

**Public Board of Directors Meeting**  
**Held via Zoom**  
**September 22, 2023**  
**9:00 a.m. ET**  
**Minutes**

**BOARD MEMBERS:**

Ruth McHugh, Chair  
Jeff Astle  
Amber Batool  
Karima Bawa  
Brigitte Chan  
Tom Conway  
Iris Almeida-Côté  
Andrew Currier  
Leonora Hoicka

**STAFF:**

Juda Strawczynski, CEO and Registrar  
Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar  
Victoria Rees, Manager of Professional Responsibility  
Andres Diaz, Operations Manager  
Anne-Thiphaine Camus, Administrator - Registration & Education  
Vikki Sakkas, Administrative Coordinator  
Dana Dragomir, Communications Officer

1. **Introductory Matters/Call to Order/Approval of Agenda/Conflicts of Interest**

The meeting was called to order at 9:03 a.m. ET.

The Chair acknowledged that CPATA is the federal regulator of patent agents and trademark agents, with staff and licensees working throughout Turtle Island, a land inhabited by indigenous peoples since time immemorial.

Iris Almeida-Côté gave an Indigenous Land Acknowledgement on behalf of the College.

Ruth McHugh made opening remarks, noting that the Board held an annual strategic planning session the previous day, focusing on the future of the profession, what success looks like long-term for a regulator and budget planning for 2024. She noted that Juda Strawczynski, CEO and Registrar, would be speaking at IPIC's conference in Winnipeg and that Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar would be presenting at the Canadian Network of Agencies for Regulation conference, especially around CPATA's experience building a new, modern regulator. Ruth McHugh congratulated all Class 3 agents-in-training writing the qualifying examinations this year. She noted that CPATA will be seeking input and participation from licensees on several initiatives, and that

licensees should follow CPATA's newsletter and social media for this information.

No conflicts of interest were declared.

## 2. **Consent Agenda**

Karima Bawa, Chair of the Governance Committee, specified that the Board had discussions in-camera to add a member to the Governance Committee to account for necessary skills. She specified that the Terms of Reference for the Governance Committee and the Audit and Risk Committee are being amended to have the Chair of the Board participate as a voluntary member, ex officio. The addition of a member to the Registration committee was also discussed.

**Be it resolved that:**

- a) The Minutes of the May 26, 2023 Board meeting are approved; and**
- b) The revised Terms of Reference of the Governance Committee and Audit & Risk Committee, as set out in the Governance Committee report are approved; and**
- c) The Registration Committee Terms of Reference be amended to allow for up to seven (7) members.**

**MOVED: Leonora Hoicka**

**SECONDED: Tom Conway**

**Motion carried.**

## 3. **Committee Appointments**

The Board had a fulsome discussion regarding the potential candidates to the committees in-camera on the previous day.

**Be it resolved that:**

- a) Leonora Hoicka be appointed to the Governance Committee effective immediately**
- b) Sam Lanctin, Guy Joubert and Susan Boulter be appointed to the Discipline Committee, effective immediately until January 31, 2026;**
- c) Natalie de Paulsen, representative of the Office of the Registrar of Trademarks, be appointed to the Registration Committee effective immediately.**

**MOVED: Iris Almeida-Côté**

**SECONDED: Andrew Currier**

**Leonora Hoicka recused.**

**Motion carried.**

## 4. **Report of the Audit and Risk Committee**

### 4.1 Investment Policy and Financial Reserves Policy

Ruth McHugh stated that she attended the Audit and Risk Committee meeting where these policies were developed and took note of the thoughtful nature of deliberations during their development. She thanked Audit and Risk Committee Chair, Bob Plamondon, and the other members of the committee for their work.

**Motion: Be it resolved that the Investment Policy and Financial Reserves Policy are approved.**

**MOVED: Tom Conway**

**SECONDED: Jeff Astle**

**Motion carried.**

4.2 June 30, 2023 Financial Statements and Financial Highlights, Legislative Compliance Memo

Juda Strawczynski notes that CPATA publishes publicly its detailed Financial Statements quarterly in the Board meeting materials. Currently, CPATA is underbudget in revenue by approximately \$35,000 and is more or less on-budget for expenses.

5. **Other Business: Future Meetings**

Ruth McHugh noted that the Board meeting dates for 2024 may change and that CPATA will provide ample notice to the public when the new dates are established.

**Adjournment**

**On a motion made and carried unanimously, it was resolved to end the public meeting at 9:22 a.m. ET, and to move in-camera.**

**The meeting adjourned at 9:22 a.m. ET**



**Ruth McHugh**

Chair of the Board of Directors

Minutes approved on November 9, 2023