



**ASSOCIATION  
OF  
PROFESSIONAL  
BIOLOGY**

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Annual General Meeting

26 May 2023

**Minutes and Financials**

## Association of Professional Biology Annual General Meeting 2023 (2023/05/26) Online Video Meeting

### Meeting Minutes – Notes

(Prepared by Audrey Atkins, Office Manager; 2023)

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**2:00 pm (PDT):** Scheduled start / virtual room open

**2:04 pm (PDT):** Call to order: **Domenico Iannidinardo**, President

### Introduction and Welcome: **Domenico Iannidinardo**, President

BOD officer presenters on screen

- **Domenico Iannidinardo**; President
- **Jason Jones**; Vice-President
- **Isabelle Houde**; Treasurer (outgoing)
- **Bruce Clark**; Secretary

Directors present online

- Wayne Wall
- Pamala Zevit
- Will Parker
- **Afshin Parsamanesh** (new board member)

### Confirmation of quorum (**minimum 30 members required**): **Domenico Iannidinardo**, President

- 38 attendees online; 38 active members (including 8 BOD members)
- Of the 38 attendees; 100% accredited or emeritus members
- Review of online attendees: quorum was reached

### Adoption of agenda: **Domenico Iannidinardo**, President

- Motion to adopt agenda: [Sean Pendergast](#)
  - Seconded: [David Vey](#)
  - Discussion: none
  - Question called: carried

Agenda adopted

### Approval of minutes of AGM 2022: **Domenico Iannidinardo**, President

- Motion to adopt minutes: [Isabelle Houde](#)
  - Seconded: [Sandy Lipovsky](#)
  - Discussion: none
  - Question called: carried

Minutes approved

### Reports: **Domenico Iannidinardo**, President

- Overview (PowerPoint presentation)
  - President's Report
  - Financials
- Motion to approve reports: [Pamela Zevit](#)
  - Seconded: [William Parker](#)
  - Discussion: none

- Question called: carried
- Reports approved

**Financial statements 2022 Year End (YE): Domenico Iannidinardo**, President

- Review of YE financial statements (previously emailed to attendees)
- Motion to approve YE financial statements: [Wayne Wall](#)
  - Seconded: [William Parker](#)
  - Discussion: none
  - Question called: carried

Financial statements approved

**Appointment of auditor** to review 2023 YE financial statements: **Domenico Iannidinardo**, President

- Motion to re-appoint [Agatha Cluff Inc. CPA](#) to carry out financial review of 2023 YE financial statements.
  - Motion moved: [William Parker](#)
  - Seconded: [Wayne Wall](#)
  - Question called: carried

[Agatha Cluff Inc.](#) appointed to carry out financial review of 2023 YE financial statements.

**Resolutions: Domenico Iannidinardo**, President

- None received or proposed.

**Briefing of Hub Insurance: Jordan Fellner**, Account Executive

- Briefing by Jordan Fellner of Hub Insurance (presented on screen)
  - *Rates: Same price as last year and guaranteed for next three years!*

**Strategic Update: Jason Jones**, Director

- Strategic update (presented on screen)
  - Inclusivity – membership increase and improvements in representation.
  - Advocacy – active social media presence, increase in webinar frequency.
  - Functionality – increased efficiency, progress on finding external funding sources.

We need member support!

**New Business: Domenico Iannidinardo**, President

- Webinar and Symposia look ahead
  - Effects assessment current state of practice
  - Climate change and its influence of range dynamics, ecology and physiology

**Key Areas for Member Activity: Domenico Iannidinardo**, President

- Update (presented on screen)
  - Membership Awards
  - Mentorship Program
  - Advocacy
  - Communications

**Appointment of APB Board of Directors (BOD): Domenico Iannidinardo, President**

- Departing Board Members – Thank you, for your service!!!
  - **Isabelle Houde**
- Review of slate of directors recommended by BOD [elected/acclaimed]
  - **Jason Jones – renewing board member**
  - **Bruce Clark – renewing board member\***
  - **Wayne Wall – renewing board member**
  - **Pamela Zevit – renewing board member**
  - **Afshin Parsamanesh – new board member**
- Motion to adopt the BOD recommendation that the slate of directors for a two-year term as presented by the BOD be elected/acclaimed; with Bruce Clark\* to serve a new one-year term to allow for staggering of board members.
  - Motion moved: **Sandy Lipovsky**
  - Seconded: **Jeff Matheson**
  - Discussion: no discussion, but several members shared their appreciation
    - Nominations from the floor: none
    - Question called: carried

Directors acclaimed/appointed

- **Jason Jones – renewing board member**
- **Bruce Clark – renewing board member (1 year term)\***
- **Wayne Wall – renewing board member**
- **Pamela Zevit – renewing board member**
- **Afshin Parsamanesh – new board member**

2023/24 Board members:

- **Domenico Iannidinardo**, Past-President [TERM 2022-2024]
- **Jason Jones**, Vice President [TERM 2023-2025]
- **Bruce Clark**, Secretary [TERM 2023-2024]\*
- **Wayne Wall**, Director at Large [TERM 2023-2025]
- **Will Parker**, Director at Large [TERM 2022-2024]
- **Pamela Zevit**, Director [TERM 2023-2025]
- **Afshin Parsamanesh**, Director [TERM 2023-2025]

**Adjournment: Domenico Iannidinardo, President**

- Motion to adjourn AGM
  - Motion moved: **Isabelle Houde; seconded by William Parker**
  - Question called: carried

AGM adjourned: **3:31 pm (PDT)**

**ASSOCIATION OF PROFESSIONAL BIOLOGY**

**Compiled Financial Information**

**Year Ended December 31, 2022**

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## COMPILATION ENGAGEMENT REPORT

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To the Members of Association of Professional Biology

On the basis of information provided by management, I have compiled the statement of financial position of Association of Professional Biology as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I did not perform an audit engagement or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

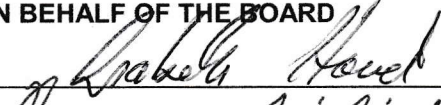
Langley, British Columbia  
May 11, 2023

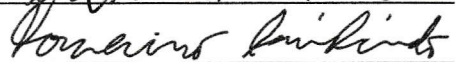
*Agatha Cluff Inc.*  
CHARTERED PROFESSIONAL ACCOUNTANT

**ASSOCIATION OF PROFESSIONAL BIOLOGY**  
**Statement of Financial Position**  
**December 31, 2022**

	2022	2021
<b>ASSETS</b>		
CURRENT		
Cash	\$ 71,938	\$ 67,752
CAPITAL ASSETS <i>(Net of accumulated amortization)</i>	376	677
	\$ 72,314	\$ 68,429
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable	\$ 1,604	\$ 3,042
Goods and services tax payable	3,268	3,214
Deferred income	20,168	21,570
	25,040	27,826
NET ASSETS	47,274	40,603
	\$ 72,314	\$ 68,429

ON BEHALF OF THE BOARD

 Director

 Director

See notes to financial information

**ASSOCIATION OF PROFESSIONAL BIOLOGY****Statement of Revenues and Expenditures****Year Ended December 31, 2022**

	2022	2021
<b>REVENUES</b>		
Membership dues	\$ 37,210	\$ 37,817
Annual conference and AGM revenue	1,025	-
Job posting and sundry income	2,636	2,673
	<u>40,871</u>	<u>40,490</u>
<b>EXPENSES</b>		
Accounting fees	1,080	830
Advertising and promotion	-	149
Amortization	301	481
Annual conference and AGM	-	6,742
Credit card charges	1,629	1,212
Database/data storage	96	96
Donations	200	-
Insurance	2,767	2,767
Interest and bank charges	591	303
Memberships	2,862	2,420
Office	472	563
Professional fees	4,904	-
Rental	1,833	1,728
Salaries and wages	-	191
Sub-contracts	14,687	3,900
Telephone	1,654	1,176
WCB	291	-
Webpage	833	874
	<u>34,200</u>	<u>23,432</u>
EXCESS OF REVENUES OVER EXPENSES BEFORE OTHER ADJUSTMENT	6,671	17,058
OTHER ADJUSTMENT		
Prior year adjustment	-	2,499
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$ 6,671</u>	<u>\$ 14,559</u>

See notes to financial information



**ASSOCIATION OF PROFESSIONAL BIOLOGY**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2022**

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	2022	2021
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 40,603</b>	<b>\$ 26,044</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>6,671</b>	<b>14,559</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 47,274</b>	<b>\$ 40,603</b>

See notes to financial information

# ASSOCIATION OF PROFESSIONAL BIOLOGY

## Notes to Financial Statements

Year Ended December 31, 2022

*(Unaudited - See Notice To Reader)*

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### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of Association of Professional Biology as at December 31, 2022, and the statements of revenues and expenditures and changes in net assets for the year then ended is on the historical cost basis and reflects cash transactions with the addition of:

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### 2. DESCRIPTION OF BUSINESS

The Association is incorporated under the Societies Act of BC. It was established to represent Biology Professionals in British Columbia.

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### 3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian Standard on Related Services CSRS 4200 (GAAP).

The basis of accounting applied in the preparation of the financial information is on a historical costs basis, reflecting cash transactions, with the addition of:

- accounts payable and accruals
  - deferred income
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