

## Public Board of Directors Meeting

Held via Zoom

November 9, 2023

12 p.m. ET

Minutes

### BOARD MEMBERS:

Ruth McHugh, Chair

Iris Almeida-Côté

Jeff Astle

Amber Batool

Karima Bawa

Brigitte Chan

Tom Conway

Andrew Currier

Leonora Hoicka

### STAFF:

Juda Strawczynski, CEO and Registrar

Jennifer Slabodkin, Director of Registration and Education, Deputy Registrar

Sean Walker, CFO

Victoria Rees, General Counsel, Professional Responsibility

Andres Diaz, Operations Manager

Anne-Thiphaine Camus, Administrator - Registration & Education

Vicci 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 12:03 p.m. ET.

The Chair acknowledged that CPATA is the federal regulator of patent agents and trademark agents in the land we call Canada, the traditional and ancestral territory of many Indigenous Peoples. Ruth McHugh made opening remarks and spoke about attending IPIC's annual conference in Winnipeg with Juda Strawczynski, Jen Slabodkin, and fellow Board members Andrew Currier and Leonora Hoicka. She congratulated all Class 3 agents-in-training who wrote the qualifying examinations this fall.

No conflicts of interest were declared.

## 2. Consent Agenda

**Motion: Be it resolved that the Minutes of the September 22, 2023 Board meeting are approved.**

**MOVED: Leonora Hoicka**

**SECONDED: Iris Almeida-Côté**

**Motion carried.**

## 3. Reports

Victoria Rees gave an oral report on CPATA's professional responsibility program, including the work of the Investigations Committee and the Discipline Committee.

Jen Slabodkin gave an oral report on CPATA's work in registration and education, including the work of the Registration Committee.

Karima Bawa provided an oral report from the Governance Committee's most recent meeting in October.

Juda Strawczynski spoke about CPATA's participation at the IPIC and Canadian Network of Agencies for Regulation (CNAR) conferences.

Jen Slabodkin provided an overview of her participation in the CNAR conference, where she presented and hosted numerous events.

## 4. Financial Highlights and Preliminary Budget Discussion

### 4.1 Annual Appointment of Auditors

Sean Walker reported that Grant Thornton LLP has been fulfilling the role of External Auditor since CPATA's inception, and that their ability to work on tight timelines has been a key asset.

**Motion: Be it resolved the Board appoints Grant Thornton LLP as External Auditor for CPATA's 2023 year-end audit.**

**MOVED: Iris Almeida-Côté**

**SECONDED: Tom Conway**

**Motion carried.**

### 4.2 Preliminary discussion: Budget presentation 2024/September 30, 2023, Financial Statements and Financial Highlights/Legislative Compliance Memo

Juda Strawczynski outlined CPATA's response to a complaint in regard to CPATA's compliance with the *Official Languages Act*. Although an initial miscommunication occurred, CPATA has since put in place all measures recommended by the Commissioner of Official Languages and expects that it is fully

compliant with the *Official Languages Act*.

Sean Walker presented a high-level overview of CPATA's 2024 budget along with Juda Strawczynski. The board engaged in a detailed discussion around high-level budget assumptions and parameters to provide direction for management to create a draft budget for 2024.

**Adjournment**

**A motion to adjourn was made.**

**MOVED: Karima Bawa**

**SECONDED: Amber Batool**

**It was resolved to end the public meeting at 1:36 p.m. ET and to move in-camera.**



---

**Ruth McHugh**

Chair of the Board of Directors

Minutes approved on December 14, 2023

