

Public Board of Directors Meeting

Held via Zoom

March 24, 2025

12 p.m. ET

Minutes

BOARD MEMBERS:

Ruth McHugh, Chair

Brigitte Chan

Iris Almeida-Côté

Amber Batool

Karima Bawa

Tom Conway

Andrew Currier

Steve Garland

Scott Jolliffe

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

PRESENTERS:

Bob Plamondon, Chair of the Audit and Risk Committee

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

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

Brigitte Chan joined the meeting at 12:05 p.m. ET.

Amber Batool joined the meeting at 12:06 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. The Chair highlighted that the nomination period for the upcoming Board of Directors elections has passed and announced the candidates. She expressed thanks to outgoing elected directors Brigitte Chan and Andrew Currier for their expertise and dedication.

No conflicts of interest were declared.

Motion: Be it resolved that the agenda for the March 24, 2025 meeting of CPATA's Board of Directors be adopted.

Moved: Karima Bawa

Seconded: Iris Almeida-Côté

Motion carried.

2. Consent Agenda

Motion: Be it resolved that the Minutes of the December 5, 2024 Board meeting are approved.

Moved: Scott Jolliffe

Seconded: Tom Conway

Motion carried.

3. Reports

Committee Reports

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

Andrew Currier joined the meeting at 12:14 p.m. ET.

Jennifer Slabodkin gave an oral report on the work of the Registration Committee.

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

Motion: Be it resolved that the Board:

- i. adopt the updated Regulatory Principles that Guide our Work as found at Appendix A to this report;**
- ii. formally reappoint all committee members whose terms were renewed by agreement in June 2024, for a period of two years until June 2026, as identified in Appendix B to this report;**
- iii. amend the Governance Policies and Undertaking to require each Board Director and Committee member to sign the Undertaking to adhere to the Code of Conduct as soon as possible following appointment/election, and thereafter at the start of any term of reappointment or re-election;**
- iv. rename the "Board Code of Conduct" in the Governance Policies to "CPATA Code of Conduct" given that it applies to members of the Board and committees as well as staff.**

Moved: Steve Garland

Seconded: Karima Bawa

Motion carried.

Bob Plamondon, Chair of the Audit and Risk Committee, gave an oral report on the work of the Audit and Risk Committee.

4. **Professional Foundations Competency Profile**

Jennifer Slabodkin provided a description of the process undertaken to create the Professional Foundations Competency Profile and spoke to the nature and purposes of the Profile.

Motion: Be it resolved that that the Board adopt the Professional Foundations Competency Profile for Patent Agents and Trademark Agents, as presented and recommended by the Registration Committee.

Moved: Tom Conway

Seconded: Amber Batool

Motion carried.

5. **2024 Audited Financial Statements**

Bob Plamondon, Chair of the Audit and Risk Committee, provided an overview of key considerations regarding CPATA's 2024 Audited Financial Statements. Juda Strawczynski further noted that CPATA is in the process of reviewing whether the initial target reserves set are appropriate for long-term financial sustainability. To that effect, CFO Sean Walker has been reviewing the targets of other regulators. The Audit and Risk Committee will do an in-depth analysis and return to the Board with recommendations.

Motion: Be it resolved the Board approves CPATA's Audited Financial Statements for the period ending December 31, 2024 as provided in this meeting package;

Further, be it resolved the Chair of the Board and the Chief Executive Officer are authorized to sign the statements on behalf of the College and the CEO is authorized to publish the statements on CPATA's website and distribute them as required.

Moved: Iris Almeida-Côté

Seconded: Karima Bawa

Motion carried.

6. **CEO Update**

Juda Strawczynski provided an operational update on the work of the College.

Adjournment

Motion: Be it resolved that the Board adjourn the March 24 meeting.

Moved: Tom Conway

Seconded: Scott Joliffe

The meeting was adjourned at 1:30 p.m. ET.



Ruth McHugh

Chair of the Board of Directors

Minutes approved on June 5, 2025