

## Meeting of the Board of Directors

**Port McNeill Room- Vancouver Wall Centre  
1000 Burrard St, Vancouver, BC V6Z 2R9**

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**Strategic:** Identify key opportunities and systemic challenges and plan for actions to effectively manage risks and take advantage of future opportunities.

**Accountable:** Maintain legitimacy and integrity through understanding and discharging responsibilities and reporting performance.

**Fair:** Ensure procedural fairness in processed and decision-making

**Effective:** A clearly defined outcome with appropriate processed and measures.

**Transparent:** Ensure that processes, practices, procedures & reporting on exercise of mandate are open, accessible and fully informed.

**Inclusive:** Ensure that appropriate interests, including the public interest, are considered.

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### **MINUTES** of **Board of Directors Meeting**

**Date:** March 04, 2020

**Location:** Port McNeill Room- Vancouver Wall Centre

**BOARD IN ATTENDANCE:** Gunta Vitins, Chair  
Walter Siemens, Vice-Chair  
Matt Vane, Board Member  
Jon Krahn, Board Member  
Jeff Regier, Board Member

**STAFF IN ATTENDANCE:** Katie Lowe, Executive Director  
Julianne Cox, Executive Assistant

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#### **CALL TO ORDER**

Chair, Gunta Vitins, called the meeting to order at 9:00 am.

The Chair acknowledged that the meeting was held on the traditional territories of the Coast Salish First Nations

#### **CONFLICT OF INTEREST**

The Board discussed any perceived conflicts of interest with the proposed agenda items.

#### **ADOPTION OF AGENDA**

It was MOVED by Jon Krahn and SECONDED that the agenda be adopted as presented.

### **1.0 BUSINESS ARISING/ACTION LIST**

#### 1.1 2020 Board Calendar and Action Item List

The 2020 Board Calendars were presented for information.

The Action item List was presented to the Board for information and review.

#### 1.2 Board Declarations

The Board renewed their Conflict of Interest and Confidentiality declarations for 2020.

### **2.0 OPERATIONS**

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2.1 Specialty Producer

BC Egg has become aware of a specialty producer who was receiving a premium on Free Range Eggs but was not be adhering to the program requirements. An update from the February 25<sup>th</sup>, 2020 audit conducted at this farm was presented for discussion. The audit results indicate that the producer is now meeting all free-range requirements.

The Board supports the decision to re-categorize this producer as free range.

**R20-037** It was MOVED by Walter Siemens and SECONDED

WHEREAS a farm inspection has been conducted on February 25<sup>th</sup> 2020, producer [REDACTED] facility and the producer is deemed to be following all free range requirements set out in the Specialty Audit;

THAT the Board of Directors deem producer [REDACTED] to be re-categorized as free-range production, effective for egg pickup commencing March 8, 2020.

CARRIED.

An Amending Order to the Consolidated Orders was presented to the Board to incorporate the Barn Fitness Audit as well as a penalty for failing to meet certification requirements for specialty production (Free-Run, Free-Range or Organic).

**R20-038** It was MOVED by Matt Vane and SECONDED

THAT the Board of Directors approve the first reading of Amending Order 013 – Specialty Audit Penalty Policy and Barn Fitness Audit as amended.

CARRIED.

**R20-039** It was MOVED by Jon Krahn and SECONDED

WHEREAS producer [REDACTED] was deemed as non-compliant for their 2019 free range production;

THAT the Board of Directors approve the implementation of the Specialty Audit penalty policy for a total of \$20,000. The penalty amount will be deducted from the producer [REDACTED] payment in the form of the free-range premium deduction until the amount is paid in full.

**Action:** Staff was directed to communicate the penalty implementation with the producer.

2.2 [REDACTED] Barn Fitness Audit

A producer is concerned regarding the process that was undertaken and the final decision from the Barn Fitness Audit that was conducted at his facility. A draft response was presented for review.

**Action:** Staff was directed to send the amended letter to [REDACTED].

2.3 Barn Measurement Update

All barns in BC must be measured by end of summer 2020 in order to ensure BC producers have time to correct any deficiencies prior to the implementation of the revised Animal Care Program.

As of March 3, 2020, there are 65 facilities in BC left to measure. The main reason BC is delayed in these barn measurements is due to the EFC auditor being on leave since July of 2019.

**Action:** Staff and Board will discuss this topic in their upcoming meeting with the EFC.

2.4 HR Update

A brief HR update was provided to the board.

**3.0 Governance**

3.1 Committee Elections

There are multiple committee positions up for election in 2020. The Terms of Reference for each of the committees were reviewed as some proposed amendments were drafted.

The Board provided nominations for each of the positions up for election. Appointments for the positions will be ratified at the March 17-18 Board meeting.

**Action:** Staff is directed to contact the nominees to confirm their interest.

3.1a EIAC Terms of Reference and Nomination

While there are no positions up for election, [REDACTED] has taken on the role of [REDACTED]. Due to the nature of the EIAC, it is important that each of the committee members are able to represent their producer or processor role free from perceived conflict. As such, the Board and the EIAC Chair are in favour of rescinding [REDACTED] appointment and appointing an alternative producer representative in his place.

**R20-040**

It was MOVED by Jon Krahn and SECONDED

WHEREAS [REDACTED] is employed as a [REDACTED]  
[REDACTED]

THAT the Board rescind [REDACTED] appointment to the EIAC effective March 4, 2020.

CARRIED

**Action:** The Chair will contact [REDACTED] regarding this motion prior to the nominees for the EIAC being contacted.

The Board nominated the following individuals, in order, for the producer member position on the EIAC:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.1b PMC Terms of Reference and Nomination

One committee member position is up for election in 2020. The EPA recommend a change to the committee Terms of Reference (TOR), which would give a seat to the western HACCP representative if they are a producer from BC in order to ensure our national representative is linked in with the provincial industry.

After discussions by the Board, the PMC TOR have been amended to include a seat for the western HACCP representative while they continue to hold the position.

**R20-041**

It was MOVED by Matt Vane and SECONDED

THAT the Board of Directors approve the amended Terms of Reference for the Production Management Committee, effective immediately.

CARRIED.

The Board nominated [REDACTED], the western HACCP representative, to be appointed as a producer member for a three-year term or so long as he holds the western HACCP representative position.

3.1c Audit & Finance Terms of Reference and Election

One producer position and two external member positions are up for election in 2020. After discussions by the Board, the A&F Committee Terms of Reference have been amended to include one external member on the committee.

**R20-042**

It was MOVED by Walter Siemens and SECONDED

THAT the Board of Directors approve the amended Terms of Reference for the Audit & Finance Committee, effective immediately.

CARRIED.

The Board nominated the following individual for the external member position on the Audit and Finance Committee:

■ [REDACTED]

The Board nominated the following individual for the producer member position on the Audit and Finance Committee:

- [REDACTED]

**Action:** Staff is directed to contact [REDACTED] regarding the expiration of his term on the Audit and Finance Committee.

3.1d MarComm Terms of Reference and Election

All three external positions are up for election in 2020. The producer position is also up for election as the incumbent has notified staff that they will be stepping down.

The Board nominated the following individuals for the external member positions on the Marketing and Communications Committee:

- [REDACTED]  
- [REDACTED]  
- [REDACTED]

The Board nominated the following individuals, in order, for the producer member position on the MarComm Committee:

- [REDACTED]  
- [REDACTED]

**Action:** The Chair will contact the external member nominees.

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The Chair of the MarComm Committee will contact the nominated producer members for their interest.

3.2 Board Position Elections

The Board nominated and elected directors for positions as required.

The Board appointed Walter Siemens as Vice Chair of the Board of Directors.

The Board appointed Jeff Regier as Secretary of the Board of Directors.

The Board appointed Jon Krahn as the Regional Representative- Vancouver Island.

The Board appointed Jeff Regier as the Regional Representative- Interior.

The Board appointed Matt Vane and Walter Siemens as the Regional Representatives- Lower Mainland.

The Board appointed Matt Vane as the PMC Committee Chair.

The Board appointed Jeff Regier as the Audit & Finance Committee Chair.

The Board appointed Jon Krahn as the MarComm Committee Chair.

The Board appointed Walter Siemens as the EFC Representative.

The Board appointed Matt Vane as the EFC Alternate.

The Board appointed Walter Siemens as the EFC FPA Delegate.

The Board appointed Matt Vane as the EFC FPA Alternate.

The Board appointed Matt Vane as the BCPA Representative.

The Board appointed Jon Krahn as the COMB/COGA Representative.

The Board appointed Jeff Regier as the CAF Representative.

The Board appointed Jon Krahn as the SMBC (BC DEPI) Representative.

3.3 Destruction of Ballots

**R20-042**

It was MOVED by Jeff Regier and SECONDED

THAT all election ballots be destroyed.

CARRIED

3.4 EFC Call for Nomination

The board provided direction to staff regarding the EFC committee representative nominations for submission to EFC.

The Board nominates Walter Siemens for the EFC Production Management Committee.

**Action:** Staff is directed to send the nomination to EFC.

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3.5 Women in the Industry- Update

The suggested mentor from the Board for the Women in the Industry program with EFC has declined the offer. The Board discussed and proposed an additional suggestion:

- [REDACTED]

**Action:** Staff is directed to confirm the interest of the proposed mentors.

3.6 Upcoming Agenda Review

The Board reviewed the agendas and presentations for the upcoming meetings (March 4 – 6). The Board discussed some proposed edits for the agendas and presentations.

**ADJOURNMENT**

It was MOVED by Matt Vane and SECONDED that the meeting be adjourned at 12:06 pm.



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Board Chair



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Certified Correct, Secretary