

Draft Minutes

Association of the Chemical Profession of British Columbia

13th ANNUAL GENERAL MEETING - Virtual

Friday, October 30, 2020

1:30 pm – 3:30 pm

ATTENDEES: Kaitlyn Anderson, Rajinder Singh Aujla, Rajinder Kaur Aujla, David Berg, Scott Borden, Sharon Brewer, Molly Brewis, Alexander Briggs, Grant Bruce, Richard Burford, Dale Cameron, Frederick Chen, Yu-Hsiang Cheng, Richard Chong, Jim Chramosta, Deanna Cottrell, Robert Craig, Jason Crawford, Emma Dennis, James Downie, Jillian Forsyth, Thomas Fyles, Timothy Giesbrecht, Daniel Gorsic, Dale Green, David Grewer, Jing Yuan Guo, Kimberly Harvey, Troy Hasanen, Scott Hoekstra, David Hope, Edgar Hoppe, Neale Hunt, Tyler Janzen, Katherine Jones, David Keeney, Blair King, Erik Krogh, Connor Kulchyski, Gary Leach, Robert MacArthur, Brent Mack, Margot Mandy, Mary Mayes, Cameron McLean, Javad Mirzaei, Devin Mitchell, Simone Mol, Alexandra Morrissey, Patrick Mueller, Farrukh Naveed, Nicholas Oke, Jennifer Pape, Mai Pham, Andrew Pickard, Megan Preik, Julie Saxton, Avtar Sidhu, Ping Song, Daniel Steinke, Tim Storr, Kevin Taylor, Kim Thériault, Jaime Tkachuk, Stephen Varisco, Audrey Wagenaar, Dennis Wester, Todd Whitcombe, Garrett Whitworth

INTRODUCTION Audrey Wagenaar says:	Chair of the Board of Directors takes the chair. I would like to welcome you to the thirteenth annual general meeting of the Association of the Chemical Profession of British Columbia. My name is Audrey Wagenaar. I am the chair of the ACPBC Board and I will chair the meeting. 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.
APPOINTMENT OF SECRETARY Audrey Wagenaar says:	The meeting will now come to order. I would like to ask Deanna Cottrell, our secretary, to act as secretary of this meeting.
EMAILED NOTICE Audrey Wagenaar says:	A meeting notice was emailed to members on August 1, 2020. I would ask that the secretary review and table this notice.
READING OF THE NOTICE	

<p>Deanna Cottrell, Secretary, introduces the notice:</p>	<p>The notice stated: Plan to attend the ACPBC Annual General Meeting Virtual Meeting via Zoom</p> <p>Call to Order 1:30 pm Meeting Scheduled: 1:30-3:00 pm</p> <p>Annual General Meeting The AGM is open to all ACPBC members and will include:</p> <ul style="list-style-type: none"> • the business of electing the Directors and Officers; • the audited financial statements for 2019-2020; • ratification of the Audit committee for 2020-2021; • announcement of membership for the Nominating, Membership and Registration, Professional Affairs, and Discipline committees; and • the report of the Board.
<p>QUORUM Audrey Wagenaar 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 by an electronic poll (on Zoom).</p>
<p>MEETING REGULARLY CALLED AND DULY CONSTITUTED Audrey Wagenaar says</p>	<p>I now declare the meeting is regularly called and duly constituted for the transaction of business.</p>
<p>APPROVAL OF THE AGENDA Audrey Wagenaar says</p> <p>Deanna Cottrell says</p> <p>Deanna Cottrell</p> <p>Sandy Briggs says</p>	<p>I call on Deanna Cottrell 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>I move the agenda as posted be accepted. Is there a seconder?</p> <p>I second the motion.</p>

<p>Audrey Wagenaar says:</p>	<p>Is there any discussion?</p> <p>All those in favour? Contrary? Motion passed.</p>
<p>MINUTES OF THE LAST MEETING</p> <p>Audrey Wagenaar says:</p> <p>Deanna Cottrell says:</p> <p>Audrey Wagenaar says:</p> <p>Pete Craig says:</p> <p>Audrey Wagenaar says:</p>	<p>I would ask the secretary to table the minutes of the AGM held October 25, 2019.</p> <p>Are there any errors or omissions? 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? Motion passed.</p>
<p>ANNOUNCEMENT OF ELECTION OF DIRECTORS</p> <p>Audrey Wagenaar says</p> <p>Deanna Cottrell 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>There are eight continuing directors (year term expires at the AGM): Scott Hoekstra (2021), Grant Bruce (2021), Jason Crawford (2021), Deanna Cottrell (2021), Audrey Wagenaar (2022), Blair King (2022), Daniel Gorsic (2022) and Simone Mol (2022). The term of Kevin Taylor (first elected 2017) expires at this AGM and he is eligible to stand for re-election. Farrukh Naveed has served the balance of the term left open by Fred Chen’s resignation effective Oct 25, 2019. Farrukh respectfully declines to stand for re-election due his other commitments.</p> <p>A call for nominations was duly made. A report submitted by the nominating committee with three named nominees for director was circulated to the membership and is tabled at this meeting. The nominees are Kevin Taylor, Molly Brewis, and Megan Preik. No further nominations were received for these positions.</p>

	<p>I therefore declare that directors elected to hold office until the close of the 2023 annual general meeting or until their successors are duly elected or appointed are Kevin Taylor, Molly Brewis, and Megan Preik.</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 2020-21, president in 2021-22 and 2022-2023.</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 2020 AGM and they have agreed to serve for another year until the 2021 AGM. Current student directors Scott Borden and Jillian Forsyth will be re-appointed to the Board at the first Board meeting for 2020-2021.</p>
<p>ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS Audrey Wagenaar says:</p> <p>Deanna Cottrell says:</p>	<p>We will now proceed with the announcement of the election of the officers.</p> <p>As it was felt by the Board and Nominating Committee that a one-year cycle does not provide enough continuity for the ACPBC, Scott Hoekstra will remain the past-president for 2020-2021.</p> <p>The president of the society Audrey Wagenaar was elected for a three-year succession in 2019, expiring in 2022, will remain 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 2021.</p> <p>I will now call on the secretary to announce the results of the election of the remaining officers.</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 2021 annual general meeting or until their successors are duly elected or appointed.</p> <p>Registrar Sharon Brewer and Associate Registrar Kevin Taylor continue as officers of the ACPBC appointed by the board.</p>
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<p>APPROVAL OF THE FINANCIAL STATEMENTS AND BUDGET PROJECTION Audrey Wagenaar says:</p> <p>Kevin Taylor, as Treasurer, says:</p> <p>Pete Craig says:</p> <p>Audrey Wagenaar says:</p> <p>Audrey Wagenaar says:</p>	<p>We will now proceed with the approval of the financial statement for the society dated October 30, 2020. I believe Kevin Taylor, 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?</p> <p>You have heard the motion. All in favour? Opposed, if any?</p> <p>Motion passed.</p>
<p>Announcement of the Nominating Committee, Recognition of the Discipline Committee, and the Membership Committee Audrey Wagenaar says</p>	<p>I will now announce the names of committee members to be appointed for 2020-2021. According to our procedures these committees will be appointed by the new board after this AGM.</p> <p>I will also recognize the current members of these committees with our thanks.</p>

<p>Audrey Wagenaar says:</p>	<p>The Discipline Committee for 2020-2021 remains the same as in 2019-2020: Grant Bruce (chair) (2022) Raj Aujla (2021) Brian Collister (2022) Chris Gill (2022) Tara Siemens-Kennedy (2021)</p> <p>The Membership and Registration Committee for 2020-2021 will consist of: Dave Hope (chair) (2021) Susannah Kennedy (2023) Simone Mol (2021) Tim Storr (2022) Jim Chramosta (2022)</p> <p>The Professional Affairs committee for 2020-2021 will consist of: Blair King (Chair) Pete Craig Scott Hoekstra Cameron McLean Cindy Ott Audrey Wagenaar Paul West</p> <p>Associate registrar, Kevin Taylor, supports the work of this committee <i>ex officio</i>.</p> <p>The Nominating committee for 2020-2021 consists of: Dave Berg (chair) (2022) Chris Gill (2021) Scott Hoekstra (2021) Erik Krogh (2022) Julie Saxton (2022)</p> <p>Past president Scott Hoekstra served on this committee in 2019-2020 as an <i>ex officio</i> member. Scott will continue as an <i>ex officio</i> member for 2020-2021.</p>
<p>Report of the auditing Committee Appointment of the Auditing Committee</p>	

<p>Audrey Wagenaar says</p>	<p>We will now proceed to the auditing committee report for the 2019-2020 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 2020-21.</p> <p>Are there any further nominations? Hearing none, would someone propose the following motion?</p> <p>MOTION: 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, 2020 up to June 30, 2021, and report to the annual general meeting of the members in 2021.</p> <p>Moved by: Todd Whitcombe Is there a second? Blair King Any discussion?</p> <p>All those in favour? Opposed? Motion passed.</p>
<p>Recognition of Retiring members</p> <p>Audrey Wagenaar 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 Tom Fyles who is retiring from the Board. Tom is a charter ACPBC member, served two terms on the Board since 2006, and was Registrar for many years. Tom has served as an administrator in the past year to help with the transition to a new registrar. We would all like to thank Tom Fyles for his many years of service as the Registrar. We really appreciate all his efforts running the organization and making the transition to a new registrar. Thanks Tom, from everyone.</p> <p>Farrukh Naveed has also reached the end of his term and we thank him for his efforts on the Board during his term.</p>
<p>Annual report of the Directors</p> <p>Audrey Wagenaar says:</p>	<p>The annual report of the society is posted on the website.</p>

<p>OTHER BUSINESS</p> <p>Audrey Wagenaar says:</p>	<p>Is there any other business?</p>
<p>TERMINATION OF THE MEETING</p> <p>Audrey Wagenaar says:</p> <p>Todd Whitcombe says:</p> <p>Blair King says:</p> <p>Audrey Wagenaar says:</p> <p>Audrey Wagenaar 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>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? Carried</p> <p>I now declare the meeting terminated.</p>