

## BCVTA 2025 Annual General Meeting Minutes | May 24, 2025 10:00 AM

Topic for Discussion	Champion	Strategic Priority
<b>Called the meeting to order at 10:05 am.</b>	President	3
<p><b>1. Land Acknowledgement</b></p> <p>Members of the BCVTA come from many traditional and unceded territories, covering all regions of British Columbia. We are honoured and grateful to live, work and be in relation with Indigenous peoples who have been leaders in respecting animals and caring for the land</p> <p>We are currently assembled on the traditional lands of the (Tay-KUM-loops Sec-wep-mec) <i>Tk'emlúps te Secwépemc</i>.</p>	Vice-President	1
<p><b>2. Confirmation of Quorum</b></p> <p>The Pheedloop App will be used to confirm Quorum and for all voting during the Annual General Meeting.</p> <p><b>80 RVT members total including:</b></p> <p><b>1 Non-Practicing member</b></p> <p><b>2 Retired members</b></p> <p><b>4 Student member</b></p> <p><b>1 Non-Resident member</b></p> <div style="border: 2px solid orange; padding: 10px; margin-top: 10px;"> <p><b>RESULTS: 75 active voting BCVTA members.</b></p> <p><b>ACTION: This confirms that we are over the minimum of 50 active voting members and therefore can confirm quorum.</b></p> </div>	President	3
<p><b>3. Board of Director Introductions (for information)</b></p> <ul style="list-style-type: none"> <li>• Gabrielle Beer, from Maple Ridge and the current President.</li> <li>• Vice President Marina John is from Vancouver Island.</li> <li>• Kayla Anglos is the Treasurer from Kamloops.</li> <li>• Secretary, Emily Carefoot, hails from Vancouver.</li> <li>• Amanda Barker, who sits as CVBC Liaison, is from Vancouver Island</li> <li>• Kim Holbrow is from Abbotsford and is currently our longest standing Board member and the dedicated Student Liaison.</li> <li>• Carly Chaput is from Salmon Arm.</li> <li>• Kalaya Donchi joins us from New Westminster, <ul style="list-style-type: none"> <li>◦ Both Carly and Kalaya are completing their terms as the RVTTC Representatives. While we are no longer members of the RVTTC,</li> </ul> </li> </ul>	President	1

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<p>our current bylaws require RVTTC Reps, so they will hold these titles for now.</p> <ul style="list-style-type: none"> <li>• The Director at large Ashley Bourdeau, who is also local to Kamloops.</li> <li>• Thank you to the Student Representatives Jayden Smith from Douglas College and Annika Vadergugten from TRU.</li> </ul> <p><b>Our Mission:</b> <i>Is to lead and advocate for our profession; while working to elevate veterinary standards for the protection of animals and the public.</i></p> <p><b>Our Vision:</b> <i>Is for every animal care facility in British Columbia to employ and fully utilize RVTs.</i></p> <p>The BCVTA has recently outlined the association's 4 <b>Strategic Priorities for 2025 to 2028</b>, and they are:</p> <ol style="list-style-type: none"> <li><b>1) Member Engagement:</b> Enhancing member engagement through targeted recruitment, effective communication, and benchmarking best practices to foster stronger connections and participation.</li> <li><b>2) Regulation of RVTs:</b> Advancing the regulation of veterinary technologists by defining a scope of practice, collaborating with stakeholders, and engaging experts to ensure informed advocacy and member education.</li> <li><b>3) Governance Growth:</b> Fostering governance growth through succession planning, strategic Board alignment, and initiatives to strengthen leadership and collaboration.</li> <li><b>4) Financial Sustainability:</b> Ensuring financial sustainability through revenue diversification, membership growth, strategic advertising, and exploring grant opportunities.</li> </ol>		
<p>4. <a href="#">Minutes of the 2024 Annual General Meeting (for approval)</a></p> <div style="border: 2px solid orange; padding: 10px; margin-top: 10px;"> <p><b>MOTION to accept the minutes of the 2024 Annual General Meeting by Brynne Hagerman</b>  <b>Seconded by Shay Wangler</b>  <b>Is there any Discussion or Additions? None.</b></p> <p><b>With:</b></p> <p>83 in favour  0 opposed  0 abstained</p> <p><b>This motion has passed.</b></p> </div>	President	1/3

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<p><b>5. Approval of Active Agenda (for approval)</b></p> <div style="border: 1px solid red; padding: 10px;"> <p><b>MOTION to accept the active agenda for the 2025 Annual General Meeting by Veronica McGovern</b>  <b>Seconded by Heather Kornelson</b>  <b>Is there any Discussion or Additions? None.</b></p> <p><b>With:</b></p> <p>85 in favour  0 opposed  2 abstained</p> <p><b>This motion has passed.</b></p> </div>	<p>President  <i>Gabrielle</i></p>	<p>1/3</p>
<p><b>6. Greetings (for information)</b></p> <ul style="list-style-type: none"> <li>a. Karen Langtved, ABVTA President</li> <li>b. Jessee-Lee Leblanc, MVTA President</li> <li>c. Hailey Farkas, OAVT President</li> <li>d. Dr. Jane Pritchard, CVBC Council President</li> <li>e. Dr. Fraser Davidson, SBCV President</li> </ul>		<p>1</p>
<p><b>7. Meeting Procedure Review (for information) [10 minutes]</b></p> <p>BCVTA meetings are conducted according to <b>modified Robert's Rules of Order</b>.</p> <ul style="list-style-type: none"> <li>○ Robert's Rules are followed as closely as possible; however, modifications may be made to prioritize productivity. This is why we refer to them as “modified Robert’s Rules” For example, elections require a motion and second as per Robert’s Rules. We have several Board and Committee members to elect today, so instead of asking for a motion and a second for each individual, we will ask for one motion and one second for all nominees and call for a vote for each one individually. This will make the meeting slightly more efficient.</li> <li>○ In accordance with BCVTA Bylaw 4.10, in the event of any doubt, dispute, or ambiguity, the President or meeting Chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules.</li> </ul> <p><b>2. Voting Eligibility</b></p> <ul style="list-style-type: none"> <li>○ Only <b>active RVT members</b> can vote. This includes: <ul style="list-style-type: none"> <li>■ RVTs</li> <li>■ Retired RVTs</li> <li>■ Non-Practicing RVTs</li> </ul> </li> <li>○ Non-Resident RVTs and Students are not eligible to vote.</li> </ul>	<p>Executive Director  <i>Amber</i></p>	<p>3</p>

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<ul style="list-style-type: none"> <li>○ Proxy voting is not permitted.</li> </ul> <p><b>3. In-Person Discussion Rules</b></p> <ul style="list-style-type: none"> <li>○ Prior to a motion, members may discuss the topic when prompted.</li> <li>○ To have your say, please put your hand up and Ashley and Kayla will bring a microphone to your seat.</li> <li>○ Each member has two minutes to speak, alternating between the two microphones and virtual attendees. (i.e. One mic, second mic, virtual, repeat).</li> <li>○ All members will have one opportunity to speak before anyone speaks a second time, including virtual attendees.</li> </ul> <p><b>4. Virtual Discussion Rules</b></p> <ul style="list-style-type: none"> <li>○ Prior to a motion, members may discuss the topic when prompted.</li> <li>○ Post your question in the Q&amp;A section of the Virtual Platform</li> <li>○ Your question will be read by the designated Board member. Clarification may be requested.</li> <li>○ All members will have one opportunity to have their question answered before anyone can ask a question a second time, including in-person attendees.</li> </ul> <p><b>5. Making a Motion</b></p> <ul style="list-style-type: none"> <li>○ Once the discussion time has ended, the Chair will call for a motion from attendees in person. Please state your first and last name for records.</li> <li>○ The same process applies when the Chair calls for a second.</li> </ul> <p><b>6. Discussion on a Motion</b></p> <ul style="list-style-type: none"> <li>○ Once a motion has been made and seconded, discussion will focus specifically on the motion - to amend the motion, strike the motion, or table the motion for example.</li> <li>○ The rules for speaking: Ashley and Kayla will be on hand to pass a microphone to you, which will also allow virtual attendees to hear any questions or comments clearly. Virtual attendees can put a question or comment in the Q&amp;A that will be read out on their behalf. Each speaker will have two minutes to speak. All other speaking rules remain the same.</li> </ul> <p><b>7. Voting Procedure</b></p> <ul style="list-style-type: none"> <li>○ Voting will be conducted by poll as follows: <ul style="list-style-type: none"> <li>■ In-Person attendees: in the PheedLoop Go! app, which can be downloaded here: <ol style="list-style-type: none"> <li>1. <a href="#">iOS App Download</a></li> <li>2. <a href="#">Android App Download</a></li> </ol> </li> <li>■ Virtual Attendees: in the Virtual Event platform</li> </ul> </li> <li>○ Once discussion of the motion has ended, the Chair will call for a vote with the following options: <ul style="list-style-type: none"> <li>■ In Favor</li> <li>■ Opposed</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>■ Abstain</li> <li>○ Select the most appropriate option.</li> </ul> <p><b>8. Requesting Clarification or Procedural Amendments</b></p> <ul style="list-style-type: none"> <li>○ At any time, you may use a microphone or the Q&amp;A to request additional information or suggest an amendment to the procedure.</li> <li>○ If you are uncertain about meeting protocol at any point, please feel free to raise your hand and ask for clarification.</li> <li>○ All requests are subject to the Chair's approval.</li> </ul>		
<p><b>8. President's Report (for information)</b></p> <ul style="list-style-type: none"> <li>a. Outgoing President, extends her gratitude to members, Board of Directors, Executive Director, and volunteers.</li> <li>b. BCVTA has updated strategic priorities to foster an atmosphere of belonging, inclusivity and compassion</li> <li>c. BCVTA's ultimate goal of becoming a regulated profession through partnership of Hill &amp; Knowlton.</li> </ul>	President	1/3
<p><b>9. Executive Director's Report (for information)</b></p> <ul style="list-style-type: none"> <li>a. Spring Conference continues to expand in attendance, sponsorship support, and professional development opportunities.</li> <li>b. Highlighting other provincial associations achieving legislative changes, which inspires BCVTA's ability to do the same in the future.</li> <li>c. The Board has concentrated on advancing governance by updating policies, reviewing bylaws, and refining procedures.</li> </ul>	Executive Director	1/3
Ordinary Resolutions	Champion	Strategic Priority
<p><b>10. Board of Director Elections (for approval)</b></p> <p>Terms Ending as of today, May 24, 2025:</p> <ul style="list-style-type: none"> <li>● <b>Gabrielle Beer</b>, current President, term ends today. G.Beer will become Past President (ex-officio) and does not need to be elected</li> <li>● <b>Carly Chaput</b>, RVTTC Representative</li> <li>● <b>Marina John</b>, VP</li> <li>● <b>Amanda Barker</b>, CVBC Liaison <ul style="list-style-type: none"> <li>○ C.Chaput has not allowed her name to stand for re-election.</li> <li>○ M.John and A.Barker have allowed their names to stand for reelection. Elected Board members will be voted into positions on the Board at the next Board meeting on June 9, 2025.</li> </ul> </li> </ul> <p>As per <b>bylaw 7.1 Nomination of Directors, point e)</b> states that nominations must be submitted in advance of an election, in accordance with such deadlines as</p>	President	1

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<p>may be established by the Board. Nominations will not be permitted from the floor at a General Meeting.</p> <div style="border: 2px solid red; padding: 10px; margin-top: 20px;"> <p><b>MOTION to re-elect Marina John and Amanda Barker for a two year term by Nadia Oliver</b>  <b>Seconded by Andy Lee</b>  <b>Is there any Discussion or Additions? None.</b></p> <p><i>Please submit your vote for Marina John. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>85 in favour  1 opposed  1 abstained.</p> <p><i>Please submit your vote for Amanda Barker. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>81 in favour  1 opposed  3 abstained.</p> <p><b>This motion has passed.</b></p> </div>		

<p><b>11. Appointment of Complaints and Inquiry Committee Members (for approval)</b></p> <p>As per <b>bylaw 16</b>, the Complaints Committee is to consist of at least 3 voting members in good standing. The following members have allowed their names to stand for election:</p> <ul style="list-style-type: none"> <li>• Ashley Bourdeau</li> <li>• Marcia Hotvedt</li> <li>• Janie Hebert</li> </ul> <p>As per <b>bylaw 16</b>, the Inquiry Committee is to consist of 3 Directors, 2 Voting members in Good standing who are not sitting on the Complaints Committee, and 1 member of the CVBC. The following individuals have allowed their names to stand for election:</p> <ul style="list-style-type: none"> <li>• Marina John</li> <li>• Kim Holbrow</li> <li>• Kalaya Donchi</li> <li>• Sion Cahoon</li> <li>• Michelle Orchard</li> <li>• Dr. Clare Tompkins</li> </ul> <p>Complaint Committee:</p> <div style="border: 2px solid red; padding: 10px; margin-top: 10px;"> <p><b>MOTION to appoint Ashley Bourdeau, Marcia Hotvedt, and Janie Hebert to the Complaints Committee and Marina John, Kim Holbrow, Kalaya Donchi, Michelle Orchard, Sion Cahoon, and Dr. Clare Tompkins to the Inquiry Committee for a one year term by Bianca Migueles.</b></p> <p><b>Seconded by Amy Bennie</b></p> <p><b>Is there any Discussion or Additions? None</b></p> <p><i>Please submit your vote for Ashley Bourdeau. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>83 in favour 0 opposed 1 abstained</p> <p><i>Please submit your vote for Marcia Hotvedt. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>83 in favour 0 opposed 2 abstained</p> <p><i>Please submit your vote for Janie Hebert. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>79 in favour</p> </div>	President	3
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<p>2 opposed 3 abstained</p> <p><i>Please submit your vote for Marina John. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>80 in favour 2 opposed 4 abstained</p> <p><i>Please submit your vote for Kim Holbrow. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>80 in favour 2 opposed 4 abstained</p> <p><i>Please submit your vote for Kalaya Donchi. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>80 in favour 3 opposed 2 abstained</p> <p><i>Please submit your vote for Michelle Orchard. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>79 in favour 1 opposed 4 abstained</p> <p><i>Please submit your vote for Sion Cahoon. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>81 in favour 0 opposed 5 abstained</p> <p><i>Please submit your vote for Dr. Clare Tompkins. The options are in favour, oppose or abstain.</i></p> <p><b>With:</b></p> <p>78 in favour 2 opposed 3 abstained.</p>		



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<div style="border: 1px solid orange; padding: 5px;"> <p><b>This motion has passed.</b></p> </div>		
<p><b>12. Appoint the BCVTA Accountant (for approval)</b></p> <p>According to <b>bylaw 15.6</b>, the appointment of the accountant is part of the Annual General Meeting procedure. The Board of Directors has requested regular audits of the financial records, however the current accountant does not perform audits. For this reason, we will now vote to appoint MNP as the BCVTA accountant for 2025 to 2026.</p> <p><b>Questions:</b></p> <p>Question: Is there a cost difference between the new and old accountant?</p> <ul style="list-style-type: none"> <li>Answer: Yes, but this has been budgeted for within our regular financial budget.</li> </ul> <p>Question: Are we switching accountants?</p> <ul style="list-style-type: none"> <li>Answer: BVCTA will be using both accountants. The current accountant is for daily and ongoing accounting needs, bookkeeping, etc. A.Gregg does daily paying bills and the Treasurer (K.Anglos) overlooks. The new accountant is for the audit, to make sure we are in compliance and aligned in our financial needs.</li> </ul> <p>Question: Could you tell us about this accountant and how were they chosen?</p> <ul style="list-style-type: none"> <li>Answer: A.Gregg put out a request for consultation and information with three accounting firms within the ED's local community. MNP had the best proposal to offer service, had a reasonable cost, and an excellent plan that was well laid out.</li> </ul> <div style="border: 1px solid orange; padding: 10px; margin-top: 10px;"> <p><b>MOTION to appoint MNP as the BCVTA's accountant for the 2025 to 2026 fiscal year by Bonnie Brokenshire</b></p> <p><b>Seconded by Laurie Dew</b></p> <p><b>Is there any Discussion or Additions? None</b></p> <p><b>With:</b></p> <p>72 in favour 6 opposed 8 abstained.</p> <p><b>This motion has passed.</b></p> </div>	President	3
<p><b>13. Annual Report (for information)</b></p> <ul style="list-style-type: none"> <li><b>2024 to 2025 Key Highlights</b> <ul style="list-style-type: none"> <li>First ever hybrid Spring Conference.</li> </ul> </li> </ul>	CVBC Liaison/ Student Liaison	1/2/3/4

Topic for Discussion	Champion	Strategic Priority
<ul style="list-style-type: none"> <li>○ Formal project to advance regulation of RVTs in BC.</li> <li>○ First CE audit to identify common submission errors and areas where the CE approval process could be improved.</li> <li>○ Increasing relationships with the CVBC and provincial RVT associations.</li> <li>○ RVT Summit at upcoming CVMA convention with PA executive directors to facilitate discussion on national priorities and moving forward as a unified voice.</li> <li>○ The Governance Committee created a policy review schedule and made recommendations to the Board for updates to the policy manual.</li> <li>○ The Board supported and maintained five committees and one working group,</li> <li>○ 2024 virtual Fall Conference replaced with a webinar series, consisting of 8 webinars with expert speakers on a variety of topics.</li> <li>○ Finalized the 2025-2028 Strategic Plan with help of Finley &amp; Associates.</li> <li>○ Attended the Pet-A-Palooza event to engage and educate the public.</li> <li>○ Contribute a monthly column to the SBCV West Board Veterinarian Magazine.</li> </ul> <p>● <b>2024 - 2025 Financial Report</b></p> <ul style="list-style-type: none"> <li>○ BCVTA successfully managed its routine operations while focusing on important initiatives.</li> <li>○ Spring Conference underwent significant changes, shifting to the month of May, extending to a three-day format, and introducing a virtual option for the hybrid conference.</li> <li>○ A primary focus for the Board this year was enhancing governance practices, which necessitated increased spending to support a comprehensive review and update in this area.</li> <li>○ Another notable budgetary decision was the choice not to renew BCVTA's RVTTC membership for 2025.</li> <li>○ The association maintained a healthy financial position, with the Savings account balance remaining stable and GIC investment balances in strong standing.</li> <li>○ Overall, the fiscal year resulted in a surplus of \$29,001.97 which is being allocated to the acceleration of the regulation project, advancing the association's ongoing goal of advocating for the regulation of RVTs.</li> </ul>	Treasurer	

Topic for Discussion	Champion	Strategic Priority
<ul style="list-style-type: none"> <li>● <b>2024 - 2025 Marketing Report</b> <ul style="list-style-type: none"> <li>○ BCVTA has seen dramatic growth in engagement on our social media channels since partnering with Sticks Marketing. Facebook reach has grown by 65.4%, and Facebook content interactions have risen by 58.5%. On Instagram, reach increased by 16.6%, and content interactions doubled.</li> <li>○ Published content garnered over 97,000 views on Instagram and over 278,000 views on Facebook. While there is some benefit from organic reach, paid boosting remains valuable, particularly for public outreach and raising awareness of the RVT profession.</li> <li>○ Additional marketing efforts included placing advertisements in the West Coast Veterinarian Magazine and with other Provincial Associations to promote this year's Spring Conference.</li> <li>○ BCVTA will be parting ways with Sticks Marketing as their small company is experiencing some changes. This has allowed for a new partnership with fellow RVT, Kendra Luckow who will be taking over as the Social Media Manager for the BCVTA. Kendra has experience with managing social media in her current role with the Vancouver Aquarium Marine Mammal Rescue Society.</li> </ul> </li> </ul>	Executive Director	
<p><b>14. Presentation from Hill and Knowlton by Alex MacDonald (for information/discussion)</b></p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>● H&amp;K Assisted the OAVT with regulation</li> <li>● There is a lack of knowledge and awareness within the province of the RVT profession so H&amp;K and the BCVTA need to show the government that this is an issue worthy of their attention.</li> <li>● The Ministry of Agriculture sees issues within the veterinary profession, but has put more focus on veterinarians (e.g., providing support for the veterinary medicine program in Saskatchewan) and has not focused on RVTs. <ul style="list-style-type: none"> <li>○ H&amp;K to help BCVTA leverage the momentum and go to the government with ways to fix the issues via regulation and giving RVTs a bigger role.</li> </ul> </li> <li>● Regulation provides accountability, professionalism, recognition, promotes better animal welfare</li> <li>● Before H&amp;K is able to have the government come forward with legislation changes, they need to develop support and general awareness. <ul style="list-style-type: none"> <li>○ H&amp;K to raise public awareness via speaking with the media and monitoring media trends; having interviews to discuss the positive impact of regulation of RVTs; and connecting with the general public via relationships with their pets and livestock.</li> </ul> </li> <li>● Current plan is to modernize the Veterinarians Act to include RVTs.</li> </ul>	Hill & Knowlton	2

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<ul style="list-style-type: none"> <li>• H&amp;K/BCVTA will provide members regular updates on the progress.</li> <li>• Members can provide support by contacting local MLAs with a letter writing campaign.</li> <li>• The most optimistic timeline for regulation is spring 2026.</li> </ul> <p><b>Questions:</b></p> <p>Questions: How is member involvement and input going to be achieved?</p> <ul style="list-style-type: none"> <li>• Answer: Through regular engagement (e.g.,newsletter). BCVTA wants the members to be aware of the progress and to feel engaged. BCVTA does hold town halls but more attendance is needed. Requested that members share with your coworkers and other RVTs when important updates are noted. Board of Directors/Executive Director are happy to send emails to provide updates and accept feedback on how we communicate.</li> </ul> <p>Question: Has any opposition been identified yet?</p> <ul style="list-style-type: none"> <li>• Answer: H&amp;K expects some opposition but as this is not a top of mind issue for many people, there currently is not any voices saying it's a bad idea,more that they are unaware it is an idea. As long as H&amp;L is able to fall back on protecting the animals and protecting the profession, they will be able to address issues.</li> </ul> <p>Question: Explain what we will achieve from being regulated?</p> <ul style="list-style-type: none"> <li>• Answer: Further information regarding the importance of regulation will be provided with the meeting minutes.</li> </ul> <p>Questions: Will there be stock letters to send to MLAs?</p> <ul style="list-style-type: none"> <li>• Answer, Yes, BCVTA/H&amp;K will provide.</li> </ul> <p>Question: How invested is the association in going to fairs to promote RVT profession?</p> <ul style="list-style-type: none"> <li>• Answer: When we get to the part of the process when we are identifying partners, we will look at individual associations to partner with. <ul style="list-style-type: none"> <li>○ OAVT found success in regulation partly by partnering with "stronger" associations who have a larger input with the government.</li> </ul> </li> </ul> <p>Question: Who can members contact?</p> <ul style="list-style-type: none"> <li>• Answer: Amber, the Executive Director at <a href="mailto:executivedirector@bcvta.com">executivedirector@bcvta.com</a>.</li> </ul>		

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<p><b>15. Adjourn meeting</b></p> <div data-bbox="203 294 1084 436" style="border: 1px solid orange; padding: 5px;"> <p><b>MOTION to adjourn the agenda by Heather Kornelson. Seconded by Jen Bell-Irving. AGM is adjourned at 12:05 pm.</b></p> </div>	President	3