

Draft Minutes

Association of the Chemical Profession of British Columbia

10th ANNUAL GENERAL MEETING

Friday, October 20 2017

5:00 pm – 7:00 pm

Attendees:

Rajinder Singh Aujla, David Berg, Alexander Briggs, Grant Bruce, Elizabeth Camacho, Yu-Hsiang Cheng (remote), Jason Crawford, Caitlyn De Jong, Thomas Fyles, Christopher Gill (by proxy), Kimberly Harvey (remote), Troy Hasanen, Scott Hoekstra (remote), David Hope, Edgar Hoppe (remote), David (Degui) Huang (remote) Blair King, Erik Krogh, Connor Kulchyski, Gary Leach, Andy (Zhaobin) Lu (remote), Brent Mack (remote), Cameron McLean (remote), Simone Mol, Patrick Mueller, Brent Mussato, Cindy Ott, Andrew Pickard (remote), Megan Preik, Cristina Quinn, Julie Saxton, Bryan Shaw, Daniel Steinke (remote), Kevin Taylor, Audrey Wagenaar, Paul West, Dennis Wester, Todd Whitcombe, Garrett Whitworth

<p>INTRODUCTION Julie Saxton says:</p>	<p>Chair of the Board of Directors takes the chair. I WOULD LIKE TO WELCOME YOU TO THE TENTH ANNUAL GENERAL MEETING OF THE ASSOCIATION OF THE CHEMICAL PROFESSION OF BRITISH COLUMBIA. MY NAME IS JULIE SAXTON, I AM THE CHAIR OF THE ACPBC BOARD AND I WILL CHAIR THE MEETING.</p> <p>ITEMS OF BUSINESS INCLUDE:</p> <ol style="list-style-type: none">1. ANNOUNCEMENT OF THE ELECTION OF DIRECTORS AND OFFICERS2. APPROVAL OF THE FINANCIAL STATEMENTS3. REPORT OF THE AUDITING COMMITTEE4. ANNUAL REPORT OF THE DIRECTORS <p>ONLY MEMBERS ARE ENTITLED TO TAKE PART IN AND VOTE. I WELCOME INVITED GUESTS</p>
<p>APPOINTMENT OF SECRETARY Julie Saxton says:</p>	

	THE MEETING WILL NOW COME TO ORDER. I WOULD LIKE TO ASK DENNIS WESTER OUR SECRETARY TO ACT AS SECRETARY OF THIS MEETING.
EMAILED NOTICE Julie Saxton says:	A MEETING NOTICE WAS EMAILED TO MEMBERS ON JULY 27, 2017. I WOULD ASK THAT THE SECRETARY REVIEW AND TABLE THIS NOTICE (See attachment #1)
READING OF THE NOTICE Dennis wester, Secretary, introduces the notice: :	The notice stated: The AGM is open to all ACPBC members and will include the business of electing the Board and Officers, presentation of the financial statements and audit report, announcement of membership for the Nominating, Membership and Registration, Professional Affairs, and Discipline committees, and an update from the Association President. Annual General Meeting Friday, October 20, 2017 Room Open at 16:30 Call to Order 17:00 Meeting Scheduled: 17:00-19:00 Simon Fraser University Harbour Centre 515 West Hasting Street, Vancouver BC Room 7000 (Earl and Jennie Lohn Policy Room)
QUORUM Julie Saxton says (Quorum is 25+% or 10 members whichever is the lesser)	AS A QUORUM IS PRESENT, I WILL PROCEED WITH THE BUSINESS OF THE MEETING. I PROPOSE TO CONDUCT THE VOTE ON EACH MATTER BY A SHOW OF HANDS, AND PROXY CARDS AS REQUIRED.THOSE PARTICIPATING ELECTRONICALLY WILL ALSO BE POLLED.
MEETING REGULARLY CALLED AND DULY CONSTITUTED Julie Saxton says	I NOW DECLARE THE MEETING IS REGULARLY CALLED AND PROPERLY CONSTITUTED FOR THE TRANSACTION OF BUSINESS

<p>MINUTES OF THE LAST MEETING Julie Saxton says</p> <p>Dennis Wester says</p> <p>Julie Saxton says</p>	<p>I WOULD ASK THE SECRETARY TO TABLE THE MINUTES OF THE AGM HELD OCTOBER 21, 2016.</p> <p>ARE THERE ANY ERRORS OR OMISSIONS? I MOVE THE ADOPTION OF THE MINUTES.</p> <p>IS THERE A SECONDER? GRANT BRUCE SECONDED ANY DISCUSSION? IN FAVOUR? MOTION CARRIED.</p>
<p>ANNOUNCEMENT OF ELECTION OF DIRECTORS Julie Saxton says</p> <p>Dennis Wester says</p>	<p>THE BY-LAWS AS AMENDED IN 2015 PROVIDE FOR UP TO 11 DIRECTORS WHO ARE PROFESSIONAL MEMBERS, AND A DIRECTOR WHO IS A STUDENT MEMBER.</p> <p>I WILL NOW CALL ON THE SECRETARY TO REPORT ON THE ELECTION OF DIRECTORS.</p> <p>IN 2014 FRED CHEN, PATRICK NOVAK AND PAUL WEST WERE ELECTED TO THREE YEAR TERMS THAT EXPIRE AT THE END OF THE ANNUAL GENERAL MEETING IN 2017.</p> <p>IN 2015 JASON CRAWFORD, GRANT BRUCE AND BARRY LOESCHER WERE ELECTED TO THREE YEAR TERMS THAT EXPIRE AT THE END OF THE ANNUAL GENERAL MEETING IN 2018.</p> <p>IN 2016 DENNIS WESTER, SANDY BRIGGS AND AUDREY WAGENAAR WERE ELECTED TO THREE YEAR TERMS THAT EXPIRE AT THE END OF THE ANNUAL GENERAL MEETING IN 2019.</p> <p>IN 2015 JULIE SAXTON WAS ELECTED PRESIDENT ELECT, AND AS A DIRECTOR TO THE CLOSE OF THE AGM IN 2018 TO</p>

<p>Julie Saxton says</p>	<p>FULFILL HER DUTIES AS PRESIDENT AND PAST PRESIDENT IN THE THREE-YEAR SEQUENCE.</p> <p>IN 2016 BLAIR KING WAS ELECTED PRESIDENT ELECT, AND AS A DIRECTOR TO THE CLOSE OF THE AGM IN 2019 TO FULFILL HIS DUTIES AS PRESIDENT AND PAST PRESIDENT IN THE THREE-YEAR SEQUENCE.</p> <p>BARRY LOESCHER RESIGNED FROM THE BOARD AT THE END OF 2016. IN MAY 2017, ACTING ON THE ADVICE OF THE NOMINATING COMMITTEE, SCOTT HOEKSTRA WAS APPOINTED AS DIRECTOR UNDER THE PROVISION OF BYLAW 5.08. SCOTT WILL SERVE THE BALANCE OF BARRY'S TERM UNTIL THE END OF THE ANNUAL GENERAL MEETING IN 2018.</p> <p>PATRICK NOVAK RESIGNED FROM THE BOARD IN MAY 2017.</p> <p>A CALL FOR NOMINATIONS WAS DULY MADE, AND A REPORT SUBMITTED BY THE NOMINATING COMMITTEE WITH TWO NAMED NOMINEES FOR DIRECTOR WAS CIRCULATED TO THE MEMBERSHIP AND TABLED AT THIS MEETING. THE NOMINEES ARE FRED CHEN AND KEVIN TAYLOR. NO FURTHER NOMINATIONS WERE RECEIVED FOR THESE POSITIONS.</p> <p>I THEREFORE DECLARE THAT DIRECTORS ELECTED TO HOLD OFFICE UNTIL THE CLOSE OF THE 2020 ANNUAL GENERAL MEETING OR UNTIL THEIR SUCCESSORS ARE DULY ELECTED OR APPOINTED ARE FRED CHEN AND KEVIN TAYLOR.</p> <hr/> <p>IT IS MY PLEASURE TO ANNOUNCE THAT SCOTT HOEKSTRA HAS BEEN ELECTED BY ACCLAMATION TO HOLD THE OFFICE OF PRESIDENT ELECT IN 2017-18, PRESIDENT IN 2018-19 AND PAST PRESIDENT IN 2019-2020, AND WILL SERVE AS A DIRECTOR IN 2017-18.</p> <p>OUR CURRENT STUDENT DIRECTOR CAITLYN DE JONG WILL SERVE UNTIL AT LEAST THE END OF DECEMBER. THE NOMINATING COMMITTEE IS CHARGED WITH PROPOSING A NEW STUDENT DIRECTOR IN JANUARY FOR BOARD APPOINTMENT.</p> <p>THE REGISTRAR TOM FYLES AND ASSOCIATE REGISTRAR KEVIN TAYLOR ARE OFFICERS OF THE ACPBC APPOINTED BY THE BOARD.</p>
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**ANNOUNCEMENT
OF THE ELECTION
OF THE OFFICERS**

Julie Saxton says:

WE WILL NOW PROCEED WITH THE ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS.

THE PRESIDENT OF THE SOCIETY JULIE SAXTON WAS ELECTED FOR A THREE YEAR TERM IN 2016, EXPIRING IN 2018 AND MOVES TO THE PAST PRESIDENT BY ACCLAMATION.

AS PROVIDED BY THE BYLAWS, THE PRESIDENT ELECT BLAIR KING WE WELCOME AS THE PRESIDENT OF THE ACPBC FOR THE COMING YEAR.

AS MENTIONED ABOVE SCOTT HOEKSTRA IS ELECTED TO THE POSITION OF PRESIDENT ELECT TO ASSUME THE POSITION OF PRESIDENT IN 2018.

I WILL NOW CALL ON THE SECRETARY TO ANNOUNCE THE RESULTS OF THE ELECTION OF THE REMAINING OFFICERS.

Dennis Wester says:

OFFICER POSITIONS TO BE FILLED AT THIS MEETING ARE:
• THE SECRETARY AND THE TREASURER BOTH FOR TERMS OF ONE YEAR.

IN THE CALL FOR NOMINATIONS TO THESE OFFICER POSITIONS, IN EACH CASE ONLY ONE NOMINATION WAS RECEIVED FOR EACH POSITION, THOSE PROPOSED IN THE REPORT OF THE NOMINATING COMMITTEE.

THEREFORE IT IS MY PLEASURE TO ANNOUNCE THAT THE FOLLOWING HAVE BEEN ELECTED BY ACCLAMATION: DENNIS WESTER SECRETARY; AND KEVIN TAYLOR, TREASURER TO HOLD OFFICE UNTIL THE CLOSE OF THE 2018 ANNUAL GENERAL MEETING OR UNTIL THEIR SUCCESSORS ARE DULY ELECTED OR APPOINTED.

**APPROVAL OF THE
FINANCIAL
STATEMENTS AND
BUDGET
PROJECTION**

Julie Saxton says:

WE WILL NOW PROCEED WITH THE APPROVAL OF THE FINANCIAL STATEMENT FOR THE SOCIETY DATED OCTOBER

<p>Sandy Briggs, as Treasurer says:</p> <p>Todd Whitcombe says:</p> <p>Julie Saxton says:</p> <p>Julie Saxton says:</p>	<p>20, 2017. I BELIEVE SANDY BRIGGS, TREASURER OF THE ACPBC HAS A MOTION IN CONNECTION WITH THIS MATTER.</p> <p>I MOVE THAT THE FINANCIAL STATEMENT, AS DISTRIBUTED, BE ACCEPTED.</p> <p>I SECOND THE MOTION.</p> <p>ARE THERE ANY QUESTIONS OR COMMENTS? Sandy says most revenues were from dues and application fees.</p> <p>I BELIEVE THAT THE BUDGET PROJECTION FOR THE COMING YEAR HAS BEEN MADE AVAILABLE AND IS OPEN TO DISCUSSION AT THIS TIME. The budget includes website hosting, correspondence, posting, insurance fees for online dues payments, scholarship, AGM (lower than last year). There was an increase of \$5700 from AGM to AGM</p> <p>YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? OPPOSED, IF ANY? MOTION CARRIED.</p>
<p>Announcement of the Nominating Committee, Recognition of the Discipline Committee, and the Membership Committee</p> <p>Julie Saxton says</p> <p>Tom Fyles says</p>	<p>I WILL NOW ASK TOM FYLES THE REGISTRAR TO ANNOUNCE THE NAMES OF COMMITTEE MEMBERS TO BE APPOINTED FOR 2017 - 2018. ACCORDING TO OUR PROCEDURES THE COMMITTEES IN THE BYLAWS WILL BE APPOINTED BY THE NEW BOARD AFTER THIS AGM.</p> <p>I WILL ALSO CALL ON TOM FYLES TO RECOGNIZE THE CURRENT MEMBERS OF THESE COMMITTEES WITH OUR THANKS (REPORT ATTACHED)</p> <p><i>NOMINATING COMMITTEE (MEETS JUNE-AUGUST)</i> <i>DANIEL GORSIC (CHAIR) (2019)</i> <i>TOM FYLES (2019)</i> <i>CHRIS GILL (2019)</i> <i>CINDY OTT (2020) (JOINED THIS YEAR)</i> <i>JULIE SAXTON (2018) (EX OFFICIO)</i></p>

	<p><i>DISCIPLINE COMMITTEE (HAS NOT HAD MUCH TO DO)</i> <i>GRANT BRUCE (CHAIR) (2020)</i> <i>RAJ AUJLA (2018)</i> <i>BRIAN COLLISTER (2019)</i> <i>CHRIS GILL (2019)</i> <i>TARA SIEMENS-KENNEDY (2018)</i></p> <p><i>MEMBERSHIP AND REGISTRATION COMMITTEE (ALL YEAR)</i> <i>TODD WHITCOMBE (CHAIR) (2019) (10 YEARS ON COMM.)</i> <i>JIM CHRAMOSTA (2019)</i> <i>DAVE HOPE (2018) (10 YEARS ON COMM.)</i> <i>SUSSANAH KENNEDY (2020)</i> <i>SIMONE MOL (2018)</i> <i>TIM STORR (2019)</i></p> <p><i>PROFESSIONAL AFFAIRS COMMITTEE</i> <i>JASON CRAWFORD (CHAIR)</i> <i>Blair King</i> <i>Scott Hoekstra</i> <i>Julie Saxton</i> <i>Pete Craig</i> <i>Cameron McLean</i> <i>Cindy Ott</i> <i>Audrey Wagenaar</i> <i>Paul West</i></p> <p><i>Ex officio</i> <i>Kevin Taylor</i> <i>Tom Fyles</i> <i>[TOM FYLES TABLES THE REPORT]</i></p>
<p>Report of the auditing Committee Appointment of the Auditing Committee</p> <p>Julie Saxton says</p>	<p>WE WILL NOW PROCEED TO THE AUDITING COMMITTEE REPORT FOR THE 2016-17 FINANCIAL YEAR. THE REPORT HAS BEEN TABLED AS REQUIRED BY THE BY LAWS.</p> <p>ARE THERE ANY QUESTIONS OR COMMENTS ON THE REPORT?</p>

	<p>THE NOMINATING COMMITTEE NOMINATES DEANNA COTTRELL AND DAVE HOPE TO THE AUDITING COMMITTEE FOR 2017-18.</p> <p>ARE THERE ANY FURTHER NOMINATIONS? HEARING NONE, WOULD SOMEONE PROPOSE THE FOLLOWING MOTION?</p> <p>MOTION: THAT THE BOARD APPOINT THE AUDITING COMMITTEE OF TWO MEMBERS IN GOOD STANDING IN JANUARY 2018 TO AUDIT THE FINANCIAL STATEMENTS OF THE ASSOCIATION FOR THE JULY 1 2017 UP TO JUNE 30 2018, AND REPORT TO THE ANNUAL MEETING OF THE MEMBERS IN 2018. MOVED BY BLAIR KING.</p> <p>IS THERE A SECONDER? SECONDED BY TOM FYLES. ANY DISCUSSION?</p> <p>ALL THOSE IN FAVOUR? OPPOSED? MOTION CARRIED. Blair: Where does the audit report go? Tom: It becomes part of the association record book, which is publicly accessible.</p>
<p>Recognition of Retiring members</p> <p>Julie Saxton says</p>	<p>IN EACH YEAR WE HAVE DIRECTORS WHO EITHER REACH THEIR ELIGIBILITY LIMIT OF SIX YEARS OR CHOOSE TO RETIRE AFTER A THREE-YEAR TERM. EACH RETIREMENT MEANS THAT PEOPLE WHO HAVE GIVEN DISTINGUISHED SERVICE LEAVE THE BOARD,</p> <p>THE ACPBC WISHES TO ACKNOWLEDGE THEIR SERVICE WITH A COMMEMORATIVE CERTIFICATE.</p> <p>I WOULD LIKE TO RECOGNIZE THE SERVICE OF BARRY LOESCHER AND PATRICK NOVAK, WHO EACH SERVED FIVE YEARS AS DIRECTORS.</p> <p>I WOULD LIKE TO THANK PAUL WEST WHO HAS MOST RECENTLY SERVED THREE YEARS AS A DIRECTOR, WAS PAST-PRESIDENT FOR THE LAST YEAR, AND SERVED AS PRESIDENT BETWEEN THE FOUNDING OF ACPBC AND 2016. A MORE FULSOME RECOGNITION OF PAUL'S SERVICE WILL FOLLOW THIS AGM.</p>

<p>Annual report of the Directors Julie Saxton says:</p>	<p>THE ANNUAL REPORT OF THE SOCIETY IS AVAILABLE ON THE WEBSITE AND IS BEING DISTRIBUTED TO THE MEMBERS AND IS TABLED AT THIS MEETING.</p>
<p>OTHER BUSINESS Julie Saxton says:</p>	<p>IS THERE ANY OTHER BUSINESS?</p>
<p>TERMINATION OF THE MEETING Julie Saxton says: Tom Fyles says: Todd Whitcombe says: Julie Saxton says: Julie Saxton says:</p>	<p>IF THERE IS NO FURTHER BUSINESS TO BE BROUGHT BEFORE THE MEETING, I SHALL ASK FOR A MOTION TO TERMINATE THE MEETING. I MOVE THAT THE MEETING TERMINATE. I SECOND THE MOTION. YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? CONTRARY, IF ANY? CARRIED I NOW DECLARE THE MEETING TERMINATED (5:23 pm).</p>