

**Public Board of Directors
Meeting
Held via Zoom
December 5, 2024
12 p.m. ET
Minutes**

BOARD MEMBERS:

Ruth McHugh, Chair
Iris Almeida-Côté
Amber Batool
Karima Bawa
Andrew Currier
Steve Garland
Scott Jolliffe

Regrets: Brigitte Chan and Tom Conway

STAFF:

Juda Strawczynski, CEO and Registrar
Jennifer Slabodkin, Director of Registration and Education,
Deputy Registrar
Victoria Rees, General Counsel, Professional Regulation
Sean Walker, CFO
Andrés Diaz, Director of Operations
Dana Dragomir, Director of Communications
Vicci Sakkas, Administrative Coordinator
Anne-Thiphaine Camus, Administrator – Registration &
Education

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

The meeting was called to order at 12:04 p.m. ET.

Amber Batool joined the meeting at 12:05 p.m. ET.

The Chair made opening remarks and 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.

No conflicts of interest were declared.

Motion: Be it resolved that the agenda for the December 5, 2025 meeting of CPATA's Board of Directors be adopted.

Moved: Iris Almeida-Côté

Seconded: Scott Jolliffe

Motion carried.

2. **Consent Agenda**

Motion: Be it resolved that the Minutes of the November 7, 2024 Board meeting are approved.

Moved: Karima Bawa

Seconded: Iris Almeida-Côté

Motion carried.

3. **Reports**

Committee Reports

Victoria Rees gave an oral report on the work of the Investigations Committee and the Discipline Committee.

Tom Conway gave an oral report on the work of the Governance Committee.

Sean Walker gave an oral report on the work of the Audit and Risk Committee.

4. **CEO Report: 2024 Highlights and 2025 Activity Plan**

Juda Strawczynski gave an end-of-year presentation on CPATA's 2024 initiatives and progress. The Board inquired about continuing professional development (CPD) as an item for 2024 in the Strategic Framework. Juda Strawczynski clarified that a strategic decision was made to delay policy decisions surrounding CPD, especially due to the ongoing revision of the pathways to licensure.

Juda Strawczynski highlighted key elements of the 2025 Activity Plan. The Board discussed the importance of stakeholder engagement, particularly connecting with the users of Canada's IP system and provincial Innovation groups. It was expressed that CPATA has already begun cultivating these important links, and that these

activities must be carefully managed in order to align with and not distract from CPATA's key mandates.

5. **2025 Budget**

Sean Walker gave an overview of the 2025 Budget. It was reiterated that the initial reserve targets were preliminary and that the Audit and Risk Committee will do deep investigation into the appropriate reserve targets in 2025, and bring a recommendation to the Board.

Motion: Be it resolved the Board approves the 2025 Budget as presented.

Moved: Iris Almeida-Côté

Seconded: Amber Batool

Motion carried.

6. **Updated Governance Policies and Committee Terms of Reference**

Victoria Rees highlighted the major updates to the Governance Policy and Committee Terms of Reference. Dana Dragomir noted that the new Terms of Reference in French had more edits than the English, as they were adjusted in order to include CPATA's inclusive language guidelines.

Motion: Be it resolved the Board approves the revised Governance Policies and Committee Terms of Reference as found in Appendix A of the meeting materials.

Moved: Karima Bawa

Seconded: Scott Jolliffe

Motion carried.

7. **2025 Director Election – Appointment of Election Commissioner**

Motion: Be it resolved that the Board appoints Enrico A. Scichilone as Election Commissioner, effective January 1, 2025, for the 2025 CPATA Director election.

Moved: Amber Batool

Seconded: Steve Garland

Motion carried.

Adjournment

Motion: Be it resolved that the Board adjourn the December 5 meeting.

Moved: Scott Jolliffe

Seconded: Steve Garland

The meeting was adjourned at 2:02 p.m. ET.



Ruth McHugh

Chair of the Board of Directors

Minutes approved on March 24, 2025