ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Minutes | AIBC Council

Date/Time:	May 1, 2018 / 11:05 a.m. – 12:00 p.m.
Location:	AIBC Large Boardroom
Presiding:	Djurkovic
In Attendance:	Amodio, Brink, Condon, Dodd, Gagnon, Gustavson, Haden, Nickerson, Richards, Rodrigues, Rupp, Ruthen
Staff:	Battiston, Cavouras, Gatensby, Kokol, Lutes, Torres, Tough, Vernon
Regrets:	Bass, Dove, McDonald, Rettie, Urion

Item # Detail

1.0 Welcome and Call to Order

President Djurkovic called the meeting to order at 11:05 a.m.

2.0 Acceptance of the Agenda

MOTION: That council accepts the agenda as presented.

Djurkovic / Rodrigues **CARRIED**

3.0 Consent

For council receipt:

3.1 Council's Committees; Task Forces; Working Groups; CEO
- 3.1.1 President's Report
- 3.1.2 Governance
- 3.1.3 Finance
- 3.1.4 Human Resources
- 3.1.5 CEO

3.2 Policy Compliance: 1.11 Financial Management/Statements
Council Policy 2.1, 2.2, 2.4, 2.6, 2.7, 2.9, 2.10, 2.11, 2.12, 2.13, 2.14, 2.15, 2.16, 2.23, 2.24, 2.25

MOTION: That council receive the reports submitted under 3.1 and 3.2 above.

Djurkovic / Rodrigues **CARRIED**

For council motion to approve:

3.3 Recording of electronic motions passed March 2018
- 3.3.1 Registration Board Report to Council, March 2018
- 3.3.2 Registration and Licensing: Removal of Associates

3.4 March 19, 2018 Council Meeting Minutes

MOTION: That council approves items 3.3 and 3.4 above.

Djurkovic / Rodrigues **CARRIED**

4.0 Policy

4.1 2.10 Council Member Responsibilities and Benefits
2.16 Council Member Expenses, Honorarium and Remuneration

Djurkovic and Vernon summarized the revisions made to the council policies under the direction of the Governance Committee. Policy 2.10 has been revised to include the obligation of council members to participate on disciplinary committees, as well as the addition of the benefits provided to council members in recognition of their service. Policy 2.16 has been revised to include the council president honorarium, and the disciplinary committee member remuneration.

MOTION:

That council approves the amended policy *2.10 Council Member Responsibilities and Benefits*, and amended policy *2.16 Council Member Expenses, Honorarium, and Remuneration*, as proposed.

Djurkovic / Gustavson **CARRIED**

4.2 AIBC Council Code of Conduct

Vernon indicated that the revised *AIBC Council Code of Conduct* incorporates the changes requested following council's review at its April 2018 planning session. The original *Code of Conduct* (d. March 2001) responded to both bylaws 3.8 and 4.1 in one *Code*. In revising the *Code*, it was determined that the existing document be split into two documents, respecting the current governance structure and the two bylaws. The new *Code* establishes principles which are supported in other council documents.

MOTION:

1) **That council approve the revised *AIBC Council Code of Conduct*, dated May 2018, including appendices.**

2) **That the CEO has authority to make minor non-substantive amendments as may be required.**

Rupp / Rodrigues **CARRIED**

4.3 Invitation to the Intern Architect Liaison

Vernon indicated that in January 2018 council approved a revised council policy, 2.23 Role of the Liaisons to Council, whereby the position of Intern Architect liaison to council is to be served by the chair of the Intern Architect Committee. To that end, the motion put forward to council invites the incoming chair of the committee to fill the liaison position effective the day of the 2018 annual meeting, and for a period of one year.

MOTION:

That council invite Heba Maleki Intern Architect AIBC to fill the position of Intern Architect Liaison as a non-voting guest to council for a one year term, effective May 7 2018.

Djurkovic / Gustavson **CARRIED**

5.0 Non-Policy

5.1 Bylaws: Firms, Admission/Registration, Fees and Fines, and Chapters

Vernon and Lutes provided a brief update on the status of current bylaw initiatives. Based on its analysis, council's previous support in principle and the generally supportive consultation feedback, the Bylaw Review Committee recommends that the proposed Architectural Firms; Admission and Registration; Fees and Fines; and Chapters bylaws be advanced for member e-vote.

MOTIONS:

1) **That the recommended Architectural Firms; Admission and Registration; Fees and Fines; and Chapters bylaw amendments, as set out in Attachment C, be proposed for an electronic vote by members on date(s) to be determined by the CEO;**
2) **That this bylaw e-vote be structured so that members vote on each of the four bylaw subject areas, namely, Architectural Firms, Admission and Registration, Fees and Fines, and Chapters.**
3) **That the CEO has authority to make minor, non-substantive amendments as may be required to the proposed bylaws approved in Motion 1, subject to notifying council in writing and notifying members and honorary members by way of *Notice* email blast or other electronic means no later than one week prior to the first day of the voting period; and**
4) **That the CEO be requested to take the necessary procedural steps to allow this e-vote to proceed as soon as reasonably possible, in keeping with the *Council Rules 3: Electronic Voting for Bylaw Amendments* and statutory requirements for bylaw change.**

Brink / Rodrigues **CARRIED**

5.2 Financial Risk Assessment

Vernon indicated that as required in replicated council policies 1.13 / 2.5 Reserve Funds, a Financial Risk Assessment was undertaken by the firm Deloitte, a draft of which council reviewed at its April 2018 planning session. The report is provided to council for formal receipt and acknowledgement that existing policies do not need to be revised.

MOTIONS:

1) **That council receive the "Financial Risk Assessment" (dated April 4, 2018) as submitted by Deloitte.**

2) That council approve the Report's recommendation that the AIBC should continue to maintain the existing policies and reserves at the current allocated levels.

Djurkovic / Gustavson **CARRIED**

7.0 **<u>In Camera</u>**

MOTION: to go *in camera.*

Djurkovic / Rodrigues **CARRIED**

7.1 Award of the Michael A. Ernest Intern Architect Bursary

MOTION:

That council approves the award of the AIBC Intern Bursary in the name of Michael A. Ernest in the amount of $1000 to Jae Seok (Steve) Kwak, Intern Architect AIBC.

Djurkovic / Rodrigues **CARRIED**

7.2 Invitation to the Retired Architect Liaison (see Motion below)

7.3 Council Annual Assessment Collated Results

MOTION: to come out of *in camera*.

Djurkovic / Brink **CARRIED**

7.2 MOTION:

That council invite James Hancock Retired Architect AIBC to fill the position of Retired Architect Liaison, as a non-voting guest to council until the day of the 2019 Annual Meeting.

Gustavson / Rupp **CARRIED**

8.0 **<u>Adjournment</u>**

MOTION: to adjourn. (12:00 p.m.)

Djurkovic / Gagnon **CARRIED**