

**Public Board of Directors Meeting**  
**Held in Ottawa and via Zoom**  
**May 27, 2022, 8:30 a.m. ET**  
**Minutes**

**BOARD MEMBERS:**

Tom Conway, Chair  
Ruth McHugh  
Jeff Astle  
Leonora Hoicka  
Karima Bawa  
Andrew Currier  
Brigitte Chan  
Darrel Pink, CEO & Registrar

**STAFF:**

Andrés Diaz, Operations Manager  
Dana Dragomir, Communications Officer/Recording Secretary  
Vikki Sakkas, Administrative Coordinator  
Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar  
Sean Walker CPA, CFO  
Victoria Rees, Manager of Professional Responsibility (present via Zoom)

1. Call to Order, Conflicts and Consent Agenda

The chair called the meeting to order at 8:30 a.m. and began by thanking Douglas Thompson for his contributions to CPATA. He welcomed Leonora Hoicka, Brigitte Chan and Andrew Currier to the Board and noted he, Ruth McHugh and Karima Bawa were re-appointed for various terms.

The chair noted that while the Board had quorum, it was not fully constituted due to the lack of two directors, pending appointment by the Minister.

Ruth and Karima noted that they know one of the Governance Committee members to be appointed but did not deem it a conflict of interest.

The consent agenda was approved.

3. Appointment of Chair and Vice Chair

In the absence of a Governance & Nominating Committee and formal policies for selection of the Chairperson and Board succession, the incumbent directors presented proposals for the Board's consideration.

**On a motion made by L. Hoicka, seconded by B. Chan the Board appointed Tom Conway as chair for a one-year term and Ruth McHugh as vice-chair for a one-year term. Subsequently, Ruth will take over as Chair.**

**Motion approved with abstentions from R. McHugh and T. Conway**

4. Terms of Reference for the Governance Committee and the Nominations and Board Development Committees;

Appointment of Regulatory and Governance Committees

The Board reviewed the list of proposed committee appointments. They also discussed the separation of Governance and Nominating Committee into two: 1) Governance Committee and 2) Nominations and Board Development Committee. It is noted that the By-Laws will have to be amended.

**On a motion made by R. McHugh, seconded by J. Astle, the Board approved the Terms of Reference for the Governance Committee and the Nominations & Board Development Committee and appointed committee members to the regulatory and governance committees as listed on the CPATA Committee List included in the Board materials and attached as Appendix A to these minutes.**

**Motion approved**

5. Board Governance Policies

Minor corrections and revisions were brought to the previously-reviewed Board policy.

**On a motion by R. McHugh, seconded by L. Hoicka, the Board approved the Board Policy No. 8 – Board Governance.**

6. Confirmation of College and Board by-laws

This item was removed from the agenda.

7. Amendments to the College of Patent Agents and Trademark Agents Act

CEO Darrel Pink provided an overview of the amendments to the Act. The Board inquired about outstanding issues we would like included in legislation. The CEO mentioned the lack of specifics regarding registration authority, CPATA's authority to regulate all types of work that licensees do (i.e., work unrelated to CIPO), unauthorized practice and the powers of the Investigations Committee.

8. Preliminary Report from the Official Languages Commissioner

The Board remarked that the report was supportive overall and asked for the development of an Official Languages Policy and Training schedule for employees (as recommended by the Commissioner) to be presented to the Board within appropriate deadlines set by the Commissioner. The addition of an OLA compliance memo to Board meetings was requested.

9. Priority Items for the Board and CPATA

The Board discussed the priority items listed in the agenda. Andrew suggested looking to the USA, as many issues have already been resolved there.

10. Adjourn

**On a motion made by R. McHugh, seconded by L. Hoicka, The meeting was adjourned at 10:33 a.m.**



Tom Conway  
Chairman of the Board of Directors

Minutes approved on (date)