

# Association of the Chemical Profession of British Columbia

## *Minutes*

### **ANNUAL GENERAL MEETING** **Thursday September 03, 2009**

Simon Fraser University Harbourside Center  
515 West Hastings Street, Vancouver BC

Attendance: Elizabeth Camacho, Deanna Cottrell, Kandis Lipsett, Grant Bruce, Daniel Gorsic, Scott Hoekstra, David Hope, Neale Hunt, Lance Hunt, Patrick Mueller, Brent Mussato, Patrick Novak, Ian Collings, John Starchuk, Stephen Varisco, Rajinder Aujla, David Berg, Douglas Bickley, Thomas Fyles, Blair King, Gary Leach, Caroline Preston, Paulo Sgarbi, Paul West, Dennis Wester, Alexander Briggs, Erik Krogh, Simone Mol, Andrew Pickard, Cecilia Stevens, Tiona Todoruk, Lance Hunt

<b>INTRODUCTION</b>  Paul West said:	<b>Chair of the Board of Directors takes the chair.</b>  I WOULD LIKE TO WELCOME YOU TO THE SECOND ANNUAL GENERAL MEETING OF THE ASSOCIATION OF THE CHEMICAL PROFESSION OF BRITISH COLUMBIA. MY NAME IS PAUL WEST, 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 STATEMENTS  OF COURSE, ONLY MEMBERS ARE ENTITLED TO TAKE PART IN AND VOTE AT THIS MEETING.
<b>APPOINTMENT OF SECRETARY</b>  Paul West said:	THE MEETING WILL NOW COME TO ORDER. WITH YOUR APPROVAL, I WOULD LIKE TO ASK ERIK KROGH, OUR SECRETARY TO ACT AS SECRETARY OF THIS MEETING.
<b>EMAILED NOTICE</b>	

<p>Paul West says:</p>	<p>A NOTICE CALLING THE MEETING WAS EMAILED TO MEMBERS ON JUNE 19,2009. I WOULD ASK THAT THE SECRETARY READ AND TABLE THIS NOTICE.</p>
<p><b>READING OF THE NOTICE</b></p> <p>Erik Krogh (Secretary) read the notice:</p>	<p><b>On behalf of the Board of Directors of the ACPBC, I am pleased to invite you to the second annual general meeting of the Association of the Chemical Profession of British Columbia.</b> The primary business of this meeting will be a report from the Association President, the announcement of the election of Directors and Officers, financial statement appointment of the auditing committee and other business brought before the meeting. For your information, I have attached the Report of the Nominating Committee circulated earlier by the Chair of the Nominating Committee and Association Registrar, Tom Fyles.</p> <p><b>The AGM will be held on Thursday, September 3 at 5:00 PM Simon Fraser University Harbourside Center 515 West Hastings Street Vancouver BC V6B 3K3 Room 7000 - The Earl and Jamie Lohn Policy Room</b></p> <p>Room open at 17:00 Call to Order 17:30 <b>Meeting scheduled: 17:30-19:00</b></p>
<p><b>QUORUM</b></p> <p>Paul West said:</p> <p>(Quorum is 25+% or 10 members whichever is the lesser)</p>	<p>AS A QUORUM IS PRESENT, I THEREFORE PROPOSE TO PROCEED WITH THE BUSINESS OF THE MEETING. IN PROCEEDING WITH THE MEETING I PROPOSE TO CONDUCT THE VOTE ON EACH MATTER BY A SHOW OF HANDS.</p>
<p><b>MEETING REGULARLY CONSTITUTED</b></p> <p>Paul West said:</p>	<p>I NOW DECLARE THE MEETING IS REGULARLY CALLED AND PROPERLY CONSTITUTED FOR THE TRANSACTION OF BUSINESS.</p>
<p><b>MINUTES OF THE LAST MEETING</b></p>	

<p>Paul West said:</p> <p>Erik Krogh said:</p> <p>Tom Fyles said:</p>	<p>I WOULD ASK THE SECRETARY TO TABLE THE MINUTES OF THE AGM HELD JULY17, 2008.</p> <p>ARE THERE ANY ERRORS OR OMISSIONS? I MOVE THE ADOPTION OF THE MINUITES</p> <p>I SECOND THAT MOTION</p> <p>Carried (none opposed)</p>
<p><b>ANNOUNCEMENT OF ELECTION OF DIRECTORS</b></p> <p>Paul West said:</p> <p>Erik Krogh said:</p>	<p>THE BY-LAWS PROVIDE FOR NINE DIRECTORS WHO ARE PROFESSIONAL MEMBERS OR MEMBERS, AND A DIRECTOR WHO IS AN ASSOCIATE MEMBER AND A DIRECTOR WHO IS A STUDENT MEMBER TO A TOTAL OF ELEVEN</p> <p>I WILL NOW CALL ON THE SECRETARY TO REPORT ON THE ELECTION OF DIRECTORS</p> <p>ON JULY 17, 2008, NINE DIRECTORS WERE ELECTED AND AS DIRECTED BY THE MEMBERSHIP TERMS WERE DRAWN BY LOT AS FOLLOWS:</p> <p>3 YEARS ERIK KROGH, DOUG BICKLEY, TODD WHITCOMBE</p> <p>2 YEARS PAUL WEST, KEVIN TAYLOR, SCOTT HOEKSTRA</p> <p>1 YEAR SANDY BRIGGS, GRANT BRUCE, PAULO SGARBI</p> <p>THE TERMS OF THREE DIRECTORS EXPIRE AT THIS MEETING</p> <p>A CALL FOR NOMINATIONS WAS DULY MADE AND A REPORT SUBMITTED BY THE NOMINATING COMMITTEE, CIRCULATED TO THE MEMBERSHIP AND TABLED AT THIS MEETING. AN ELECTION WAS HELD BY MAIL BALLOT CLOSING ON SEPTEMBER 2, 2009. I WILL NOW REPORT THE RESULTS OF THE BALLOT FOR ELECTION OF DIRECTORS, THREE TO BE ELECTED.</p> <p>THE DIRECTORS ELECTED TO HOLD OFFICE UNTIL THE CLOSE OF THE 2012 ANNUAL GENERAL MEETING OF MEMBERS OR UNTIL HIS SUCCESSOR IS DULY ELECTED OR</p>

	<p>APPOINTED ARE SANDY BRIGGS, GRANT BRUCE AND STEPHEN VARISCO.</p> <p>The Board would like to thank all those that stood for the Board of Director positions and were unsuccessful. We hope that they will consider contributing to the Association through various committees.</p> <hr/> <p>AS THERE WERE NO NOMINATIONS FOR THE POSITIONS OF ASSOCIATE MEMBER AND STUDENT MEMBER THESE POSITIONS WILL REMAIN VACANT UNTIL APPOINTED BY THE BOARD OF DIRECTORS.</p> <p>THE REGISTRAR TOM FYLES IS AN OFFICER OF THE ACPBC APPOINTED BY THE BOARD.</p> <p>The Board would like to thank PAULO SGARBI for his Board contributions and work related to improving employment opportunities for chemists in BC.</p>
<p><b>ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS</b></p> <p>Paul West said:</p> <p>Erik Krogh said:</p>	<p>WE WILL NOW PROCEED WITH THE ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS. THE PRESIDENT OF THE SOCIETY PAUL WEST WAS ELECTED FOR A TWO YEAR TERM LAST YEAR. I WILL NOW CALL ON THE SECRETARY TO ANNOUNCE THE RESULTS OF THE ELECTION OF OFFICERS.</p> <p>OFFICER POSITIONS TO BE FILLED AT THIS MEETING ARE; THE VICE PRESIDENT &amp; VICE CHAIR OF THE BOARD, THE SECRETARY AND THE TREASURER. ALL FOR TERMS OF ONE YEAR. IN THE CALL FOR NOMINATIONS MADE 45 DAYS IN ADVANCE OF THIS MEETING, A REQUEST WAS MADE FOR NOMINATIONS TO THESE OFFICER POSITIONS. IN EACH CASE ONLY THE CURRENTLY SERVING OFFICER WAS NOMINATED.</p> <p>THEREFORE IT IS MY PLEASURE TO ANNOUNCE THAT THE FOLLOWING HAVE BEEN ELECTED BY ACCLAMATION TO HOLD OFFICE UNTIL THE CLOSE OF THE 2010 ANNUAL GENERAL MEETING OR UNTIL HIS SUCCESSOR IS DULY ELECTED OR APPOINTED.</p> <p>KEVIN TAYLOR, VICE PRESIDENT AND VICECHAIR OF THE BOARD; ERIK KROGH, SECRETARY; SANDY BRIGGS, TREASURER (AS HE WAS SUCCESSFULLY ELECTED AS A DIRECTOR).</p>

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<p><b>APPROVAL OF THE FINANCIAL STATEMENTS</b></p> <p>Paul West said:</p> <p>Sandy Briggs (Treasurer) said:</p> <p>Doug Bickley said:</p> <p>Paul West said:</p> <p>Paul West said:</p>	<p>WE WILL NOW PROCEED WITH THE APPROVAL OF THE FINANCIAL STATEMENT FOR THE SOCIETY DATED JULY 31, 2009. 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?</p> <p>It was noted that a part-time administrative assistant would likely be needed to help carry the increased work-load as membership grows.</p> <p>YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? OPPOSED, IF ANY?</p> <p>Carried (none opposed)</p>
<p><b>ANNOUNCEMENT OF THE NOMINATING COMMITTEE</b></p> <p>Paul West said:</p> <p>Tom Fyles said:</p> <p>Paul West said:</p>	<p>I WILL NOW ASK TOM FYLES THE REGISTRAR TO ANNOUNCE THE NAMES OF THE NOMINATING COMMITTEE FOR 2010</p> <p>The nominating committee consists of the following members all serving three year appointments; CHRIS GILL, BRIAN COLLISTER, TOM FYLES, KANDIS LIPSETT AND TIONA TODORUK</p> <p>The Board wishes to thank Tom Fyles and the rest of the members of the nominating committee for their continued work.</p>
<p><b>APPOINTMENT OF AUDITING</b></p>	

<p><b>COMMITTEE</b></p> <p>Paul West said:</p>	<p>AS PROVIDED BY THE BYLAWS SECTION 10, THE ACPBC MAY APPOINT AN AUDITING COMMITTEE TO REVIEW THE FINANCIAL STATEMENTS. AN EXTERNAL AUDITOR IS NOT REQUIRED FOR A SOCIETY IN BRITISH COLUMBIA. GERRY POULTON, DAVE HOPE AND DEANNA COTTRELL HAVE AGREED TO SERVE.</p> <p>I PROPOSE THE FOLLOWING EXECUTIVE MOTION</p> <p>MOTION: THAT THE BOARD APPOINT AN AUDITING COMMITTEE OF THREE MEMBERS IN GOOD STANDING, GERRY POULTON, DAVE HOPE AND DEANNA COTTRELL TO AUDIT THE FINANCIAL STATEMENTS OF THE ASSOCIATION FOR THE 2009-2010 YEAR AND REPORT TO THE ANNUAL MEETING OF THE MEMBERS IN 2010</p> <p>IS THERE ANY DISCUSSION?</p> <p>ALL THOSE IN FAVOUR? OPPOSED?</p> <p>Carried (none opposed)</p>
<p><b>ANNUAL REPORT OF THE DIRECTORS</b></p> <p>Paul West said:</p>	<p>THE ANNUAL REPORT OF THE SOCIETY HAS BEEN DISTRIBUTED TO THE MEMBERS AND IS TABLED AT THIS MEETING. A DISCUSSION SESSION IS SCHEDULED AFTER THIS MEETING</p>
<p><b>ANNOUNCEMENTS AND INFORMATION REPORT</b></p> <p>Paul West said:</p>	<p>MEMBERS ARE REMINDED OF THE MANDATORY REQUIREMENT TO SUBMIT A REPORT OF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR THE CALENDAR YEAR 2010, AND TO CONSULT THE WEBSITE FOR INFORMATION AT <a href="http://WWW.PCHEMBC.CA">WWW.PCHEMBC.CA</a>. MEMBERSHIP RENEWAL IS DUE ON JANUARY1, 2010.</p>

<p><b>OTHER BUSINESS</b></p> <p>Paul West said:</p> <p>Andy Pickard said:</p> <p>Paul West said:</p>	<p>IS THERE ANY OTHER BUSINESS?</p> <p>Would it be possible to have documents and reports circulated 2 weeks prior to the AGM.</p> <p>This is a good idea and an effort will be made to do this for next year. It has also been suggested by Kandis Lippsett that we investigate video conferencing options for out of town members in advance of next years AGM.</p>
<p><b>TERMINATION OF THE MEETING</b></p> <p>Paul West said:</p> <p>Tom Fyles said:</p> <p>Blair King said:</p> <p>Paul West said:</p> <p>Paul West said:</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? OPOSED?</p> <p>Carried (none opposed)</p> <p>I NOW DECLARE THE MEETING TERMINATED</p>