COLLEGE OF
APPLIED BIOLOGISTS
Professional Accountability

Extraordinary Board Meeting – March 21, 2024
Videoconference

Participants: Seán Sharpe (Chair), Victoria Burdett-Coutts (Vice Chair), Corinna Hoodicoff, Hannah Horn, Denis Dean, Mark De Croos, Jason Kuzminski, Susan Wells, Alexandra de Jong Westman (Past Chair)

Staff: Christine Houghton (CEO), Elaine Vale (Registrar), Mike Engelsjord (Director of Practice), Tory Davis (EO/Communications Supervisor)

Regrets: Brittany John, Megan Hanacek, Debbi Stanyer

Minutes

Start Time: 12:00pm

Agenda Item	Discussion	Action item(s)	Due/Status (Lead)
1) Call to Order	Seán called the meeting to order at 12:02pm and confirmed quorum.		
2) Approval of Agenda **a) New business**	Seán presented agenda MOTION to adopt agenda as presented by Denis Dean, seconded by Corinna Hoodicoff. MOTION CARRIED.		
3) 2023 financial audit **a) Approval of 2023 audited financial statements**	Mark presented 2023 audited financial statements, which have been reviewed by the Finance Governance Committee • Mark noted a clean audit with no material misstatements • Mark has asked for a better explanation from the auditors regarding the scholarship fund (note 10) which may be adjusted later MOTION to approve 2023 audited financial statements and take them to the 2024 annual general meeting as information by Mark De Croos, seconded by Corinna Hoodicoff. MOTION CARRIED.		

<table>
<tr><th>Agenda Item</th><th>Discussion</th><th>Action item(s)</th><th>Due/Status (Lead)</th></tr>
<tr><td>b) Reappointment of auditors for 2024 audit year</td><td>Christine noted that policy suggested by the auditors will be added to the work plan for later in 2024

<u>MOTION to reappoint KPMG as auditors for 2024 fiscal year by Mark De Croos, seconded by Victoria Burdett-Coutts. MOTION CARRIED.</u>

Christine reminded Board members that KPMG is under contract for 2024 but the contract expires in 2025</td><td></td><td></td></tr>
<tr><td>4) 2025 conference dates (Decision note no. 1)</td><td>Tory presented decision note

<u>MOTION to approve Option 1 -- Hold the 2025 AGM and conference in Prince George on April 10-11, 2025 – by Jason Kuzminski, seconded by Denis Dean. MOTION PASSED.</u></td><td></td><td></td></tr>
<tr><td>5) Motion to go In Camera</td><td><u>MOTION to go In Camera by Hannah Horn, seconded by Corinna Hoodicoff. MOTION CARRIED.</u>

<u>MOTION to rise with report by Corinna Hoodicoff, seconded by Mark De Croos. MOTION CARRIED.</u>
<u>Items report:</u>
<u>Agenda item no. 3: MOTION to approve Option 1 – Appoint the Investigations Committee chair and members as set out in the table:</u>
<table><tr><th>Name</th><th>Position</th><th>Term</th></tr><tr><td>Mel Kotyk</td><td>Chair</td><td>To June 30, 2025</td></tr><tr><td>Lee Nikl</td><td>Member</td><td>To June 30, 2024</td></tr><tr><td>Timothy Smith</td><td>Lay Member</td><td>To June 30, 2024</td></tr><tr><td>Cairine Green</td><td>Lay Member</td><td>To March 21, 2027</td></tr></table></td><td></td><td></td></tr>
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<tr><td></td><td>By Corinna Hoodicoff, seconded by Denis Dean. MOTION PASSED.
• Agenda item no. 4: MOTION to approve Option 1 – Appoint the Discipline Committee chair and members as set out in the table:
<table>
<tr><th>Name</th><th>Position</th><th>Term</th></tr>
<tr><td>Jennifer Prive</td><td>Chair</td><td>Until June 30, 2026</td></tr>
<tr><td>Tanya Seebacher</td><td>Member</td><td>Until June 30, 2026</td></tr>
<tr><td>Kim Klaczek</td><td>Member</td><td>Until June 30, 2026</td></tr>
<tr><td>Katja Gary</td><td>Lay Member</td><td>Until December 31, 2024</td></tr>
<tr><td>Dr. Nyssa Temmel</td><td>Member</td><td>Until June 30, 2025</td></tr>
<tr><td>Rhonda Maskiewich</td><td>Member</td><td>Until June 30, 2025</td></tr>
<tr><td>Trevor Swan</td><td>Lay Member</td><td>Until June 30, 2025</td></tr>
</table>
By Jason Kuzminski, seconded by Mark De Croos. MOTION PASSED.</td><td></td><td></td></tr>
<tr><td>6) Other business</td><td>None reported.</td><td></td><td></td></tr>
<tr><td>7) Adjournment</td><td>MOTION to adjourn at 12:28pm by Denis Dean, seconded by Mark De Croos. MOTION CARRIED.</td><td></td><td></td></tr>
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Next meeting date:

April 6, 2024
Vancouver Island Conference Centre, Nanaimo

Seán Sharpe

Seán Sharpe, RPBio

Chair

Christine Houghton

Chief Executive Officer