTICE**

##### **3.2.1 Professional Practice Guides:**

Council received for information the following Professional Practice Guides:

- a) *Electronics Technology Services*
- b) *Geomatics Technology Services*
- c) *Biomedical Engineering Technology Services*

Manager, Professional Practice Jason Jung presented the Guides for discussion during the Workshop held earlier. Jason noted that to prepare the Guides, ASTTBC Staff engaged senior Technologists to serve as Subject Matter Experts (SME) to review and guide content. CEO Theresa McCurry added that the Guides have been updated to modernize and bring in current language. Council was in agreement that the Guides be received for information.

**18-58:**            *That the ASTTBC Guide to Professional Practice in Biomedical Engineering Technology Services, Electronics Technology and Geomatics Technology be received for information.*

M/S/C

#### **GOAL #3 – PROFESSIONAL STANDARDS & REGULATION**

##### **3.3.1 New Technical Specialist Criteria Policy**

Council received for information a Report on the Policy for Establishing the Criteria for New Technical Specialist Designations. Council also received a copy of the Policy effective September 27, 2018. Registrar Charles Joyner reported that Council requested the Registrar to formulate a Policy specifying the conditions and criteria for introducing new Technical Specialist designations. Charles noted that the draft Policy was prepared in consultation with the Practice Review Board and the Board of Examiners. Charles also added that we are now using a new format for Policy documents and adding Policy Numbers (Policy #TS110).

**18-59:**            *That the Policy for Criteria for Approving New Technical Specialist Designations be approved.*

M/S/C

#### **GOAL #8 – GOVERNANCE AND MANAGEMENT**

##### **3.8.1 Sponsorship Policy**

Council received for information a Report on the ASTTBC Sponsorship Policy and a copy of the Revised Policy (*tabled from the May Council Meeting*). CEO Theresa McCurry reported that corrections have been made to the ASTTBC Sponsorship Policy to enhance governance.

**18-60:**            *That the Revised ASTTBC Sponsorship Policy be approved.*

M/S/C

### 3.8.2 Repealing the Mentoring, Field Training, Field Assessment Policy

Council received for information a Report on Repealing the Mentoring, Field Training and Field Assessment Policy. Council also received a copy of the Policy dated May 21, 2015. Registrar Charles Joyner presented the Policy for discussion during the Workshop held earlier. Charles reported that the Policy was not as effective as it could have been and had the possibility of exposing ASTTBC to liability. Charles noted that mentoring for internationally trained technology professionals and others will continue through online networks of contracts or facilitated by ASTTBC Staff.

**18-61:**            *That the Mentoring, Field Training and Field Assessment Policy dated May 21, 2015 be repealed.*

M/S/C

### 3.8.3 Member Database Upgrade Development Status

Council received for information a Report on the Member Database Upgrade Development Status. CEO Theresa McCurry reported that the current ASTTBC database is 20+ years old and no longer supported by Microsoft by the end of 2019 - now at a critical stage. Theresa noted that ASTTBC Staff will be meeting with the database developer to review the status and next steps. If no solution is reached, negotiations will start with a new database provider. Theresa will report back at the November Council meeting.

**18-62:**            *That Council authorize the Chief Executive Officer to negotiate a Contract with our current database provider for ASTTBC's new database. A budget and work schedule will be available for the November Council Meeting.*

M/S/C

### 3.8.4 Financial Statement & Revised 2018 Budget

Council received for information a Report on the Financial Statement & Revised Budget 2018. CEO Theresa McCurry provided a brief overview of the current revenue and expenses. Theresa reported that revenue was increased due to new Government Projects and expenses were decreased due to reduced activities by contractors and reduced printing costs.

**18-63:**            *That the 2018 revised Budget be approved as a foundation for the Chief Executive Officer as she manages ASTTBC affairs.*

M/S/C

### 3.8.5 Strategic & Operations Plan 2018

Council received for information the ASTTBC Strategic & Operations Plan updated September 4, 2018. Council requested that the Strategic & Operations Plan be TABLED to the November Council meeting after the PRR announces new legislation/next steps.

**18-64:**            *That the Strategic & Operations Plan 2018 be received for information and TABLED to the November Council Meeting for further review.*

M/S/C

### 3.8.6 Council Meeting Schedule 2019

Council received for information the Council Meeting Schedule 2019. President Trent Reid reported that moving into 2019 Webinar and Teleconference Council meetings have been eliminated. Council Directors are asked to attend in person for easier communication.

**18-65:** *That the regular schedule of Council Meetings for 2019 be approved:*

- 1) *Thursday, January 17, 2019*
- 2) *Thursday, March 14, 2019*
- 3) *Wednesday, June 12, 2019*
- \*) *Thursday, June 13, 2019 (AGM & TARC)*
- 4) *Thursday, September 12, 2019*
- 5) *Thursday, November 14, 2019*

M/S/C

### 3.8.7 Annual General Meeting and TARC 2019

Council received for information a Report on the Annual General Meeting and Technology Awards & Recognition Celebration 2019. CEO Theresa McCurry reported that per the ASTT Act and Regs the AGM must be held after the first day of April and prior to the first day of July.

**18-66:** *That the 2019 AGM followed by the Technology Awards & Recognition Celebration be convened on **Thursday, June 13, 2019** at a venue in Metro Vancouver determined by the CEO be approved.*

M/S/C

### 3.8.8 Appointment of Nominating Committee 2019-2020

Council received for information a Report on the Appointment of Nominating Committee for Council 2019-2020. CEO Theresa McCurry noted that the Nominating Committee is made up of the Past President (who serves as Chair) and at least 3 other certified members. Theresa added that Henry Murphy, ASCT is no longer able to serve so his name will be removed. Council was in agreement to approve the Motion as amended.

**18-67:** *That Past President Keith Trulson, ASCT, EngL, who will serve as Chair, Nancy Fowler, ASCT, Dan Mooney, ASCT, CPWII, Bill MacPherson, ASCT, Dave Rutherford, ASCT, BCLS, CLS and Keith Switzer, ASCT be appointed to the 2019-2020 Nominating Committee to carry out responsibilities assigned to the Committee in the ASTT Regulations, including preparing a slate of Officers and Directors for ASTTBC Council for 2019-2020.*

M/S/C

### 3.8.9 New Strategic & Operational Plan 2019-2020

Council received for information a Report on the New Strategic & Operational Plan for 2019-2020 and a copy of the ASTTBC Two Year Strategic & Operational Plan (January 1, 2019 – December 31, 2020). CEO Theresa McCurry presented the Two Year Plan for discussion during the Workshop held earlier. Theresa noted that Council is accountable for ensuring that ASTTBC achieves the specific performance targets and objectives identified in the Plan.

**18-68:** *That the Report updated tactic to focus on national harmonization of professional titles across Canada and accompanying 2019-2020 Strategic and Operational Plan be approved.*

M/S/C

**3.8.10 Revised VISION Statement**

Council received for information a Report on Refresh the language in ASTTBC's Vision Statement. CEO Theresa McCurry presented the revised Vision Statement for discussion at the Workshop held earlier. Theresa noted that she would like to see the Vision Statement connected with ASTTBC's Mission Statement as they currently do not provide clarity and direction. Theresa added that this is not a large expense as she wants to engage the membership.

**18-69:** *That Council authorizes the Chief Executive Officer to go to consultation with the membership regarding an update in the language of the Vision Statement.*

M/S/C

**3.8.11 Board Appointments**

Council received for information a Report on Board Appointments. Registrar Charles Joyner noted that recruitment of volunteers to serve on various Boards continues throughout the year. Charles also noted that the Board of Examiners is pleased to recommend Brian Wong, CTech, RSD to serve on their Board.

**18-70:** *That the appointment of Brian Wong, ASCT, RSD to the Board of Examiners be approved.*

M/S/C

**4. INFORMATION AGENDA**

**GOAL #8 – GOVERNANCE AND MANAGEMENT**

**4.8.1 Financial Statement – July 2018**

Council received for information a Report on the Financial Statement for July 2018 including a copy of the Statement of Revenue & Expenses and a chart with targets dated July 2018. Secretary Treasurer David Sparanese reported that revenue and expenses are trending over the years with a variance in Government Projects. CEO Theresa McCurry reported that the August Financial Statements are not available as we are one month behind.

**18-71:** *That the July 2018 Financial Statement be received for information.*

M/S/C

**4.8.2 Council Terms of Office 2018-2019**

Council received for information a Report on the Council Terms of Office 2018-2019 and a list of Council Directors with Term Start and Term End dates. CEO Theresa McCurry noted that providing Council with the status of their Terms of Office is part of regular business and good governance.

**18-72:** *That the status of Council Terms of Office, September 27, 2018 be received for information.*

M/S/C

**4.8.3 Diversity Statement for Technology Professionals Canada (TPC) Members**

Council received for information a Report on the Diversity Statement for Technology Professionals Canada (TPC) Members and a copy of the Diversity Statement. President Trent Reid reported that ASTTBC has embraced the Diversity Statement:

*“The member associations of Technology Professionals Canada adhere to the principles of equality and inclusion, and celebrate diversity in their membership, in their volunteer practices, and in employment and human resource practices.”*

CEO Theresa McCurry noted that ASTTBC will officially adopted the Diversity Statement and will advise TPC.

**18-73:** *That the TPC Diversity Statement be received for information.*

M/S/C

5. **Reports**

**5.1 President’s Report**

Council received for information the President’s Report covering the period from June to September 2018. President Trent Reid summarized his past few months of Association activities. Trent reported that ASTTBC business has been straight forward including attending the OACETT AGM/Awards Dinner, Professional Reliance Review, National President’s Meeting and ASTTBC Meetings.

**18-74:** *That the June – September 2018 President’s Report be received for information.*

M/S/C

**5.2 Chief Executive Officer’s Report**

Council received for information the CEO’s Report covering the period from June - August, 2018. CEO Theresa McCurry highlighted a few key developments including: ASTTBC Awarded two new BC Government Contracts (Diversibility), ASTTBC ENews format changed, ASTTBC Connect to be in a digital format with Regional Issues, integrating brands and websites - removing domains (ASTTBC logo to be used) and more focus will be placed on engaging Members. Theresa also added that the BC Government has released the results of the Professional Reliance Review and we are waiting to hear what our next steps are. Theresa will keep Council posted on any new developments.

**18-75:** *That the June – August 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 covering the period from May to August, 2018. Registrar Charles Joyner summarized his report and reviewed the changes made to the Continuing Professional Development (CPD) Policy and explained how the point system works. Charles also noted that TAC has accredited four programs in BC and now includes one accredited program in the Yukon. Charles added that the TAC Standards Development Steering Committee is seeking feedback on revising their Standards and is looking for Volunteers to serve on the Committee. If you are interested in Volunteering please let Charles know.

**18-76:** *That the May – August Registrar's Report be received for information.*

M/S/C

### 5.4 Council Reports (verbal)

Council members were invited to speak on Association activities and meetings in which they have been involved.

Heather Robertson reported that she has stepped down as Chair of BCWiT after 3 years. Heather was pleased to report that Shannon Foster, ASCT has been appointed the new Chair of BCWiT.

**18-77:** *That the Council verbal Report be received for information.*

M/S/C

## 6. **Other Business**

### ASTTBC Activity Listing 2018

Council received for information the updated 2018 ASTTBC Activity Listing. CEO Theresa McCurry noted that the updated ASTTBC Activity List will be posted on the Council Secure site for information.

**18-78:** *That the updated ASTTBC Activity Listing 2018 be received for information.*

M/S/C

## 7. **Date of next Meeting:**

The next Council Meeting is scheduled for **Saturday, November 10<sup>th</sup>, 2018** at the *Westin Bayshore Hotel*, Vancouver from 10:00 am to 3:30 pm.

Following the Council Meeting our gala *Technology Awards & Recognition Celebration* will be held at the *Westin Bayshore Hotel* Grand Ballroom starting at 5:30 pm.

President Trent Reid thanked those participating by Conference Call.

8. **Adjournment**

**18-79:**        *That the meeting adjourn at 4:40 pm.*

M/S/C

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Trent Reid, CTech  
President

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David Sparanese, ASCT, CPWI 3  
Secretary -Treasurer