

Council Meeting Agenda

<i>Meeting Number</i>	Meeting 2	Act
<i>Meeting type</i>	Quarterly	Regs
<i>Date</i>	June 3-4, 2020	Planning Cycle
<i>Time</i>	Day 1: 8:30 a.m. – 5:15 p.m. Day 2: 8:30 a.m. – noon	Bylaws
<i>Location of Meeting</i>	Video Conference Call with Zoom	

Location of Supporting Documents on Sharepoint

- February 2020 Minutes
 - Folder: Council Meetings/2020 Mtg 2 Jun 3-4/Council Minutes
- Parliamentary Procedure Education Package
- PRO 101 - Board Education Package
- Document Storage Procedure and Process
 - Folder: Council Education
- In-Training Program Proposal – Athabasca University
 - Folder: Institute Operations/In-Training Rules
- Annual Institute Report for Minister of Labour
 - Folder: Institute Operations/AIA Annual Report
- CEO Meeting 2 Reports and Quarterly Reports
 - Folder: Institute Operations/CEO Reports

Day 1 – June 3, 2020, 8:30 a.m. – 5 p.m.

Item	Time	Description	Presenter, Category	Supporting Documents in Sharepoint
Meeting Administration				
1	8:30 a.m.	Call to Order; Introductions	<i>Chair</i> Administrative	
2	8:35 a.m.	Establish quorum	<i>Chair</i> Administrative	
3	8:40 a.m.	Conflict of Interest Declarations	<i>Chair</i> Administrative	
4	8:45 a.m.	Appoint Secretary	<i>Chair</i> Administrative	
5	8:50 a.m.	Adopt Agenda	<i>Chair</i> Administrative	
6	8:55 a.m.	Approve Previous Minutes	<i>Chair</i> Administrative	February 2020 Minutes
Council Training (Bylaw 2.5)				
7	9:00 a.m.	Parliamentary Procedure	<i>Guest Pat Knoll</i> Council Training	Parliamentary Procedure Education Package
8	10:30 a.m.	Break	<i>Chair</i> Administrative	
9	10:45 a.m.	Parliamentary Procedure	<i>Guest Pat Knoll</i> Council Training	Parliamentary Procedure Education Package
10	12:15 p.m.	Lunch	<i>Chair</i> Administrative	
11	1:00 p.m.	Regulatory Board Training	<i>Cassandra Haraba</i> Council Training	PRO 101 – Board Training Package

12	3:00 p.m.	Record storage and documentation	<i>David Lloyd</i> Council Training	Storage procedure and process
Council Composition (Bylaw 2.7)				
13	4:00 p.m..	Act, s 5 and 7; Bylaw 2.7: Council Chair Election Act, s 5; Bylaw 2.7: Council Vice-Chair Election or Appointment	<i>Chair</i> Elections	Confidential Ballot for Chair and Vice-Chair
14	5:15 p.m.	Adjournment	<i>Chair</i> Administrative	

Day 2 – June 4, 2020, 9:00 a.m. – noon

Item	Time	Description	Presenter, Category	Attachments
Council Meeting Administration				
15	8:30 a.m.	Call to Order	<i>Chair</i> Administrative	
Council Statutory Decision: Making In-Training Rules (<i>Agrology Profession Regulation, s 15; Bylaw 4.5.1</i>)				
16	8:35 a.m.	Regulation, s 15; Bylaw 4.5.1: Making Rules for In- Training Programs	<i>David Lloyd</i> Decision	In-Training Proposal for Athabasca University Credit Program
Institute Statutory Requirement: Annual Report to Minister (<i>Agrology Profession Act, s.4</i>)				
17	9:00 a.m.	Act, s 4: Annual Institute Report	<i>David Lloyd</i> Information	Annual Institute Report for Minister of Labour
Council Oversight of Institute Management: CEO Annual Reports for Meeting 2 (<i>Bylaws 3.1 and 3.2</i>)				
18	9:15 a.m.	CEO Reports - Meeting 2	<i>David Lloyd</i> Decision	<ol style="list-style-type: none"> 1. Continuity 2. Treatment of Employees 3. Treatment of Contractors 4. Treatment of Volunteers

19	10:00 a.m.	Break	<i>Chair</i> Administrative	
Council Oversight of Institute Management: CEO Quarterly Reports (<i>Bylaws 3.1 and 3.2</i>)				
20	10:15 a.m.	CEO Quarterly Reports	<i>David Lloyd</i> Decision	<ol style="list-style-type: none"> 1. Financial Reporting 2. Expenditures: 3. Accounts Receivable 4. Accounts Payable 5. Credit Card Records 6. CEO Expenses 7. Cheques and Signatures 8. Complaints About the Institute
21	12:00 p.m.	Adjournment	<i>Chair</i> Administrative	