

Draft Minutes

**Association of the Chemical Profession of British Columbia**

**12th ANNUAL GENERAL MEETING**

**Friday, October 25 2019**

**5:00 pm – 7:00 pm**

**ATTENDEES:** Scott Borden (s), Grant Bruce (s), Elizabeth Camacho (s), Robert Craig (s), Blair King (s), Scott Hoekstra (s), David Hope (s), Aio Haberli (s), Nicholas Matthews (s), Patrick Mueller (s), Farrukh Naveed (s), Megan Preik (s), Julie Saxton (s), Audrey Wagenaar (s), Dennis Wester (s), Garrett Whitworth (s), Rajinder Aujla (s), Gary Leach (s), Brent Mack (t), Kaitlyn Anderson (t), Andy Lu (t), Paul West (t), Jillian Forsyth (t), Dale Cameron (t), Kimberly Harvey (t), Edgar Hoppe (t), David Huang (t), Andy Pickard (t), Alexander (Sandy) Briggs (t), Viva Cundliffe (t), Mai Pham (t), Kevin Taylor (t proxy)

s – signature, attended in-person; t – telephone, called in; **t proxy** – by proxy

<b>INTRODUCTION</b> Scott Hoekstra says:	<b>Chair of the Board of Directors takes the chair.</b> It's 5:00 pm. I would like to welcome you to the twelfth annual general meeting of the Association of the Chemical Profession of British Columbia. My name is Scott Hoekstra. I am the chair of the ACPBC Board and I will chair the meeting. Kevin Taylor read a list of people dialing in remotely.  Items of business include: 1. Announcement of the election of directors and officers 2. Approval of the financial statement 3. Report of the auditing committee 4. Annual report of the directors  Only members are entitled to vote. I welcome guests to join the discussion.
<b>APPOINTMENT OF SECRETARY</b> Scott Hoekstra says:	The meeting will now come to order. I would like to ask Dennis Wester, our secretary, to act as secretary of this meeting.
<b>EMAILED NOTICE</b> Scott Hoekstra says:	A meeting notice was emailed to members on August 1, 2019. I would ask that the secretary review and table this notice (see attachment #1)
<b>READING OF THE NOTICE</b>	The notice stated:

<p>Dennis Wester, Secretary, introduces the notice:</p>	<p>Plan to attend the ACPBC Annual General Meeting</p> <p>October 25, 2019 Simon Fraser University Harbour Centre 515 West Hastings Street, Vancouver BC Room 7000 (Earl and Jennie Lohn Policy Room)</p> <p>Room Open at 16:30 Call to Order 17:00 Meeting Scheduled: 17:00-19:00</p> <p><b>Annual General Meeting</b> The AGM is open to all ACPBC members and will include: the business of electing the Directors and Officers; the audited financial statements for 2018-2019, ratification of the Audit committee for 2019-2020; announcement of membership for the Nominating, Membership and Registration, Professional Affairs, and Discipline committees; the report of the Board.</p> <p>If you are unable to attend the AGM in person you will be able to participate via a web conference. Contact the Registrar (<a href="mailto:office@pchembc.ca">office@pchembc.ca</a>) to arrange access.</p>
<p><b>QUORUM</b> Scott Hoekstra says</p> <p>(Quorum is 25+% or 10 members, whichever is the less)</p>	<p>As a quorum is present, I will proceed with the business of the meeting.</p> <p>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.</p>
<p><b>MEETING REGULARLY CALLED AND DULY CONSTITUTED</b> Scott Hoekstra says</p>	<p>I now declare the meeting is regularly called and duly constituted for the transaction of business.</p>

<p><b>APPROVAL OF THE AGENDA</b></p> <p>Scott Hoekstra says</p> <p>Dennis Wester says</p> <p>Scott Hoekstra says:</p> <p>Dennis Wester says</p> <p>Scott Hoekstra says:</p>	<p>I call on Dennis Wester to table the Agenda for this meeting.</p> <p>The Agenda is posted on the screen and is accessible in on-line documents to remote participants.</p> <p><b>MOTION:</b> I move the agenda as posted be accepted. Is there a seconder?</p> <p>I second the motion.</p> <p>Is there any discussion?</p> <p>All those in favour? Contrary? <b>Motion passed.</b></p>
<p><b>MINUTES OF THE LAST MEETING</b></p> <p>Scott Hoekstra says:</p> <p>Dennis Wester says:</p> <p>Scott Hoekstra says:</p> <p>Blair King says:</p> <p>Scott Hoekstra says:</p>	<p>I would ask the secretary to table the minutes of the AGM held October 26, 2018.</p> <p>Are there any errors or omissions? <b>MOTION:</b> I move the adoption of the minutes</p> <p>Is there a seconder?</p> <p>I second the motion.</p> <p>Is there any discussion? All those in favour? Contrary? <b>Motion passed.</b></p>
<p><b>ANNOUNCEMENT OF ELECTION OF DIRECTORS</b></p> <p>Scott Hoekstra says</p> <p>Dennis Wester says</p>	<p>The by-laws provide for up to 11 directors, 9 of whom are professional members to be elected by the membership.</p> <p>I will now call on the secretary to report on the election of directors.</p> <p>In 2016 Sandy Briggs, Blair King, Audrey Wagenaar, and Dennis Wester were elected to three-year terms to expire at the end of the annual general meeting in 2019. Sandy Briggs and Dennis Wester (first elected in 2013) are not eligible to stand for re-election. The term of Blair King as past president also expires at the end of the annual general meeting in 2019.</p> <p>There are six continuing directors (year term expires): Kevin Taylor (2020), Fred Chen (2020), Grant Bruce (2021), Jason Crawford (2021), Deanna</p>

	<p>Cottrell (2021), and Scott Hoekstra (2021). Fred Chen has tendered his resignation as a Director with the ACPBC effective Oct. 25, 2019.</p> <p>A call for nominations was duly made. A report submitted by the nominating committee with four named nominees for director was circulated to the membership and is tabled at this meeting. The nominees are Daniel Gorsic, Blair King, Simone Mol, and Audrey Wagenaar. No further nominations were received for these positions.</p> <p>I therefore declare that directors elected to hold office until the close of the 2022 annual general meeting or until their successors are duly elected or appointed are Daniel Gorsic, Blair King, Simone Mol, and Audrey Wagenaar.</p> <hr/> <p>It is also my pleasure to announce that Blair King has been elected by acclamation to hold the office of president-elect in 2019-20, president in 2020-21 and past president in 2021-2022.</p> <p>Additional directors are appointed by the Board. In the past year, Gary Leach and Dave Berg were appointed as representatives of the CIC local sections in Vancouver and on Vancouver Island, respectively. Their terms expire at the end of the 2019 AGM and they have agreed to serve for another year until the 2020 AGM. The Board also appointed a student director Lavraj Lidher whose term has now expired. Student directors Scott Borden and Jillian Forsyth will be appointed to the Board at the next Board meeting.</p>
<p>ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS Scott Hoekstra says:</p>	<p>We will now proceed with the announcement of the election of the officers.</p> <p>The president of the society Scott Hoekstra was elected for a three-year succession in 2017, expiring in 2020 and moves to the past-president by acclamation.</p> <p>As provided by the bylaws, we welcome the current president-elect Audrey Wagenaar as the president of the ACPBC in the coming year.</p> <p>As was announced, Blair King is elected to the position of president-elect to assume the position of president in 2020.</p> <p>I will now call on the secretary to announce the results of the election of the remaining officers.</p>

<p>Dennis Wester says:</p>	<p>Officer positions to be filled at this meeting are the secretary and the treasurer both for terms of one year and registrar and assistant registrar.</p> <p>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.</p> <p>Therefore, it is my pleasure to announce that the following have been elected by acclamation: Deanna Cottrell, secretary; and Kevin Taylor, treasurer; to hold office until the close of the 2020 annual general meeting or until their successors are duly elected or appointed.</p> <p>Associate Registrar Kevin Taylor continues as an officer of the ACPBC appointed by the board.</p>
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<p><b>APPROVAL OF THE FINANCIAL STATEMENTS AND BUDGET PROJECTION</b></p> <p>Scott Hoekstra says:</p> <p>Kevin Taylor, as Treasurer, says:</p> <p>Pete Craig says:</p> <p>Scott Hoekstra says:</p> <p>Scott Hoekstra says:</p>	<p>We will now proceed with the approval of the financial statement for the society dated October 25, 2019. I believe Kevin Taylor, treasurer of the ACPBC has a motion in connection with this matter.</p> <p><b>MOTION:</b> I move that the financial statement, as distributed, be accepted.</p> <p>I second the motion.</p> <p>Are there any questions or comments?</p> <p>You have heard the motion. All in favour? Opposed, if any?</p> <p><b>Motion passed.</b></p>
<p><b>Announcement of the Nominating Committee, Recognition of the Discipline Committee, and the Membership Committee</b></p> <p>Scott Hoekstra says</p>	

Scott Hoekstra says:

I will now announce the names of committee members to be appointed for 2019-2020. According to our procedures these committees will be appointed by the new board after this AGM.

I will also recognize the current members of these committees with our thanks.

The Discipline Committee for 2019-2020 remains the same as in 2018-2019:

- Grant Bruce (chair) (2020 normal 3-year term expiry)
- Raj Aujla (2021)
- Brian Collister (2022)
- Chris Gill (2022)
- Tara Siemens-Kennedy (2021)

The Membership and Registration Committee for 2019-2020 will undergo some changes as follows. Todd Whitcombe will step down as chair. We thank Todd for his efforts on this committee. Dave Hope will chair the committee for 2019-2020.

- Dave Hope (chair) (2021 normal 3-year term expiry)
- Susannah Kennedy (2020)
- Simone Mol (2021)
- Tim Storr (2022)
- Jim Chramosta (2022)

Although the normal term on this committee is 3 years, this marks the 13<sup>th</sup> year for Dave Hope (Todd Whitcombe?). I am personally very grateful for his continued efforts of this committee. Thank you all.

The Professional Affairs committee for 2019-2020 will undergo some changes. Blair King (chair 2018-2019) will continue as chair. Jason Crawford and Molly Brewis will step down from the committee. We thank Jason and Molly for their efforts on this committee.

- Blair King (Chair)
- Pete Craig
- Scott Hoekstra
- Cameron McLean
- Cindy Ott
- Audrey Wagenaar
- Paul West
- Molly Brewis

	<p>The registrar and associate registrar, Kevin Taylor, support the work of this committee <i>ex officio</i>.</p> <p>The Nominating committee for 2019-2020 consists of:  Tom Fyles (chair) (2021)  Dave Berg (2022)  Chris Gill (2020)  Scott Hoekstra (2020)  Erik Krogh (2022)  Julie Saxton (2022)</p> <p>Past president Blair King served on this committee in 2018-2019 as an <i>ex officio</i> member. Blair will step down and be replaced in 2019-2020 by Past President Scott Hoekstra. The committee is grateful to Blair for his efforts on this committee in the past year.</p>
<p><b>Report of the auditing Committee</b>  <b>Appointment of the Auditing Committee</b></p> <p>Scott Hoekstra says</p>	<p>We will now proceed to the auditing committee report for the 2018-19 financial year.  The report has been tabled as required by the bylaws (on the website).</p> <p>Are there any questions or comments on the report?</p> <p>The nominating committee proposes that Deanna Cottrell and Dave Hope be elected as the auditing committee for 2018-19.</p> <p>Are there any further nominations?  Hearing none, would someone propose the following motion?</p> <p><b>MOTION:</b> That the board appoint Deanna Cottrell and Dave Hope as the auditing committee to audit the financial statements of the association for the period July 1, 2019 up to June 30, 2020, and report to the annual meeting of the members in 2020.  <b>Moved by:</b> Audrey Wagenaar  Is there a <b>second</b>? Dennis Wester  Any discussion?</p> <p>All those in favour? Opposed?  <b>Motion passed.</b></p>

<p><b>Recognition of Retiring members</b></p> <p>Scott Hoekstra says</p>	<p>In each year we have directors or officers who reach their eligibility limit of six years. Each retirement means that people who have given distinguished service leave the board. This year it is Sandy Briggs and Dennis Wester who have reached the term limit. Sandy is a charter ACPBC member, served two terms on the Board, and was Treasurer for many years. Dennis is the current Secretary. We are very appreciative of their many efforts over the past 6 years during which significant growth and change within the association has occurred. Fred Chen has tendered his resignation from the Board effective today. We thank Fred for his efforts on the Board during his term. We would all like to thank Tom Fyles for his many years of service as the Registrar. Through his efforts the organization has operated like a well-oiled machine. It's our duty to keep it rolling. Thanks Tom, from everyone. Special thanks to Todd Whitcombe for his service to the ACPBC also.</p>
<p><b>Annual report of the Directors</b></p> <p>Scott Hoekstra says:</p>	<p>The annual report of the society is being distributed to the members and is tabled at this meeting. (Physical copy)</p>
<p><b>OTHER BUSINESS</b></p> <p>Scott Hoekstra says:</p>	<p>Is there any other business?</p>
<p><b>TERMINATION OF THE MEETING</b></p> <p>Scott Hoekstra says:</p> <p>Dave Hope says:</p> <p>Julie Saxton says:</p> <p>Scott Hoekstra says:</p> <p>Scott Hoekstra 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.</p> <p><b>MOTION:</b> I move that the meeting terminate.</p> <p>I second the motion.</p> <p>You have heard the motion. All in favour? Contrary, if any? <b>Carried</b></p> <p>I now declare the meeting terminated</p>

Audrey Wagenaar says:

Thanks to everyone for their help. By-laws and procedures will be evaluated against the recent gov't act. Will be forwarded to the Prof. Aff. Comm. for their work. Goal is to get ACPBC formally recognized.

Scott Hoekstra: Applications for new regulator bodies will not be taken for at least a year according to talks with the new Superintendent.

Blair King: APEG, Agrologists, etc. were not included in the Act. ACPBC would be willing to work with them to get a new org recognized. We would like to be the pilot case for new groups wishing to be covered under the Act.

Grant Bruce: When does the clock start ticking? Scott: Q4 2020 is probably the earliest they will consider new groups.

Blair: Two staff positions at the Ministry need to be filled. They will develop an oversight to bring in new groups. Plan is to implement a change to the existing orgs so their disciplinary committees meet the requirements of the act.

Scott: The first year will be spent getting existing orgs into compliance.

Blair: We are going through our by-laws to be sure we are in compliance. Tom has done an exceptional job determining where we are and are not in compliance.

Scott: We will give them a document that meets the requirements.

Grant: We should be persistent in requesting guidance and feedback.

Blair: The Prof. Aff. Comm. is working toward this. We have not been very successful getting allies in existing orgs. We are looking at other orgs to see where we can align.

Grant: Are all the Superintendent's office people in Victoria? The more contact we can have and the more feedback we can give, the better.

Julie: Membership. Health of ACPBC has been based on numbers. The annual report does not give an update on membership. What is the status?

Blair: We have had increases in P.Chem. members, ~1-2%/yr. About 2.5% this year. There was a drop in student members but they don't usually join until later.

Scott: Met with student association and pitched ACPBC. He also has a meeting set up with advisors. There seems to be interest at UBCO from faculty and students.

Blair: Introduced ACPBC to UBC grad students. We would like to get presentations at major universities before the end of the year. We are especially interested in grad students entering the workforce.

Julie: Talking to Gov't is a good approach.

Grant: Once we are approved, there should be an increase in membership.

Blair: 50-75% of chemists who do not now belong are expected to join.

Member: What are legal risks associated with this?

Blair: Qualified professionals are defined by the Ministry. Many decisions are based on chemical knowledge so chemists should be defined as qualified professionals. So, our challenge is to become recognized rather than shuffle the responsibilities to those without chemical training.

Member: Why would one want to go through the work to become a P.Chem.

Blair: Qualified Professionals are generally not academic. So, we want to approach those who are not going into academics.

Scott: Several acts have different requirements.

Blair: For example, analytical chemists can do the work but not sign off on it.

More discussion about sign-off privileges.

Julie: We have worked with other orgs. Have we identified a case where a chemist rather than another discipline would have made a difference? For example, if this were done, that would not have happened.

Pete Craig: There was an effort 3- years ago on the Prof. Aff. Comm. to identify such cases. They were looking for examples of deficiencies that had environmental impacts.

Blair: The first round of submission by Paul said there were areas not covered that could be covered by chemists. Some cases are in the public domain, others not.

Paul West: Went through several documents around the request for QPs in natural resources. We had membership on that committee but did not get a regulation for QPs. Looked at regulations. Had a list of 11 different areas involving chemists that did not include chemists. The NFPC was worked on by Quebec. However, some of these cases involved chemists who were not correct. This could be a two-edged sword. There is a lot of history going through existing regs where chemists could be involved. These are in the file. Could be shaped into a presentation for developing the Chemists Act.

Julie: The risk is legal action (malfeasance) so there needs to be oversight. Could be instructive to talk to other provincial orgs.

Paul: The NFPC has shown intense interest in BC. They are eager to support us when we make a formal submission. The developments in BC are assumed to affect chemists across Canada.

Scott: Outside of Quebec, who has right to practice.

Paul: Exclusively in Quebec. Ont, Quebec, Alb, and BC have right to title. Nova Scotia is not legally accepted by the province.

Paul: The new Prof. Governance Act will give right to practice to those who are in good standing. Five statute holding professions have right to practice under the Act. ACPBC right to title does not stop people from doing chemical work but does exclude them from using the title. ACPBC would obtain right to practice upon acceptance under the Act. Quebec has 3,000 members bec. no one can do chemical work without P.Chem.

Blair: Previously, only engineers had the P.Eng. title. Biology is also one of the five members so anyone practicing biology will be required to have P.Biol. There are exclusions under the Act for academics. We are looking into the cannabis industry bec. lots of chemists are working there.

Member: Corporations now have a lot more power. Could a risk assessment on how to help corporations be done? For example, manufacturing company that uses processes or chemicals.

Limit their liability and reduce their costs.

Member: We should educate and inform companies about ACPBC bec. chemistry affects health etc.

Member: What are the orgs in BC that have right to practice?

Blair et al.: Agrologists, Biologists, Engineer, Foresters, Applied Technologists. There is a question about natural resources. There are other small groups that have not organized.

What orgs are like us? Archeologists, Environmental Professionals.

Paul: People involved in other orgs seem to have no professional identification. ECO went to BC gov't but were shot down by P.Engs.

Blair: Many ecologists do not have a real home for Professional recognition.

Paul: This would be required for delegation of authority. ACPBC should understand what undergraduate programs are interdisciplinary and involve chemistry. They could provide new members.

Blair: Drug development industry could be a possible area for new members. Ecologists would need to be evaluated for qualifications. Perhaps new qualifications or expansion of existing ones.

Dave Hope: Biochemistry is considered an aspect of chemistry.