



# Association of the Chemical Profession of Alberta

## 2019 Annual General Meeting Minutes

**When:** Saturday, May 4, 2019

**Where:** Acclaim Hotel  
Calgary, AB

**Attendees:** Patrick Kamau, President  
Mike Gao, Secretary/Treasurer  
Maurice Shevalier, Registrar  
Oleksiy Golovchenko, Director  
Mark Rice, Director  
Shiva Zohrehvand, Director  
John Crabtree, Director  
Ngozi Ogoke, Director  
Steve Jakeway, Director  
Abdel Kharrat, Past President

Lenn Liwanag, Director  
Patrick Kalita, President-Elect  
Sean Stewart, Practice Review  
Kathy Janzen, Executive Director  
Jim Young, Public Member  
Trina Innes, Public Member

**Regrets:** Samuel Odemuyiwa, Director  
Sarah Stilson, Director

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### Membership Attendance:

Stan Backs	Fiona Millicent Hess	Gerardo Vitale
John Banks	Melissa Mitchell	Christopher White
Suzanne Belliveau	Natalia Mitura	Don White
Rafael Dadvivas	Georges Moukodi	Patryk Wojciak
Sarah Dougherty	Amelia Nechka	Jodi Wong
Adam Duval	Sara Niroomand	
Lawrence Ejike	Tinu Odeyemi	
Kevin Gao	Sabinus Okafor	
Jessica Hersey	Shawn Parchoma	
Gisoo Heydari	Trent Parks	
Ralph Hindle	Barb Petrunic	
David Jeanson	Amy Phinney	
Atosa Kavousian	Mark Poirier	
Rashid Khan	Jaclyn Repchuk	
Abdel Kharrat	Ian Rubinstein	
Matthew Kowalchuk	Thomas Schmidt	
Adina Laperle	Ken Schmidt	
William Lee	Dave Schwass	
Jennifer Lewis	Manjeet Singh	
Clint Lovell	Ping Song	
Mary Mayes	Chris Swyngedouw	
Edahlia McNeil	Rachid Tahir	
Andrea Millen	Ian Vander Meulen	

\*denotes proxy



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### MINUTES

No.	Item	Action
1.0	<b>Call to Order</b>	
	The President, Patrick Kamau, called the meeting to order at 1:40 p.m.	
2.0	<b>Introductions</b>	
	The following were introduced: <ul style="list-style-type: none"> <li>- The AGM guests</li> <li>- Board of Directors</li> <li>- Committee Members               <ul style="list-style-type: none"> <li>o <i>Committees: Registration, Discipline, Practice Review, Awards, Technical Seminar, Legislative, Student Liaison, Student Representatives, Strategic Planning Committee</i></li> </ul> </li> </ul>	
3.0	<b>Election Of Directors</b>	
	<p>Board of Director nominees <i>elected by Acclamation</i></p> <ul style="list-style-type: none"> <li>• Mike Gao</li> <li>• Sarah Stilson</li> </ul> <p><b>Motion</b> To declare Mike Gao and Sarah Stilson elected by acclamation  <b>Moved:</b> Abdel Kharrat <b>Second:</b> Maurice Shevalier</p> <p>Call for nominations from the floor.</p> <ul style="list-style-type: none"> <li>• Rashid Khan</li> <li>• Gisoo Heydari</li> <li>• Jody Wong</li> </ul> <p>Nominations have been declared closed.</p> <p>Nominees will be followed up with for signatures. Ballots will be mailed to all members, followed by an email notice of election results. Nominees were invited to introduce themselves to the room.</p>	<b>CARRIED</b>
4.0	<b>Review of 2018 AGM Minutes</b>	
	<p><b>Motion</b> to approve the minutes from the 2018 AGM as presented.  <b>Moved:</b> Stan Backs <b>Second:</b> Mike Gao</p>	<b>CARRIED</b>
5.0	<b>President's Report</b>	
	<p>Patrick Kamau reported on the following;  <i>ACPA State of Affairs</i>          Wonderful year overall, appreciation to members and Board of Directors for support.</p> <ul style="list-style-type: none"> <li>- Board Activities             <ul style="list-style-type: none"> <li>o <i>As per graphic in presentation:</i> Board, supported by membership, outreach and committees etc.</li> <li>o Membership</li> </ul> </li> </ul>	

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- Committees
- Communication with Government
- Universities/Companies
- Outreach to Associations
  
- Board and Members
  - Monthly Board Meetings
  - Red Deer Meeting
  - AGM
  
- Committees (*highlighted committees*)
  - Registration Committee – membership
  - Strategic Plan Committee – investing in the future
  - Student Liaison Committee – reintroduce student membership component to support growth of ACPA
  
- Universities – Student Outreach Activities
  - The Kings University
  - University of Alberta
  - University of Calgary
  - University of Lethbridge
  - Concordia University of Edmonton
    - USB keys to be given to 2<sup>nd</sup> or 3<sup>rd</sup> year students prior to graduation with ACPA information
  
- Government/Companies
  - Contacts – *need to reestablish government contacts*
  - Specified Gas Emitters Regulation has been replaced by the Carbon Competitiveness Incentive Regulation (CCIR) – Professional Chemists were left out of this, unfavourable response – *desire to reintroduce conversations about involvement of chemists in regulations*
  
- ManageWise
  - Benefits
  - New ACPA Learning Centre – take professional development and courses at reduced rate
  
- Membership Benefits
  - Errors & Omissions Insurance – *insured by HUB International*
  - Park N Fly Airport Parking – *discount*
  - TD Meloche Monnex – *home & auto insurance*
  - ARTA Retiree Benefits Plan
  - Telephone Legal Advice – *\$5 fee and unlimited through membership*
  - Boom member benefit program
  - Ongoing improvements to our website
  
- FCPC (Federation Canada's Professional Chemists)
  - Chemical Professions connecting nationally
  
- Other Associations
  - Support letter for ACPBC to be regulated under the Professional



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	<p>Governance Act (PGA) – <i>advocating for inclusion of chemists, government response was more palatable for chemists.</i></p> <ul style="list-style-type: none"> <li>- Professional Ethics for Chemists             <ul style="list-style-type: none"> <li>o Mandatory that current registered professional members complete course by December 31, 2018</li> <li>o 412 have completed the course to date</li> <li>o C.I.T.'s and P.Chem. applicants must complete the course prior to reclassification to P.Chem. status or before they are issued a stamp</li> </ul> </li> <li>- Jurisprudence Course Content             <ul style="list-style-type: none"> <li>o <b>Module 1:</b> Regulation of the Chemistry Profession</li> <li>o <b>Module 2:</b> Continuing Competence and Professional Scope of Practice</li> <li>o <b>Module 3:</b> Due Diligence in Business, Employment, and Labour Matters</li> </ul> </li> <li>- Online Jurisprudence Course             <ul style="list-style-type: none"> <li>o Mandatory for all registered professional members</li> <li>o Funded under the Alberta Government's Foreign Qualification Recognition Plan for Alberta</li> <li>o Intent is to replace the current requirement for one year of Canadian experience</li> <li>o 337 have completed the course to date</li> <li>o Deadline for all current members to complete the course was Dec 31, 2018</li> </ul> </li> </ul> <p>Questions from the floor:</p> <p><b>Q.</b> Provide further clarity for Boom member benefit program?  <b>A.</b> <i>Boom membership program number of companies the provide discounts on services for members – it is not yet official, and it remains to be decided if this will be accepted by the membership. The cost is \$7/year per member and the list of benefits continuously grows.</i></p> <p>Kathy Janzen asked for a quick show of hands: <i>How many members would be interested in this?</i>          Show of hands revealed divided support. A survey with detailed information will be shared to members for feedback.</p>	
<p><b>6.0</b></p>	<p><b>Treasurer's Report</b></p>	
	<p>Mike Gao reported on the 2018 finances. Items of note include;</p> <ul style="list-style-type: none"> <li>- Financial summary for 2018 – <i>presentation included</i> <ul style="list-style-type: none"> <li>o <i>Total assets is \$96,000</i></li> <li>o <i>70% of income is membership fees; 23% of income is course fees</i></li> </ul> </li> <li>- Budget 2019             <ul style="list-style-type: none"> <li>o <i>\$113,000 membership revenue</i></li> <li>o <i>\$48,500 course revenue</i></li> <li>o Special note – measures to take in order to balance the budget:                 <ul style="list-style-type: none"> <li>▪ Reduce ED hours</li> <li>▪ Minimize outreach activities                     <ul style="list-style-type: none"> <li>- Potential members</li> <li>- Government lobby</li> <li>- Future planning, etc.</li> </ul> </li> </ul> </li> </ul> </li> <li>- Financial Statements as of April 30, 2019</li> </ul>	



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	<ul style="list-style-type: none"> <li>○ <i>Assets \$142,000</i></li> <li>○ <i>Income \$111,000</i></li> <li>○ <i>Membership revenue – budgeted \$113,000, however currently is \$82,000</i></li> </ul> <p>- Thank you to Jim LeBlanc, Darren Crichton, and ManageWise for auditing the 2018 ACPA financial statements – no discrepancies found.</p> <p><b>Motion</b> to accept the 2018 financial statements.  <b>Moved:</b> Mark Gao <b>Second:</b> Clint Lovell</p> <p>Questions from the floor:</p> <p><b>Q.</b> Why did revenue drop? Was it loss of membership?  <b>A.</b> <i>Yes, membership, and technical courses/seminars. Member renewals and registrations for courses were lower due to economic climate. It is a challenge to profit from the courses due to low turnout currently. Member categories were lost due to government changes, there is intention to have greater outreach to government to regain some lost categories of membership. May be an increase in course registrations under new government as well.</i></p> <p><b>Q.</b> Where are the financial statements located?  <b>A.</b> A link was distributed via email to the location on the website where they are stored.</p> <p><b>Q.</b> The rationale for lower revenue is reasonable. It is critical when talking about raising member fees that we have good transparency and for members to easily find the financials reports.  <b>A.</b> <i>We will follow up and ensure the financial statements are easily located.</i></p> <p><b>Q:</b> Is there a way to leverage Executive Director’s time to leverage relationships and capacity of members and Board members involvement in activities? There’s a resource base that could be leveraged, how can these resources and capacities, specifically with government relations, be leveraged? Encourage to look beyond board and paid staff to do more.</p> <p><b>Q:</b> In light of financial challenges facing ACPA, is Boom a reasonable expense?  <b>Q/A:</b> Enticing new members requires something of value, how to create a broader portfolio of benefits to showcase value to new members? Membership fees have not been increased in a number of years.</p>	<p><b>CARRIED</b></p>
<p><b>7.0</b></p>	<p><b>Registrar’s Report</b></p>	
	<ul style="list-style-type: none"> <li>- Maurice Shevalier provided the Registrar’s report <ul style="list-style-type: none"> <li>○ 519 current members comprised of; <ul style="list-style-type: none"> <li>▪ 423 Full Members (P.Chem.)</li> <li>▪ 45 CIT Members</li> <li>▪ 3 Student Guests</li> <li>▪ 45 Non-Practicing Leave</li> <li>▪ 3 Chemistry Guests</li> </ul> </li> <li>○ 138 current unpaid members comprised of; <ul style="list-style-type: none"> <li>▪ 103 P.Chem.</li> <li>▪ 17 CIT Members</li> </ul> </li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>▪ 18 Non-Practicing Leave</li> <li>▪ <i>Number of members who are unpaid because delinquent in completion required courses</i></li> </ul> <p><b>Motion</b> to approve the Registrar’s report as presented. <b>Moved:</b> Maurice <b>Second:</b> Trent Parks</p> <p>Questions from the floor</p> <p><b>Q.</b> What is the possible reason why Student Guest memberships went down? <b>A.</b> <i>Combination of things. To clarify, Student Guests means they are signed up to receive our newsletter, they are not members. Student Members were removed as a result of the ABC Review. ACPA activity in universities has been reduced over the last 2-3 years as a result of budget cuts and the loss of the Student Member category.</i></p> <p><b>Q.</b> Why do we call “unpaid members” members. If they are unpaid, wouldn’t they no longer be members? <b>A.</b> <i>At the moment we give the benefit of the doubt, we want to retain their membership and the delay in payment of dues could be due to required courses being incomplete.</i></p> <p><b>Q.</b> Can you speak to the change in the government position? Is this incoming government or public service levels? <b>A.</b> <i>Deputy Minister of Labour reviewed all government committees, and that ended up including members of POARA They found that about half of the associations did not have a clause in their regulations that allowed them to create member categories . NDP Government reviewed and under the Chemists Act there is no clause for ACPA to form new member categories. Different interpretation under NDP government than previous governments. The categories were at one point designed with the Public Service under previous governments.</i></p> <p><b>Q:</b> Can we appeal this with the new government? <b>A:</b> <i>Yes, that is high priority.</i></p> <p><b>Q:</b> Can an ACT be changed <b>A:</b> <i>Legislature changes ACT, Cabinet changes regulations</i></p> <p>Do we have a glide-path toward a resolution of this? Do we have updated draft regulations should an opportunity arise? <i>It’s in the works. First action is to reconnect with professional governance and establish discussions about moving forward. We need to decide on how we want to move forward and who we talk to first. It will depend on how we are received by AB Labour.</i></p> <p>What about affiliate/non-voting members? <b>A:</b> <i>That is what guest categories are. Workarounds were proposed, yet the message was clear that the categories were to be removed or the ACPA would be shut down. Public servants were given direct messages as a result of the &lt;ABC reviews&gt;. ACPA was not the only association to be reviewed and have resulting changes.</i></p> <p><b>Q:</b> Is there a way to help the CIT Members get points to become P.Chem? <b>A:</b> <i>In discussion with those affected, there were a small number who could be supported and others who could not.</i></p> <p><b>Q:</b> What can you do to encourage unpaid members to pay?</p>	<p><b>CARRIED</b></p>
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	<p><i>A: Most of those unpaid members are due to incomplete jurisprudence course. Phoning and emailing unpaid members is part of the process, there typically are members who pay late.</i></p> <p><i>Q: Difficult to find time to complete the course in all circumstances.</i></p> <p><i>A: The course can be completed in steps.</i></p> <p><i>Q: What about auto-renewals for memberships to help reduce payment lag?</i></p> <p><i>A: It is something to consider and explore.</i></p>	
<p><b>8.0</b></p>	<p><b>Federation of Canada's Professional Chemists (FCPC)</b></p>	
	<ul style="list-style-type: none"> <li>- Federation of Canada's Professional Chemists was formed in June 2014.</li> <li>- Provincially Incorporated Members include;             <ul style="list-style-type: none"> <li>o Ordre des Chimistes du Quebec (OCQ)</li> <li>o Association of the Chemical Profession of Alberta (ACPA)</li> <li>o Association of the Chemical Profession of British Columbia (ACPBC)</li> <li>o Association of the Chemistry Profession of Saskatchewan (ACPS)</li> <li>o Association of the Chemical Profession on Ontario (ACPO)</li> <li>o Nova Scotia Chemists' Society (NSCS)</li> <li>o Association of the Chemistry Profession of Manitoba (ACPM)                 <ul style="list-style-type: none"> <li>▪ Have recently set up a society and board of directors, collecting memberships</li> </ul> </li> <li>o Association of the Chemistry Profession of New Brunswick (ACPNB)</li> <li>o Canadian Society for Chemistry (CSC) – Ex-Officio representatives</li> </ul> </li> <li>- Priorities for 2019-2020;             <ul style="list-style-type: none"> <li>o BC proposed Natural Resources Professional Governance Act                 <ul style="list-style-type: none"> <li>▪ <i>Act did not include chemists. ACPBC and FCPC are following up with BC Government, FCPC will support this effort to be included in the Act.</i></li> </ul> </li> <li>o Repository of documents – shared documents /best practices between provinces (<i>presentations and information including letters to governments, marketing, bylaws, ethics, etc.</i>)</li> <li>o Working on strategic planning process, a focused discussion; including an elevator pitch for <i>why we need professional chemists</i> <ul style="list-style-type: none"> <li>▪ <i>Final version of elevator pitch will be crafted and shared on ACPA website</i></li> </ul> </li> <li>o <i>Communication Strategies for group specific targeted messages (e.g. government, industry, HR, Federal AIT) – seeking professional support to create consistent messaging for sharing amongst the provinces.</i></li> </ul> </li> <li>- Chemists Ring             <ul style="list-style-type: none"> <li>o Over 400 rings purchased and distributed to professional chemists across Canada</li> <li>o ACPA to purchase from FCPC at \$35</li> <li>o Members purchase from ACPA for \$50 +GST</li> <li>o Drive membership and develop national brand</li> <li>o ACPA members can order through website</li> <li>o Next order will go in by the end of September</li> </ul> </li> </ul>	





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	<p><b>Motion</b> to continue to support ACPA membership in the FCPC.  <b>Moved:</b> Kathy Janzen <b>Second:</b> Chris Swyngedouw</p>	<b>CARRIED</b>
<b>9.0</b>	<b>New Business</b>	
	<ul style="list-style-type: none"> <li>- Strategic Plan – Presented by Mark Rice               <ul style="list-style-type: none"> <li>o Summary presentation included</li> <li>o Strategic Plan will be published in Members Area of APCA website</li> </ul> </li> </ul> <p>Questions/Comments from the floor;</p> <p><b>Q.</b> Strategic plan will be useful in government relations – congratulations to the committee for Strategic Plan.</p> <p><i>Applause and appreciation from the floor.</i></p>	
	<ul style="list-style-type: none"> <li>- Membership Fees               <ul style="list-style-type: none"> <li>o Discussion on Fees Increase</li> <li>o Proposed Fee Increase for 2020, \$250 to \$295</li> <li>o Investing for the future</li> <li>o Implementation of Strategic Plan is critical</li> <li>o Indexing of membership fee at 5% raise per year – <i>inflation adjustment</i></li> </ul> </li> </ul> <p><b>Motion</b> to approve the fee increase from \$250 to \$295 in 2020, with the institution a 3-year review to commence in 2022.</p> <p><b>Moved:</b> Dave Schwass <b>Second:</b> Fiona Millicent Hess</p> <p>Questions/Comments from the floor;</p> <p>C: Bank of Canada has online inflation calculator – what about using the official number for Canada? Suggest using this number, include in motion, tis needs to be monitored year-over-year.</p> <p>C: Recognition of drop in spending power associated with inflation is important – recognizing that inflation is a reality is a good thing to do. To specifically drive an annual adjustment could be problematic, there are significant optics associated with dollar values; there is also a perceived affordability and value proposition that should be considered. It appears the decision has been made that the fee is \$295, not \$300 – challenge is to balance the increase in cost to value for members. Suggestion to adjust the rate with a revisit the adjustment in a few years.</p> <p>C: Increase in fees is about accounting for inflation and providing the value to feed the organization’s growth. Decision to keep membership below \$300 was about optics. The increase in member fees will support the profession and the organization.</p> <p>C: Significant challenge to attract and retain volunteers. Value proposition is key, recognize the value of the effort contributed by the board and committee members. How can we leverage the capacity and expertise of members?</p> <p>Q: There is a mechanism to get more members – why isn’t there a requirement for</p>	<p><b>CARRIED</b>          31 - for          9 - against          4 - abstain</p>





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	<p>documents including lab reports to be properly signed. In the joint standard practice environmental – on government website – highlights the documents that require sign-off.</p> <p><i>A: Alberta Environment felt they didn't need to require analytical reports to be signed. In SK it is a requirement, but not in Alberta.</i></p> <p>Q: Can the stamp be electronic.  <i>A: It is available on the ACPA website for a small fee.</i></p> <p>Q: Has there been any thought to offering first-time members a discounted rate as a means to entice new members?  <i>A: We have been discussing that, allowing people a credit for their application fee toward their first-year membership – in process putting that into place.</i></p> <p>C: Being regulated is a privilege, not a right. The value of membership is professionalism.</p>	
<b>10.0</b>	<b>ACPA Scholarships and Awards</b>	
	<p><b>Science Fair Awards</b></p> <ul style="list-style-type: none"> <li>- Two awards, the ACPA Alberta Chemist Award and the ACPA Rick Dillen Memorial Award, were presented at each of the Calgary, and Edmonton Science Fairs. An additional award is also presented in Lethbridge.</li> </ul> <p><b>ACPA Undergraduate Scholarship in Chemistry</b></p> <ul style="list-style-type: none"> <li>- Dana Koroluk (University of Alberta)</li> </ul> <p><b>Arthur Bollo-Kamara Graduate Scholarship</b></p> <ul style="list-style-type: none"> <li>- Alison Fulton (University of Calgary)</li> </ul>	
<b>11.0</b>	<b>Frank Bachelor Award</b>	
	Maurice Shevalier was awarded the Frank Bachelor Award for Service to the Chemical Profession.	
<b>13.0</b>	<b>Introduction of Incoming President</b>	
	Patrick Kalita was introduced as the incoming President of the ACPA.	
<b>14.0</b>	<b>Adjournment</b>	
	<p><b>Motion</b> to adjourn the meeting.  <b>Moved:</b> Patrick Kalita</p> <p>Meeting adjourned at 4:10 PM</p>	<b>ADJOURNED</b>

Prepared by Katherine Topolniski  
 ACPA Office