



Association of the Chemical Profession of Alberta

2018 Annual General Meeting Minutes

When: Saturday May 5, 2018

Where: Best Western Denham Inn
Leduc, AB

Attendees:

Emmanuel Ariyo	Jane Hall	Mark Poirier
Margaret-Ann Armour	Jessica Hersey	Carolyn Preston
Stan Backs	Fiona Hess	Julius Pretorius
Barry Bennett	Cedric Huang*	Mark Rice
Dwayne Bennett*	Amanda Isnor*	Alfred Saffa
Rick Berkenbosch	Steve Jakeway	Thomas Schmidt
Colby Bingham*	Kathy Janzen	Ken Schmidt
Chase Boucher	Patrick Kalita	Shahid Shafi
Marc Boodhoo	Patrick Kamau	Roxanne Shank
Emy Chan	Atosa Kavousian	Dr. Ashok Singh
Rhett Clark	Ifran Khan	Cindy Slupsky
John Crabtree	Abdel Kharrat	Sean Stewart
Cherryl Comahig	Matthew Kowalchuk	Sarah Stilson
Christophe Danumah	Doug Krystofiak	Justin Suda
Ken Davies	Jitendra Kumar	Myra Sumague
Bill Dawson	Raymond Lee	Chris Swyngedouw
Sheldon DeGreef	Lenn Liwanag	Yunguo Tang*
Nada Djokic	Tom McCartney	Don White
Catherine Evans	Andrea Millen	Vincent Yang
Robert Fowles	George Njuacha	Zhongren (Tony) Zin
Mike Gao	Oluntayo Ogunwemimo	Shiva Zohrehvand
Oksana Golovchenko	Luke Oparah	Janis Avellana – ACPA Office
Oleksiy Golovchenko	Rajesh Pillai	

*denotes proxy

MINUTES

<i>No.</i>	<i>Item</i>	<i>Action</i>
1.0	Call to Order	
	The President, Abdel Kharrat, called the meeting to order at 2:21 p.m.	
2.0	Introductions	
	The following were introduced:	
	- The AGM guests;	
	- Board of Directors;	
	- Committee members (Registration/Discipline/Practice Review/Awards/Technical Seminar/Legislative/Student Liaison/Student Representatives);	
	- Board of Director nominees	



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4.0 Review of 2017 AGM Minutes

Motion to accept the minutes from the 2017 AGM as presented.

Moved: Patrick Kamau **Second:** John Crabtree

CARRIED

5.0 President's Report

Abdel Kharrat reported on the following;

- ManageWise is responsible for:
 - o Financial Statements
 - o Minutes, Ethics certificates
 - o Answering Member questions, applications, certificates and stamps
 - o Website database
 - o POARA report
 - o Website updates, newsletters, announcements
- ManageWise Proposal includes:
 - o Ad campaigns (what, where, how often?)
 - o Lunch and Learn or Meet and Greet (possibility of a speaker)
 - o Featuring an ACPA member in each newsletter.
 - o In the newsletter have an announcement section welcoming new members.
 - o Presentations to companies and/or associations
 - o Marketing – website, social media
 - o Member group benefits
- Members
 - o Monthly board meetings, Red Deer Meeting and AGM
 - o Professional Courses
 - Professional Ethics
 - About 30 P.Chem. Members still need to take this course
 - Completed by 493 P.Chem. Members
 - Jurisprudence
 - 105 have purchased course
 - 60 have completed the course
 - All members must complete the course by the end of 2018
- Board Activities include:
 - o Membership changes
 - o Committee development
 - o Communication with Government
 - Alberta Labour – Unregulated member categories
 - FQR (Foreign Qualification Recognition) – Jurisprudence presentation
 - Alberta Labour – review candidates for Public Member positions.
 - Alberta Environment – Wetlands Policy
 - o Universities/Companies
 - Alberta Innovates
 - Dow Chemical
 - Meet with Chairs of Chemistry Departments
 - University of Alberta
 - University of Calgary
 - University of Lethbridge
 - o Outreach to Associations
 - Biologists
 - Foresters

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- Agrologists
- Engineers
- Professional Planners
 - Best Practices
 - Umbrella Act
- New Member Benefit
 - Unlimited telephone legal advice on business or personal. Would be purchased by ACPA for all members
 - \$5 to \$10 per member per year

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Questions from the floor:

Q. How is ACPA involved in the legalization of cannabis?

A. *ACPA to send notice, have opportunity for members to send in support, raising profile with legislative officials/lobbyists*

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Q. Is the Umbrella Act going to be an opportunity for us to reinstate previous ACPA membership categories?

A. Yes

6.0	Treasurer's Report	
	<p>Mike Gao reported on the 2017 finances. Items of note include;</p> <ul style="list-style-type: none"> - Financial summary for 2017 - Budget income for 2018 - 5-year trend for 2014-2018 - Balance sheet dated April 30, 2018 - Thank you to James LeBlanc and Darren Crichton for auditing the 2017 ACPA financial statements. - 2017 Financial Audit/Review Corrective Actions reviewed <p>Motion to accept the 2017 financial statements. Moved: John Crabtree Second: Stan Backs</p> <p>Questions from the floor:</p> <p>Q. What are the Challenges? A. <i>Creating interest in new membership</i></p> <p>Q. Why don't we use electronic transfers instead of cheques? A. <i>ManageWise to propose other options</i></p> <p>Q. Do we do courses with other associations? A. <i>As long as the association is willing to share profit</i></p> <p>Q. Can members claim membership? A. <i>Business license is free in Alberta for P.Chem.</i></p> <p>Q. Why was there a big drop in expenses? A. <i>Where we save in expenses, we save in cost. ManageWise to investigate variance on event expenses.</i></p>	CARRIED
7.0	Registrar's Report	

- Kathy Janzen provided the Registrar's report on behalf of Maurice Shevalier.



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- 612 current members comprised of;
 - 447 Full Members (P.Chem.)
 - 58 CIT Members
 - 70 Student Guests
 - 37 Non-Practicing Leave
 - 8 Chemistry Guests
- 119 current unpaid members comprised of;
 - 74 P.Chem.
 - 28 CIT Members
 - 17 Non-Practicing Leave

Motion to approve the Registrar's report as presented.

Moved: Mike Gao **Second:** Abdel Kharrat

CARRIED

Questions from the floor

Q. If you remain a member do you retain coverage through ACPA insurance program for non-practicing leave of absence or retired members?

A. Yes, you are still covered

Q. How do the member numbers compare over the years?

A. We do lose some members over the years, approximately 626 members was the largest number. Government policies from last year did not allow many of our membership categories, resulting in decreased member numbers.

Q. Is there any way you can consider lifetime membership?

A. Board to consider long-term membership categories, Fiona Hess suggested automated renewal process

8.0 Federation of Canada's Professional Chemists (FCPC)

- Federation of Canada's Professional Chemists was formed in June 2014.
- Provincially Incorporated Members include;
 - Ordre des Chimistes du Quebec (OCQ)
 - Association of the Chemistry Profession of Alberta (ACPA)
 - Association of the Chemistry Profession of British Columbia (ACPBC)
 - Association of the Chemistry Profession of Saskatchewan (ACPS)
 - Association of the Chemistry Profession on Ontario (ACPO)
 - Nova Scotia Chemists' Society (NSCS)
 - Association of the Chemistry Profession of Manitoba (ACPM).
 - Association of the Chemistry Profession of New Brunswick.
 - Canadian Society for Chemistry (CSC) – Ex-Officio representatives.
- Priorities for 2018-2019;
 - Repository of documents – share documents/best practices between provinces (presentations and information including letters to governments, marketing, bylaws, ethics, etc.)
 - Professional development activities for Board members
 - Update from Alberta Labour on Canadian Free Trade Agreement (CFTA)
 - Communication strategies for group specific targeted messages (e.g. government, industry, HR, Federal AIT) – professional help
 - CSC Accreditation guidelines being reviewed
- Chemists ring

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- Titanium – very light
- Manufactured in bulk in China
- Cost \$10 US plus taxes, duties and shipping less than \$20 Canadian.
- ACPA to purchase from FCPC at \$25
- Members purchase from ACPA for \$25 +GST
- Drive membership and develop national brand
- ACPA members can order through website
- CSC Conference
 - FCPC/ACPA exhibitors' booth – still need volunteers
 - Industrial Symposium 2018 conference – Tuesday May 29 Industrial program, two sessions
 - Pathways to Success for Green Fuels and Chemicals
 - Chemistry-Based Start-ups and SMEs
 - Industrial chemistry mixer (Craft Beer Market)
 - ManageWise to send out notice to members with event details
 - Wednesday, May 30
 - ACPA Ethics course
 - ACPA Water/Wastewater Treatment course

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Motion to continue to support ACPA membership in the FCPC.

Moved: Chris Swyngedouw **Second:** Christophe Danumah

CARRIED

3.0 Election of Directors

Oleksiy Golovchenko, Lenn Liwanag, Mark Rice and Shiva Zohrehvand were elected.

- Next board meeting is Wednesday, May 23, 8:00 PM – 9:30 PM

Motion to declare the new members of the Board elected and to destroy the ballots from the election.

Moved: Catherine Evans **Second:** John Crabtree

CARRIED

9.0 New Business

- Membership Fees
 - Discussion on Fees Increase
 - Proposed Fee Increase for 2019, \$250 to \$300
 - Build capacity to manage increased professional obligations for new act
 - Increased ManageWise fees
 - Work with other associations towards Environmental Professions Act
 - Legal advice insurance
 - Budget income for 2018 presented
 - Projected expenses for 2018 presented

Motion to approve the membership fee increase as proposed.

Moved: Patrick Kamau **Second:** Ken Schmidt

DEFEATED

Questions/Comments from the floor;

Q. When was the last increase?



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A. 5 years ago, it was at \$200 at that time

Q. Why were registration and membership combined in the financials, can members see the trend of how membership and revenue will be with the fee increase?

A. We do not have very good historical numbers to predict the future, we cannot make a prediction with confidence. The association needs more money to do more, and if we do not have the money, we cannot accomplish anything.

Q. Will creating licensed practice the only plan to increase membership? What are the chances for success?

A. We are looking at other ways of improving membership, including marketing, and getting back into involvement with schools, and other conferences.

Q. What type of marketing are you looking for? Sponsorship from industry leaders.

A. We had very little response from industry leaders, many organizations are not willing to sponsor events with less than 100 people.

Q. Can the organization develop a strategic plan to give the members confidence?

A. Mark Rice volunteered to work with ACPA board to develop strategic plan.

Q. Do our bylaws allow for a resolution outside of the AGM?

A. Yes

Comments:

- Look at inefficiencies, in receiving payment, cheque issues etc.
- 3 to 5-year forecast should be presented for 2019, included in the strategic plan.
- ACPA members to develop relationships with student groups.
- ACPA membership fees should cover general inflation
- Provide the option to take credit card payment to members with a fee

a. Discussion on AGM Format

- Technical session(s) 10 – noon
- Lunch
- Keynote speaker
- Business meeting
- Cost?
- Other suggestions?

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10.0 ACPA Scholarships and Awards

Science Fair Awards

- Two awards, the ACPA Alberta Chemist Award and the ACPA Rick Dillen Memorial Award, were presented at each of the Lethbridge, Calgary, and Edmonton Science Fairs.

ACPA Undergraduate Scholarship in Chemistry

- Zhongren Jin (University of Alberta) was awarded the ACPA Undergraduate Scholarship in Chemistry.

Arthur Bollo-Kamara Graduate Scholarship

- Sophia Sarpong-Kumankomah (University of Calgary) was presented with the ACPA Arthur Bollo-Kamara Graduate Scholarship.

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11.0 Frank Bachelor Award



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	Chris Swyngedouw was awarded the Frank Bachelor Award for Service to the Chemical Profession.	ABDEL KHARRAT
12.0	Chemist's Ring Ceremony	
	No presentation	
13.0	Introduction of Incoming President	
	Patrick Kamau was introduced as the incoming President of the ACPA.	ABDEL KHARRAT
14.0	Adjournment	
	Motion to adjourn the meeting. Moved: Roxanne Shank Second: John Crabtree	CARRIED
	Meeting adjourned at 4:46 PM	ADJOURNED

Prepared by Janis Avellana
ACPA Office