

Association of the Chemical Profession of British Columbia

Draft Minutes

3rd ANNUAL GENERAL MEETING **Thursday September 02, 2010**

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

Attendance: Rajinder Aujla; David Berg; Douglas Bickley; Alexander Briggs; Grant Bruce; Ian Collings; Thomas Fyles; Daniel Gorsic; Kimberly Harvey; Scott Hoekstra; David Hope; Lance Hunt; Neale Hunt; Blair King; Erik Krogh; Kandis Lipsett; Brent Mussato; Caroline Preston; Henry Quon; Kevin Taylor; David Thompson; Stephen Varisco; Paul West; Dennis Wester; Aaron Zentner

Members attending by proxy: Sharon Brewer; Patrick Novak

<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 THIRD 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.</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 COMMITTEE <p>OF COURSE, ONLY MEMBERS ARE ENTITLED TO TAKE PART IN AND VOTE AT THIS MEETING.</p>
<p>APPOINTMENT OF SECRETARY</p> <p>Paul West said:</p>	<p>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.</p>

<p>EMAILED NOTICE</p> <p>Paul West says:</p>	<p>A NOTICE CALLING THE MEETING WAS EMAILED TO MEMBERS ON JUNE 15, 2010. I WOULD ASK THAT THE SECRETARY READ AND TABLE THIS NOTICE. (See attachment #1)</p>
<p>READING OF THE NOTICE</p> <p>Erik Krogh (Secretary) read the notice:</p>	<p>On behalf of the Board of Directors of the ACPBC, I am pleased to invite you to the third annual general meeting of the Association of the Chemical Profession of British Columbia.</p> <p>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>The AGM will be held on Thursday, September 2, 2010 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</p> <p>Room open at 17:00 Call to Order 17:30 Meeting scheduled: 17:30-19:00</p> <p>The AGM will be an important opportunity to contribute to building a strong and relevant professional association for Chemists in BC. In addition to the business at hand, attendance at the AGM provides an opportunity to meet fellow members, make new contacts in the profession and maybe even catch up with old friends.</p>
<p>QUORUM</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>MEETING REGULARLY 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>Erik Krogh said:</p> <p>Tom Fyles said:</p>	<p>I WOULD ASK THE SECRETARY TO TABLE THE MINUTES OF THE AGM HELD SEPTEMBER 3, 2010.</p> <p>ARE THERE ANY ERRORS OR OMISSIONS? I MOVE THE ADOPTION OF THE MINUTES</p> <p>I SECOND THAT MOTION</p> <p>CARRIED (none opposed)</p>
<p>ANNOUNCEMENT OF ELECTION OF DIRECTORS</p> <p>Paul West said:</p> <p>Erik Krogh said:</p>	<p>THE BY-LAWS PROVIDE FOR NINE DIRECTORS WHO ARE PROFESSIONAL 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.</p> <p>ERIK KROGH, DOUG BICKLEY AND TODD WHITCOMBE FOR 3 YEARS WHOSE TERMS CONTINUE UNTIL 2011.</p> <p>AT THE AGM LAST YEAR, SANDY BRIGGS, GRANT BRUCE AND STEPHEN VARISCO WERE ELECTED TO THREE YEAR TERMS.</p> <p>THE TERMS OF THREE DIRECTORS EXPIRE AT THIS MEETING</p>

	<p>PAUL WEST, KEVIN TAYLOR, SCOTT HOEKSTRA</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. NO FURTHER NOMNATIONS WERE RECEIVED SO SCOTT HOEKSTRA, KEVIN TAYLOR AND PAUL WEST WERE ELECTED BY ACCLAMATION.</p> <p>I THEREFORE DECLARE THAT DIRECTORS ELECTED TO HOLD OFFICE UNTIL THE CLOSE OF THE 2013 ANNUAL GENERAL MEETING OF MEMBERS OR UNTIL HIS SUCCESSOR IS DULY ELECTED OR APPOINTED ARE, SCOTT HOEKSTRA, PAUL WEST AND KEVIN TAYLOR.</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>ANNOUNCEMENT OF THE ELECTION OF THE OFFICERS</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 IN 2008. 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:</p> <ul style="list-style-type: none"> • THE PRESIDENT & CHAIR OF THE BOARD FOR A TERM OF TWO YEARS • THE VICE PRESIDENT & VICE CHAIR OF THE BOARD, THE SECRETARY AND THE TREASURER ALL FOR TERMS OF ONE YEAR. <p>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</p>

	<p>FOLLOWING HAVE BEEN ELECTED BY ACCLAMATION:</p> <p>PAUL WEST TO HOLD OFFICE OF PRESIDENT UNTIL THE CLOSE OF THE 2012 ANNUAL GENERAL MEETING OF MEMBERS OR UNTIL HS SUCCESSOR IS DULY ELECTED OR APPOINTED.</p> <p>TO HOLD OFFICE UNTIL THE CLOSE OF THE 2011 ANNUAL GENERAL MEETING OR UNTIL HIS SUCCESSOR IS DULY ELECTED OR APPOINTED.</p> <p>KEVIN TAYLOR, VICE PRESIDENT AND VICE CHAIR OF THE BOARD; ERIK KROGH, SECRETARY; SANDY BRIGGS, TREASURER.</p> <p>ALL OF THE OFFICERS CONTINUE AS DIRECTORS WITH TERMS ESTABLISHED EARLIER.</p>
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<p>APPROVAL OF THE FINANCIAL STATEMENTS</p> <p>Paul West said:</p> <p>Sandy Briggs, as Treasurer said:</p> <p>Grant Bruce said:</p> <p>Paul West said:</p>	<p>WE WILL NOW PROCEED WITH THE APPROVAL OF THE FINANCIAL STATEMENT FOR THE SOCIETY DATED SEPTEMBER 1, 2010. 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>YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? OPPOSED, IF ANY?</p> <p>CARRIED (none opposed)</p>
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<p>ANNOUNCEMNT OF THE NOMINATING COMMITTEE, THE DISCIPLINE COMMITTEE, AND</p>	
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<p>THE MEMBERSHIP COMMITTEE</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 AND THE DISCIPLINE COMMITTEE FOR 2010</p> <p>NOMINATING COMMITTEE CHRIS GILL (CHAIR), Until 2013 TOM FYLES, Until 2013 KANDIS LIPSETT, Until 2011 TIONA TODORUK, Until 2011 DANIEL GORSIC, Until 2013</p> <p>DISCIPLINE COMMITTEE GRANT BRUCE (CHAIR), Until 2011 DIANE LUSZNIAK, Until 2011 RAJ AUJLA, Until 2012 BRIAN COLLISTER, Until 2013 CHRIS GILL, Until 2013</p> <p>MEMBERSHIP & REGISTRATION COMMITTEE TODD WHITCOMBE (CHAIR), Ongoing SCOTT HOEKSTRA, Ongoing HEIDI HUTTUNEN-HENNELLY, Ongoing PATRICK NOVAK, Until 2011 ANDY PICKARD, Until 2011</p> <p>The Board wishes to thank Tom Fyles and the rest of the members of these important committees for their continued work.</p>
<p>REPORT OF THE AUDITING COMMITTEE APPOINTMENT OF THE AUDITING COMMITTEE</p> <p>Paul West said:</p>	<p>WE WILL NOW PROCEED TO THE AUDITING COMMITTEE REPORT FOR THE 2009 FINANCIAL YEAR. THE REPORT HAS BEEN TABLED AS REQUIRED BY THE BYLAWS ARE THERE ANY QUESTIONS OR COMMENTS ON THE REPORT?</p> <p>DAVE HOPE AND DEANNA COTTRELL HAVE AGREED TO</p>

	<p>SERVE ON THE AUDITING COMMITTEE FOR 2010.</p> <p>I PROPOSE THE FOLLOWING EXECUTIVE MOTION;</p> <p>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 2010 YEAR AND REPORT TO THE ANNUAL MEETING OF THE MEMBERS IN 2011</p> <p>IS THERE ANY DISCUSSION?</p> <p>Grant Bruce asked if we are required to have a Certified General Accountant.</p> <p>ALL THOSE IN FAVOUR? OPPOSED?</p> <p>CARRIED (none opposed)</p>
<p>ANNUAL REPORT OF THE DIRECTORS</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>AMENDMENTS TO THE BYLAWS OF THE SOCIETY</p> <p>Paul West said:</p> <p>Tom Fyles as Registrar said:</p>	<p>WE WILL NOW PROCEED TO CONSIDERATION OF TWO AMENDMENTS OF THE BYLAWS. THESE WERE DISTRIBUTED TO THE MEMBERSHIP OF THE ACPBC BY EMAIL ATTACHEMENT.</p> <p>I MOVE THE FOLLOWING EXECUTIVE MOTION MOTION #1 THAT SECTION 13:16 OF THE BYLAWS, MEMBER IN GOOD STANDING BE REVISED AS FOLLOWS TO READ. I WILL CALL ON THE REGISTRAR TO READ THE REVISED TEXT AND COMMENT ON THE RATIONALE</p> <p>13.16 <u>Member in Good Standing</u> - Any member who has not withdrawn, been suspended or expelled or failed to pay his or her membership fee within sixty (60) days after the annual renewal date</p>

<p>Paul West said:</p>	<p>prescribed by the Board is a member in good standing. Only a member in good standing has any membership rights, privileges or powers. Only a member in good standing may use the protected title approved for that member according to sections 13.02 or 13.03.</p> <p>Rationale: As this section now stands it does not specify that a member no longer in good standing MAY NOT use the title for which we seek protection. Rather than cast this in the negative, this wording casts it in the positive and allows the ACPBC to seek redress under the BC Act for those in violation of our right to title, once issued, on the basis that s/he is not a member in good standing of our Association.</p> <p>IS THERE ANY FURTHER DISCUSSION?</p> <p>ALL IN FAVOUR? OPPOSED?</p> <p>CARRIED (none opposed)</p> <p>I MOVE THE FOLLOWING EXECUTIVE MOTION MOTION #2 THAT SECTION 13:04 OF THE BYLAWS CRITERIA FOR CATEGORIES OF MEMBERSHIP TO BE REVISED TO READ AS FOLLOWS.</p> <p>I WILL ASK THE REGISTRAR TO AGAIN READ THE AMENDMENT AND COMMENT ON THE RATIONALE.</p>
<p>Tom Fyles as Registrar said:</p>	<p>13.04 <u>Criteria for Categories of Membership</u> - The Board on recommendation of the Membership and Registration committee and in consultation with the membership shall establish criteria for the classes of membership of the association and for registration as Professional Chemist and Chemist in Training. Such criteria shall include as a minimum a four-year undergraduate chemistry degree (B.Sc. level), normally consisting of at least eight courses of two-term duration each (lectures plus associated laboratory work). Additionally, the criteria shall include a period of 1, and a minimum of two years post graduate work in a chemically-related field, for a company, academic institution (including post-graduate study beyond the B.Sc), non-governmental organization, government body, or other organization. The criteria for registration as a Professional Chemist shall require a minimum period of two years of post-graduate work experience. The criteria for registration as a Chemist in Training shall require post-graduate work experience for a period that may be less than two years.</p>

	<p>Rationale: This section as written does not distinguish between the criteria for PChem and CIT. The revised wording makes it clear that the educational requirements are the same for the two categories of membership, but that the PChem requires a minimum of two years of post-graduate experience. This wording is in fact how the Membership and Registration Committee have acted all along, and is directly in line with the practice in Alberta.</p> <p>IS THERE FURTHER DISCUSSION? ALL IN FAVOUR? OPPOSED?</p> <p>CARRIED (none opposed)</p>
<p>INFORMATION ON THE PROFESSIONAL CHEMIST IN BRITISH COLUMBIA</p> <p>Paul West said:</p>	<p>MEMBERS ARE NOW ELIGIBLE TO APPLY FOR MEMBERSHIP IN THE CONTAMINATED SITES APPROVED PROFESSIONALS SOCIETY (CSAP). MEMBERS ARE REMINDED OF THE MANATORY REQUIREMENT TO SUBMIT A REPORT OF PROFESSIONAL DEVELOPMENT ACTIVITIES FOR THE CALENDAR YEAR 2010 AND TO CONSULT THE WEBSITE FOR INFORMATION AT WWW.ACPBC.CA MEMBERSHIP RENEWAL IS DUE JANUARY 01, 2011.</p>
<p>OTHER BUSINESS</p> <p>Paul West said:</p>	<p>IS THERE ANY OTHER BUSINESS?</p> <p>Dave Hope asked if we should be charging HST on memberships. The implications of this are currently under consideration.</p>
<p>TERMINATION OF THE MEETING</p> <p>Paul West said:</p> <p>Tom Fyles said:</p> <p>Doug Bickley 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>

Paul West said:	YOU HAVE HEARD THE MOTION. ALL IN FAVOUR? OPOSED? CARRIED (none opposed) I NOW DECLARE THE MEETING TERMINATED
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