

**Minutes from the OPEN SESSION MEETING of the
COUNCIL of APPLIED SCIENCE TECHNOLOGISTS AND TECHNICIANS OF BC**

November 18, 2021

**In-Person Meeting for Councillors at Fairmont YVR Airport Richmond, BC
Virtual Meeting for all other participants through ZOOM**

In-Person Councillors	David Sparanese, PTech, AScT, CPWI 3 President	Roslyn Kunin, PhD Lay Councillor
	Ken Zeleschuk, MBA, PTech, RTMgr, AScT, Dipl.T Vice President	Mary O’Callaghan, MBA, FCMC Lay Councillor
	Sarah Campden, CTech, RTMgr. Past President, Observer	James Coble, MA, PhD Lay Councillor
	Mike Battistel, AScT Registrant Councillor	
In-Person Staff:	Theresa McCurry, BSc, PMP Chief Executive Officer	Jason Jung, AScT Director, Professional Practice & Development
	Shahina Sharp Administrative Coordinator	
Virtually Present Councillors and Staff	Kristy Bobbie, AScT Registrant Councillor	Randy Meszaros, AScT, CET, PMP Registrant Councillor
	Brian Davies, CTech, RSIS Registrant Councillor	Phillipa Stanaway, BA, MA, JD Registrar
	Jayde Wood, JD, MSc Lay Councillor	Evan Triste, CPA, CGA Manger, Finance

Chair David Sparanese welcomed everyone to the November 18, 2021, Open Session Meeting of Council. Chair Sparanese noted that this Open Session of Council minutes will be posted as per usual on the ASTTBC website and that Council is fully committed to openness and transparency in the governance of ASTTBC.

Chair Sparanese acknowledged that we are gathered across the province on the 198 traditional territories of First Nations, Inuit and Métis. He acknowledged our traditional hosts and thanked them for their graciousness in welcoming us to carry out this work on their land. In so doing, he said that ASTTBC Council recognizes their inherent Indigenous rights and title, the implementation without qualification of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP), and our support for the 94 calls to action by the Truth and Reconciliation Commission.

Chair Sparanese called the Open Council Meeting to order at 2:15 pm. Quorum was reached.

FOR DECISION**1. Approval of the November 18, 2021, Agenda**

Motion: That Council approve the November 18, 2021 Agenda.

That Council approve the November 18, 2021 Agenda.

Moved: Randy Meszaros

Seconded: Brian Davies

Carried

2. Approval of the September 30, 2021 Council Meeting Minutes

Motion: That Council approve the September 30, 2021 Council Meeting Minutes.

That Council approve the September 30, 2021 Council Meeting Minutes.

Moved: James Coble

Seconded: Randy Meszaros

Carried

1.1 Review and approve the 2021 Budget and CAPEX

Motion: That Council approve the 2022 operating Budget and CAPEX as the foundation for the CEO as she manages ASTTBC affairs, and approve the expected operating deficit for 2022.

REVENUE:

The projected revenue is \$2,882,300 compared to \$3,351,750 of the revised 2021 budget, representing a decrease of \$469K or 14%. The main variances are:

- Net decrease in **Annual dues** of \$69K due to fewer Registrants invoiced partially offset by the 3% increase on fee rates; and
- Decrease in **Professional Affairs** of \$415K as all Government projects have been completed.

EXPENSE:

The projected operating budget is \$3,452,700 compared to \$3,351,750 of the revised 2021 budget, representing an increase of \$101K or 3%. The main variances are:

- A net increase in **Wages and Benefits** of \$409K due to new staff positions and a full staff complement, partially offset by a decrease in contract work as we don't expect additional PGA work;
- An increase in **Governance** of \$76K as we shift towards in-person AGM and council meetings.
- An increase in **Office Maintenance** of \$78K mostly for the iMIS deployment cost and license, and maintenance of the national Gateway website from the Expediting Technology Professionals Labour Market Integration (ETPLMI) project;
- A decrease in **Professional Affairs** of \$390K as the government projects ETPLMI and Advancing Women in Engineering and Technology (AWET) have been completed and there are no expected government projects in 2022; and
- A decrease in **Administration** of \$71K as no major hiring costs are anticipated;

DEFICIT:

To enable ASTTBC to meet its regulatory mandate under the PGA, six (6) new staff positions have been created in the past 2 years. Three (3) of the positions are filled with the rest expected to be hired near the end of 2021. As a result, projected wages and benefits cost have significantly increased resulting in the expected deficit of 2022. The unrestricted accumulated surplus will be used to cover the deficit.

CAPITAL EXPENDITURE:

The 2022 CAPEX of \$216K is for the continuing work on database development and 7 laptops or PCs for staff.

That Council approve the 2022 operating Budget and CAPEX as the foundation for the CEO as she manages ASTTBC affairs, and approve the expected operating deficit for 2022.

Moved: Randy Meszaros

Seconded: Brian Davies

Carried

1.2 Review and approve Merit Based Selection Criteria for Council Elections

Motion: That Council adopt the attached Competencies and Composition Matrices.

Under section 6 of the *Professional Governance General Regulation*, the nominating committee must ensure that a number of procedural steps are taken in the selection process for nominees. These steps include consideration of factors or criteria that are specified by the Council to be necessary or desirable, including any capabilities, qualifications or skills

- relating to fulfilling the duties and functions of a registrant councillor, or
- that may not be adequately represented among the registrant councillors on the council;

The composition and competency matrix reflects the factors and criteria specified by Council to be necessary and/or desirable, as indicated. We are gratefully indebted to the British Columbia College of Nurses and Midwives, from whose materials the following introduction and matrices are adapted with permission.

That Council adopt the attached Competencies and Composition Matrices.

Moved: Kristy Bobbie

Seconded: Brian Davies

Carried

1.3 Call for Chair Applications Nomination Committee

Motion: That council approve staff to circulate the following call for applications for the position of nomination committee chair.

Under sections 24.1 and 24.2 of the ASTTBC Bylaws, the past president must act as the chair of the nomination committee. If the past president is unavailable or unable to act as chair of the nomination committee, council must appoint a chair in accordance with the call for applications procedure set out at sections 23 to 23.8.

Sarah Campden has indicated that her current workload including her volunteer obligations make her unable to take on the position of Chair of the Nomination Committee going forward. To appoint a chair, ASTTBC Council is required to send out a call for applications for the position. As in the past, Council will then need to consider all applications received by deadline.

That council approve staff to circulate the following call for applications for the position of nomination committee chair.

Moved: Mike Battistel

Seconded: Randy Meszaros

Carried

FOR INFORMATION

2.0 Reports

2.1 **Receive Financial Statements – October 2021**

Manager, Finance, Evan Triste provided an update regarding the ASTTBC October 2021 Financial Statements.

REVENUE:

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

2021	2020	2019	2018
93.82%	89.56%	89.68%	86.59%

The total revenue as of September 2021 is lower by \$208K or 6.2% compared to September. The net decrease is mainly from lower Professional Affairs revenue of \$130K due to fewer government projects this year and Annual Dues of \$93K due to the decrease in Registrant invoices issued. The decrease is partially offset by an increase in Registrant Services of \$25K owing to better revenues in job advertising.

EXPENSE:

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

2021	2020	2019	2018
65.50%	59.25%	65.77%	65.47%

Total expenses as of September 2021 is lower by \$23K or 1%. The major variances include an increase in Wages and Benefits of \$46K due to new staff positions and almost a full complement of staff and more staff CPD courses. Another notable increase is in Office and Equipment of \$30K owing to ongoing improvements to our IT infrastructure. Major decreases are in Professional affairs and National Association of \$63K due to fewer government projects this year and lower legal fees, Administration and Stationary & Printing of \$18K due to lower card processing fees (timing), lower postage and paper forms and Registrant Services of \$15K owing to a decrease in meeting and travel costs due to COVID-19 restrictions.

That Council receive for information the October 2021 Financial Statements.

2.2 **Receive President's Report**

The President discussed the activities that he participated in from October 2021 to November 2021

President/CEO/Executive Meetings

Ongoing meetings and communications with CEO McCurry and the Executive to discuss agenda topics for upcoming Council meetings, ongoing Working Group meetings and the PGA.

Council Meeting and Workshops

Participated and chaired in the November 18th virtual Council meeting and workshop.

Technology Professionals Canada (TPC)

Attended and participated in the October 12th TPC Leadership Council meeting.

That Council receive for information the President's Report.

2.3 Receive CEO's Report

The CEO discussed the activities that she participated in from September 21, 2021 to October 29, 2021. This report can be found at <https://asttbc.org/public/governance-documents/>.

That Council receive for information the CEO's Report.

2.4 Receive Registrar's Report

The Registrar discussed the activities that she participated in from September 15, 2021 to October 28, 2021. This report can be found at <https://asttbc.org/public/governance-documents/>.

That Council receive for information the Registrar's Report.

3.0 Next Meeting: January 20, 2022

Motion: That Council recognize the next Council Meeting will be held on January 20, 2022.

Moved: Brian Davies

Seconded: Randy Meszaros

Carried

4.0 Meeting Adjournment

That Council adjourn the November 18, 2021 meeting at 3:02 pm.

Moved: Mike Battistel

Seconded: James Coble

Carried

David thanked the Council for participating.



David Sparanese, PTech, ASCT, CPWI 3
President



Ken Zeleschuk, MBA, PTech, RTMgr, ASCT, Dipl.T
Vice President