



**ASSOCIATION
OF
PROFESSIONAL
BIOLOGY**

Annual General Meeting

13 May 2022

Online Video Meeting

Minutes and Financials

Association of Professional Biology Annual General Meeting 2022 (2022/05/13) Online Video Meeting

Meeting Minutes – Notes

(Prepared by Audrey Atkins, Office Manager; 2022-05-13)

4: 30 pm (PDT): Scheduled start / virtual room open

4: 30 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
- **Bruce Clark**; Secretary

Directors present online

- Wayne Wall
- Pamala Zevit
- Will Parker (incoming)

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

- 28 attendees online; 23 active members (including 7 BOD members)
- Of the 28 attendees; 82% accredited or emeritus members
- Review of online attendees: quorum not reached
 - Motion to proceed without quorum taken from the floor: **Geoff Krause**
 - Seconded: **Fred Sverre**

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

- Motion to adopt agenda: **Sandy Lipovsky**
 - Seconded: **David Vey**
 - Discussion: none
 - Question called: carried

Agenda adopted

Approval of minutes of AGM 2021: **Domenico Iannidinardo**, President

- Motion to adopt minutes: **Sheila Byers**
 - Seconded: **Fred Sverre**
 - Discussion: none
 - Question called: carried

Minutes approved

Reports: **Domenico Iannidinardo**, President

- Overview (PowerPoint presentation)
 - President's Report
 - Financials
 - Communications and Member Interest
 - Awards

- Motion to approve reports: **Kevin Telfer**
 - Seconded: **Sandy Lipovsky**
 - Discussion: none
 - Question called: carried

Reports approved

Financial statements 2021 Year End (YE): Domenico Iannidinardo, President

- Review of YE financial statements (previously emailed to attendeesOoo)
- Motion to approve YE financial statements: **Kevin Telfer**
 - Seconded: **Sandy Lipovsky**
 - Discussion: some discussion about including promotion of the association in upcoming budgets
 - Question called: carried

Financial statements approved

Appointment of auditor to review 2021 YE financial statements: **Isabelle Houde, Treasurer**

- Motion to re-appoint Agatha Cluff Inc. CPA to carry out financial review of 2022 YE financial statements
 - Motion moved: **William Parker**
 - Seconded: **Fred Sverre**
 - Question called: carried

Agatha Cluff Inc. appointed to carry out financial review of 2022 YE financial statements

Resolutions: Domenico Iannidinardo, President

- None received

New Business: Domenico Iannidinardo, President

- None

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!*

2022 Strategy Overview and Discussion: Jason Jones, Director

- Strategic Outlook 2022 (presented on screen)
 - 3 intersecting themes: Inclusivity; Advocacy; Functionality
 - Looking to new board to solidify an Action Plan for the strategic outlooks presented

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

- Term Ending Board Members – Thank you, for your service
 - **Keith Story**
- Review of slate of directors recommended by BOD [TERM 2022-2024]
 - **Domenico Iannidinardo – renewing board member**
 - **Isabelle Houde – renewing board member**
 - **Will Parker – 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
 - Motion moved: **Sheila Byers**
 - Seconded: **Sandy Lipovsky**
 - Discussion: no discussion, but several members shared their appreciation
 - Nominations from the floor: none

ASSOCIATION OF PROFESSIONAL BIOLOGY

Financial Information

Year Ended December 31, 2021

COMPILATION ENGAGEMENT REPORT

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, 2021, and the statements of revenues and expenditures and changes in net assets for the year then ended, and , 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 9, 2022

Agatha Cluff Inc.
CHARTERED PROFESSIONAL ACCOUNTANT

ASSOCIATION OF PROFESSIONAL BIOLOGY
Statement of Financial Position
December 31, 2021

| | 2021 | 2020 |
|---------------------------------------------------------|------------------|------------------|
| ASSETS | | |
| CURRENT | | |
| Cash | \$ 67,752 | \$ 49,850 |
| Prepaid expenses | - | 5,000 |
| | <u>67,752</u> | <u>54,850</u> |
| CAPITAL ASSETS <i>(Net of accumulated amortization)</i> | <u>677</u> | <u>255</u> |
| | <u>\$ 68,429</u> | <u>\$ 55,105</u> |
| LIABILITIES AND NET ASSETS | | |
| CURRENT | | |
| Accounts payable | \$ 3,041 | \$ 668 |
| Goods and services tax payable | 1,316 | 1,898 |
| Deferred income | <u>23,469</u> | <u>26,495</u> |
| | <u>27,826</u> | <u>29,061</u> |
| NET ASSETS | <u>40,603</u> | <u>26,044</u> |
| | <u>\$ 68,429</u> | <u>\$ 55,105</u> |

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, 2021

| | 2021 | 2020 |
|----------------------------------------------------------------|------------------|------------------|
| REVENUES | | |
| Membership dues | \$ 37,817 | \$ 39,045 |
| Workshops and webinars | - | 3,490 |
| Annual conference and AGM revenue | - | 11,120 |
| Job posting and sundry income | 2,673 | 1,204 |
| Tradeshow revenue | - | 86 |
| | <u>40,490</u> | <u>54,945</u> |
| EXPENSES | | |
| Accounting fees | 830 | 750 |
| Advertising and promotion | 149 | 100 |
| Amortization | 481 | 255 |
| Annual conference and AGM | 6,742 | 2,543 |
| Credit card charges | 1,212 | 1,656 |
| Database/data storage | 96 | 96 |
| Insurance | 2,767 | 2,377 |
| Interest and bank charges | 303 | - |
| Meetings and conventions | - | 2,087 |
| Memberships | 2,420 | - |
| Office | 563 | 59 |
| Postage and courier | - | 218 |
| Rental | 1,728 | 1,638 |
| Salaries and wages | 191 | - |
| Sub-contracts | 3,900 | 13,720 |
| Telephone | 1,176 | 1,059 |
| Travel | - | 1,602 |
| Webpage | 874 | 3,104 |
| | <u>23,432</u> | <u>31,264</u> |
| EXCESS OF REVENUES OVER EXPENSES BEFORE DISCONTINUED OPERATION | 17,058 | 23,681 |
| DISCONTINUED OPERATION | | |
| Prior year adjustment | 2,499 | - |
| EXCESS OF REVENUES OVER EXPENSES | <u>\$ 14,559</u> | <u>\$ 23,681</u> |

See notes to financial information

ASSOCIATION OF PROFESSIONAL BIOLOGY
Statement of Changes in Net Assets
Year Ended December 31, 2021

| | 2021 | 2020 |
|---------------------------------------|-------------------------|-------------------------|
| NET ASSETS - BEGINNING OF YEAR | \$ 26,044 | \$ 2,363 |
| EXCESS OF REVENUES OVER EXPENSES | <u>14,559</u> | <u>23,681</u> |
| NET ASSETS - END OF YEAR | <u>\$ 40,603</u> | <u>\$ 26,044</u> |

See notes to financial information

ASSOCIATION OF PROFESSIONAL BIOLOGY

Notes to Financial Statements

Year Ended December 31, 2021

(Unaudited - See Notice To Reader)

1. DESCRIPTION OF BUSINESS

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

2. 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
-

- Question called: carried

Directors acclaimed/appointed

- **Domenico Iannidinardo** – renewing board member
- **Isabelle Houde** – renewing board member
- **Will Parker** – new board member

2022/23 Board members:

- **Domenico Iannidinardo**, President [TERM 2022-2024]
- **Jason Jones**, Vice President [TERM 2021-2023]
- **Isabelle Houde**, Treasurer [TERM 2022-2024]
- **Bruce Clark**, Secretary [TERM 2021-2023]
- **Wayne Wall**, Director at Large [TERM 2021-2023]
- **Will Parker**, Director at Large [TERM 2022-2024]
- **Pamela Zevit**, Director [TERM 2021-2023]

Adjournment: **Domenico Iannidinardo**, President

- Motion to adjourn AGM
 - Motion moved: **Jason Jones**
 - Question called: carried

AGM adjourned: 5:12 pm (PDT)