

Association of the Chemical Profession of British Columbia

Minutes

8th ANNUAL GENERAL MEETING

Friday, October 23, 2015

5:00 pm – 7:00 pm

Attendees: Wade Archambault, Josh Baker, David Berg, Alexander Briggs, Elizabeth Camcho, Steven Cameron, Dale Cameron, Travis Ciofani, Thomas Fyles, Daniel Gotic, Kimberly Havey, Troy Hasanen, Scott Hoekstra, David Hope, Blair King, Huyen Le, Gary Leach, Brent Mack, Simone Mol, Mai Pham, Megan Preik, Cristina Quinn, Julie Saxton, Daniel Steinke, Darryl Stowe, Kevin Taylor, Stephen Varisco, Paul West

By remote link: *none*

<p>INTRODUCTION</p> <p>Paul West said:</p>	<p>Chair of the Board of Directors takes the chair.</p> <p>I WOULD LIKE TO WELCOME YOU TO THE EIGHTH ANNUAL GENERAL MEETING OF THE ASSOCIATION OF THE CHEMICAL PROFESSION OF BRITISH COLUMBIA. I AM PAUL WEST 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 OFFICERS UNDER THE NEWLY REVISED BYLAWS UNDER WHICH WE HAVE A SUCCESSION FROM PRESIDENT-ELECT TO PRESIDENT TO PAST-PRESIDENT THAT HAS BEEN IMPLEMENTED THIS YEAR. THIS YEAR IS A TRANSITIONAL YEAR FROM THE PREVIOUS BYLAWS TO THE NEW BYLAWS.2. APPROVAL OF THE FINANCIAL STATEMENTS3 .REPORT OF THE AUDITING COMMITTEE4. ANNUAL REPORT OF THE DIRECTORS <p>ONLY MEMBERS OF THE ACPBC ARE ENTITLED TO TAKE PART IN AND VOTE. I WELCOME INVITED GUESTS, INCLUDING KATHY JANTZEN WHO IS EXECUTIVE DIRECTOR OF THE ACPA.</p>
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<p>APPOINTMENT OF SECRETARY</p> <p>Paul West said:</p>	<p>THE MEETING WILL NOW COME TO ORDER AT 17:13. I WOULD LIKE TO ASK JULIE SAXTON OUR SECRETARY TO ACT AS SECRETARY OF THIS MEETING.</p> <p>HEARING NO OBJECTIONS I WILL PROCEED.</p>
<p>EMAILED NOTICE</p> <p>Paul West said:</p>	<p>A MEETING NOTICE WAS EMAILED TO MEMBERS ON AUGUST 25 2015 I WOULD ASK THAT THE SECRETARY REVIEW AND TABLE THIS NOTICE(See attachment #1)</p>
<p>READING OF THE NOTICE</p> <p>Julie Saxton (Secretary) read the notice:</p>	<p>The notice stated: On behalf of the Board of Directors of the ACPBC, I am pleased to invite you to the Annual General Meeting of the Association of the Chemical Profession of British Columbia. The AGM will be held on Friday, October 23, 2015 at 5:00 PM Simon Fraser University Harbour Center 515 West Hastings Street Vancouver BC V6B 3K3 Room 7000</p>
<p>QUORUM (Quorum is 25+% or 10 members whichever is the lesser)</p> <p>Paul West said</p>	<p>AS A QUORUM CONSISTING OF EITHER 10 MEMBERS OR AT LEAST 25% OF THE MEMBERSHIP 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. THOSE PARTICIPATING ELECTRONICALLY WILL ALSO BE POLLED.</p>

<p>MEETING REGULARLY CALLED AND DULY CONSTITUTED</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>MINUTES OF THE LAST MEETING</p> <p>Paul West said:</p> <p>Julie Saxton said:</p> <p>Paul West said:</p> <p>Scott Hoekstra said:</p> <p>Paul West said:</p>	<p>WOULD ASK THE SECRETARY TO TABLE THE MINUTES OF THE AGM HELD AUGUST 28, 2014.</p> <p>ARE THERE ANY ERRORS OR OMISSIONS?</p> <p>MOTION: I MOVE THE ADOPTION OF THE MINUTES</p> <p>IS THERE A SECONDER?</p> <p>I SECOND THE MOTION</p> <p>ANY DISCUSSION? IN FAVOUR?</p> <p>CARRIED (none opposed)</p>

**ANNOUNCEMENT
OF ELECTION OF DI-
RECTORS**

Paul West said:

THE PREVIOUS BY-LAWS PROVIDED FOR NINE DIRECTORS WHO WERE PROFESSIONAL MEMBERS , AND A DIRECTOR WHO WAS AN ASSOCIATE MEMBER AND A DIRECTOR WHO WAS A STUDENT MEMBER TO A TOTAL OF ELEVEN

I WILL NOW CALL ON THE SECRETARY TO REPORT ON THE ELECTION OF DIRECTORS AS IT APPLIED UNDER THE PREVIOUS BYLAWS

Julie Saxton said:

AT THE AGM IN 2012 JULIE SAXTON, TARA SIEMANS KENNEDY AND BARRY LOESCHER WERE ELECTED TO THREE YEAR TERMS THAT EXPIRE AT THE END OF THIS MEETING

AT THE AGM IN 2013 DENNIS WESTER, CAROLINE PRESTON AND SANDY BRIGGS WERE ELECTED TO THREE YEAR TERMS ENDING AT THE CLOSE OF THE ANNUAL GENERAL MEETING IN 2016

IN 2014 FRED CHEN PATRICK NOVACK AND PAUL WEST WERE ELECTED TO THREE YEAR TERMS THAT EXPIRE AT THE END OF THE ANNUAL GENERAL MEETING IN 2017

THE CURRENT BYLAWS CONTINUE TO REQUIRE A TOTAL OF ELEVEN DIRECTORS AND SPECIFY THAT AT LEAST NINE OF THESE MUST BE PROFESSIONAL OR RETIRED PROFESSIONAL MEMBERS. THE CURRENT BYLAWS ALSO SPECIFY THAT AT LEAST THREE DIRECTORS ARE TO BE ELECTED EVERY YEAR.

A CALL FOR NOMINATIONS WAS DULY MADE, AND A REPORT SUBMITTED BY THE NOMINATING COMMITTEE WITH THREE NAMED NOMINEES WAS CIRCULATED TO THE MEMBERSHIP AND TABLED AT THIS MEETING. THE NOMINEES ARE BARRY LOESCHER, JASON CRAWFORD AND GRANT BRUCE. NO FURTHER NOMINATIONS WERE RECEIVED FOR THESE POSITIONS.

I THEREFORE DECLARE THAT DIRECTORS ELECTED TO HOLD OFFICE UNTIL THE CLOSE OF THE 2018 ANNUAL GENERAL MEETING OR UNTIL THEIR SUCCESSORS ARE DULY ELECTED OR APPOINTED ARE.
GRANT BRUCE JASON CRAWFORD AND BARRY LOESCHER

NO NOMINATIONS HAVE BEEN RECEIVED FOR THE STUDENT MEMBER OF THE BOARD OF DIRECTORS SO AS PROVIDED BY THE BYLAWS, THE STUDENT MEMBER WILL BE APPOINTED BY THE BOARD.

AS THERE WERE NO NOMINATIONS FOR ASSOCIATE MEMBER THIS POSITION WILL ALSO REMAIN VACANT UNTIL APPOINTED BY THE BOARD OF DIRECTORS.

THE REGISTRAR TOM FYLES IS AN OFFICER OF THE ACPBC APPOINTED BY THE BOARD.

**ANNOUNCEMENT
OF THE ELECTION
OF THE OFFICERS**

Paul West said:

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 IN 2014, EXPIRING AT THE AGM IN 2016.

THE CURRENT BYLAWS REQUIRE THAT A PRESIDENT-ELECT BE ELECTED EVERY YEAR. THIS POSITION CARRIES THE EXPECTATION THAT THE ELECTED PERSON WILL SERVE AS PRESIDENT IN THE FOLLOWING YEAR AND AS PAST-PRESIDENT IN THE YEAR AFTER THAT.

IT IS MY PLEASURE TO ANNOUNCE THAT JULIE SAXTON HAS BEEN ELECTED BY ACCLAMATION TO HOLD THE OFFICE OF PRESIDENT ELECT IN 2015-16, PRESIDENT IN 2016-17 AND PAST PRESIDENT IN 2017-18, AND TO SERVE AS A DIRECTOR IN EACH OF THOSE YEARS

I WILL NOW CALL ON THE SECRETARY TO ANNOUNCE THE RESULTS OF THE ELECTION OF OTHER OFFICERS:

Julie Saxton said:

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 SANDY BRIGGS, TREASURER.

TO HOLD OFFICE UNTIL THE CLOSE OF THE 2016 ANNUAL GENERAL MEETING OR UNTIL HIS SUCCESSOR IS DULY ELECTED OR APPOINTED.

**ANNOUNCEMENT
OF BOARD AP-
POINTMENTS**

Paul West said:

UNDER THE PREVIOUS BY-LAWS A STUDENT DIRECTOR WAS A VOTING MEMBER OF THE BOARD TO BE ELECTED AT THE ANNUAL GENERAL MEETING. THAT WAS NOT POSSIBLE IN ANY PREVIOUS YEAR AND THE BOARD ANNUALLY APPOINTED A STUDENT DIRECTOR LATER IN THE YEAR, EFFECTIVELY TO SERVE FOR A CALENDAR YEAR. THE CURRENT STUDENT DIRECTOR IS ANIS FAHANDEJ-SADI WHO WILL SERVE TO THE END OF JANUARY 2016.

THE BYLAWS ASSIGN RESPONSIBILITY FOR APPOINTING NON-VOTING DIRECTORS AS REPRESENTATIVES OF OTHER GROUPS WHOSE MEMBERSHIP AND MANDATE INVOLVES CHEMISTS IN BRITISH COLUMBIA.

I AM PLEASED TO ANNOUNCE THE APPOINTMENT OF DAVE BERG AND GARY LEACH AS REPRESENTATIVES OF THE CIC LOCAL SECTIONS AS NON-VOTING DIRECTORS TO SERVE TO THE 2016 ANNUAL GENERAL MEETING.

THE REGISTRAR TOM FYLES IS AN OFFICER OF THE ACPBC APPOINTED BY THE BOARD. ASSOCIATE REGISTRAR KEVIN TAYLOR IS ALSO APPOINTED BY THE BOARD.

MEL MURRAY IS THE ADMINISTRATIVE COORDINATOR OF THE ACPBC.

APPROVAL OF THE FINANCIAL STATEMENTS

Paul West said:

WE WILL NOW PROCEED WITH THE APPROVAL OF THE FINANCIAL STATEMENT FOR THE SOCIETY DATED OCTOBER 22 2015. I BELIEVE SANDY BRIGGS, TREASURER OF THE ACPBC HAS A MOTION IN CONNECTION WITH THIS MATTER.

Sandy Briggs (Treasurer) said:

I MOVE THAT THE FINANCIAL STATEMENT, AS DISTRIBUTED, BE ACCEPTED.

Dave Hope said:

I SECOND THE MOTION.

Paul West said:

ARE THERE ANY QUESTIONS OR COMMENTS?

YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? OPPOSED, IF ANY?
(CARRIED).
OPPOSED, IF ANY?

CARRIED (none opposed).

Announcement of the Nominating Committee, the Discipline Committee, and the Membership Committee

Paul West said:

I WILL NOW ASK TOM FYLES THE REGISTRAR TO ANNOUNCE THE NAMES OF THE MEMBERS OF THE NOMINATING COMMITTEE , THE DISCIPLINE COMMITTEE AND THE MEMBERSHIP AND REGISTRATION COMMITTEE FOR 2015-2016 (REPORT ATTACHED)

Tom Fyles said:

NOMINATING COMMITTEE
BLAIR KING (CHAIR) (2017)
TOM FYLES (2016)
CHRIS GILL (2016)
DANIEL GORSIC (2016)
UNDER BYLAW CHANGES, FROM 2016 THE PAST-PRESIDENT WILL ALSO BE A MEMBER OF THIS COMMITTEE.

DISCIPLINE COMMITTEE
GRANT BRUCE (CHAIR) (2017)
RAJ AUJLA (2015)
BRIAN COLLISTER (2016)
CHRIS GILL (2016)
TARA SIEMENS-KENNEDY (2018)

MEMBERSHIP AND REGISTRATION COMMITTEE
TODD WHITCOMBE (CHAIR) (2016)
DAVE HOPE (2018)
SUSSANAH KENNEDY (2017)
SIMONE MOL (2018)
CHRIS ORVIG (2016)

[TOM FYLES TABLES THE REPORT]

**Report of the auditing
Committee Appointment
of the Auditing Committee**

Paul West said:

WE WILL NOW PROCEED TO THE AUDITING COMMITTEE REPORT FOR THE 2014 FINANCIAL YEAR. THE REPORT HAS BEEN TABLED AS REQUIRED BY THE BY LAWS
ARE THERE ANY QUESTIONS OR COMMENTS ON THE REPORT?

DEANNA COTTRELL AND DAVE HOPE HAVE AGREED TO SERVE ON THE AUDITING COMMITTEE FOR 2015-2016
I PROPOSE THE FOLLOWING EXECUTIVE MOTION

MOTION: THAT THE BOARD APPOINT THE AUDITING COMMITTEE OF TWO MEMBERS IN GOOD STANDING: DEANNA COTTRELL AND DAVE HOPE TO AUDIT THE FINANCIAL STATEMENTS OF THE ASSOCIATION FOR THE 2015 YEAR AND REPORT TO THE ANNUAL MEETING OF THE MEMBERS IN 2016

IS THERE ANY DISCUSSION?

ALL THOSE IN FAVOUR? OPPOSED?

CARRIED (none opposed)

<p>Recognition of Retiring members</p> <p>Paul West said:</p>	<p>IN EACH YEAR AS THE ROTATION OF DIRECTORS HAS REACHED FULL IMPLEMENTATION,WE HAVE DIRECTORS WHO WILL HAVE REACHED SIX YEARS OF SERVICE OR WOULD EXCEED SIX YEARS IF ELECTED TO A FURTHER THREE YEAR TERM.THEY ARE ELIGIBLE FOR REELECTION AFTER ONE YEAR.</p> <p>EACH RETIREMENT MEANS THAT PEOPLE WHO HAVE GIVEN DISTINGUISHED SERVICE LEAVE THE BOARD,.AND THE ACPBC WISHES TO ANNUALLY RECOGNIZE THEIR SERVICE WITH A COMMEMORATIVE CERTIFICATE.</p> <p>I WOULD LIKE TO CALL ON TARA SIEMANS-KENNEDY TO COME FORWARD TO RECEIVE CERTIFICATES OF APPRECIATION TARA HAS SERVED THREE YEARS AS A DIRECTOR OF ACPBC.</p>
<p>Annual report of the Directors</p> <p>Paul West said:</p>	<p>THE ANNUAL REPORT OF THE SOCIETY IS BEING DISTRIBUTED TO THE MEMBERS AND IS TABLED AT THIS MEETING. A DISCUSSION SESSION IS SCHEDULED AFTER THIS MEETING ON PROGRESS OF THE ACPBC TOWARD FULL PROFESSIONAL RECOGNITION</p>
<p>OTHER BUSINESS</p> <p>Paul West said:</p>	<p>IS THERE ANY OTHER BUSINESS?</p>

TERMINATION OF THE MEETING

Paul West said:

IF THERE IS NO FURTHER BUSINESS TO BE BROUGHT BEFORE THE MEETING, I SHALL ASK FOR A MOTION TO TERMINATE THE MEETING.

Sandy Briggs said:

I MOVE THAT THE MEETING TERMINATE.

Blair King said:

I SECOND THE MOTION.

Paul West said:

YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? CONTRARY, IF ANY? CARRIED

Carried (none opposed)

I NOW DECLARE THE MEETING TERMINATED