



COLLEGE & ASSOCIATION OF
Acupuncturists
OF ALBERTA

CAAA Council In-Person Meeting
CAAA Office

Saturday, April 29, 2017

In attendance: Lowell Ask, Yang Su, William Zhao, Don Fan, Colton Oswald, Heather Thompson, Carmen Lawlor, and Paul Hu
Absence: Boxin Wanglin
Chair: Lowell Ask
Minutes: Sheila Wang

Meeting was called to order at 9:00 AM.

1. Approval of agenda

Two items added to the agenda:

- Item from previous meeting : students' complaints
- Report of TCM Regulation

Item 7: "Review and approval of financial statement" changed to AGM preparation.

Colton motioned to approve the agenda with the addition and change, seconded by Carmen. All in favour. Carried.

2. Approval of March 4th & 5th , 2017 meeting minutes

Heather motioned to approve the minutes, seconded by Yang, Su. All in favour. Carried.

3. President's Report

Lowell expressed appreciation for efforts of everybody.

3.1 April Retake Examination

CAAA invited Dr. Ben Cao, Chair of CTCMA, to Alberta to discuss about OSCE exams. Had very good discussion and shared similar vision of the profession. Hope in the future two provinces will make good partnership and work together to move this profession forward.

3.2 Meeting with Alberta Advanced Education & HDB

Lowell and Paul had a meeting with Alberta Advanced Education and HDB, sharing information regarding CAAA's vision of the profession and CAAA's role, and how to govern acupuncture programs using minimum standards and move the profession forward.

3.3 Teleconference with Alberta Health

President Initial: LA VP Initial: BS

Andrew Douglas from Alberta Health provided some suggestions regarding the Report to Alberta Health. Short report using numbers to explain and illustrate our profession's accomplishment and contribution to Alberta Health.

3.4 Meeting with students

In order to stop rumors spreading among students and members, and protect the image of CAAA and the profession, two meetings with students have been scheduled, one in Edmonton on May 26 and the other in Calgary on June 2. Lowell and Paul will attend the meetings to provide information about the profession, the CAAA's role, the registration examination, CAAA's vision and challenges, as well as listen to students' input and answer their questions. Council think students should be well informed and these meetings are necessary.

4. Registrar's report

4.1 Office operation

Personnel changed: terminated contract with previous bookkeeper; one staff resigned due to personal issues.

4.2 Financial situation

CAAA has been in good financial situation. Will hire a professional bookkeeping firm to review our Accounting system and train staff to do the bookkeeping properly.

Council suggested CAAA should develop a policy regarding how to manage big balance on the CAAA bank account, like how much balance is necessary for smooth operation and invest the rest in GIC.

4.3 New website launched

4.4 Meeting with deputy minister and health minister

Paul will draft a letter to deputy minister and health minister, focusing on the importance of the transition to HPA, and request a meeting.

4.5 Ongoing works

Minimum Standards and Safety Handbook are still in consultation.

4.6 Committee membership update

Cherisse resigned from BFCA and Marjorie will resign RPRC chair after AGM.

5. Review & Approval of Annual report

Paul gave brief explanation regarding the structure and content of the report. Council went through the report and made some changes.

President Initial: *LD* VP Initial: *PL*

Several issues have been addressed by Council: challenges the profession is facing; distinction between acupuncture as a modality performed by other professions and acupuncture as a technique based on TCM foundation performed by acupuncturists; public awareness and communication with members, etc. All council members agreed that the best way to deal with the challenge is to develop the profession itself, and make it bigger and stronger. Raising the profession standard is very important, and learning experience from other places where acupuncture societies have experiences dealing with the conflict with other health professions will also help CAAA to deal with the competition from other Health professions.

Adjourned at 11:30 AM for lunch

1:00 PM MEETING RESUMED

6. Presentation by Health Disciplines Board

The presentation focused on the function of HDA, CAAA's responsibilities under HDA and HPA. Several issues were discussed: AARE; overlapping practices; communication with other professions; scope of practice; transition timeline, etc.

7. AGM preparation

Since the financial statement was not available, this item changed to AGM preparation.

Heather presented the proposed changes to CAAA Bylaws, and Council provided some recommendation..

Discussed the procedure of counting votes at AGM. Decided to follow the same method as that of election.

Item 8 and 9 deferred to Sunday.

MEETING ADJOURNED: 5:45 PM

April 30 MEETING RESUMED at 8:30 AM

8. Report of Examination committee

Dr. Zhao did the presentation, including Finance Balance and cost recovery; EC expense break-down; EC's role and job; report information from Ottawa meeting with ASI; main concerns; challenges, complaints and pressure EC is facing; 2017 AARE.

Council provided some feedback regarding the finalization of 2017 examination handbook; preparation of early examination orientation; Safety and Jurisprudence Examination preparation. EC will be working on these works in the next few months.

9. Report of Registration Committee

Marjorie summarized the accomplishments of Registration Committee: completed registration types policy; established minimum practice hours for license renewal; revised the

President Initial: VP Initial:

CEU policy; developed supervision policy; revised site visit manual and increase visit time from two hours for each school to half a day.

Ongoing works: supervision guideline; language requirement policy. Need develop proper and fair policy and figure out what kind of tool we should use to evaluate language skills; what is the proper level; how to evaluate, and so on.

Site visits will focus on three areas: language requirement; evaluation tools for student practicum; faculty evaluation and communication by program management.

10. Report of Conduct and Competence Committee

Update from Marc: CCC's workload is very unpredictable; CCC had a meeting on March 25, reviewing the hearing procedures; completed patients record policy; a new public member appointed to CCC; complaints.

Marc provided some suggestion: make patients aware of treatment methods that are beyond the scope of practice by acupuncturists; suggest council consider to set up yearly practice review; members should be given more guidance through CEU workshops.

Council appreciated Marc brought some important issues to council's attention, and suggested to offer CEU workshops regarding new policies by CCC. CCC's role should move from passively dealing with complaints and conducting hearings to being more proactive in providing guidance to members and preventing complaints.

11. Report of Budget and Financial Committee

Dr. Yang Su did the presentation, including internal audit; change of Travel and Honorarium policy; 2017 budget highlight; plan of future works.

12. Report of member services committee

MSC chair didn't show up.

13. Report of TCM Regulation

Update from Michelle over teleconference: the Ad Hoc Committee at its first meeting discussed what accomplishments to achieve, learning from the mistakes or experience from other provinces; increase practice scope: try to gather a list of modalities that our profession wants to do, and what are the current trainings and what kind of further trainings we need to practice these modalities; Herb regulation: try to contact associations involved herb medicine, and get their supports; set up titles and decide practice scope of each title; use BC and ON's experience, and modify to use in AB. Lots of ground work need to be done before bring it to government.

Next meeting will be May 31 via teleconference. Lowell will present information regarding practice scope.

14. Review and approval of promotional plan

President Initial: *JS* VP Initial: *BL*

Heather motioned to approve the plan and Don seconded. All in favour. Carried

15. Student Complaints

Discussion about how to deal with people who practice acupuncture without license. Council agreed that new policy should be made regarding how to deny people who have bad records from the profession, and Registration Committee should make decision based on applicants' characters, also suggested office should send letter to people involved as soon as possible.

16. New Business

Council members have been working very hard. Discussion about a training opportunity at a retreat centre. No decision made.

17. Next council meeting

Tentatively scheduled for June 10 and 11.

MEETING ADJOURNED AT 12:45 PM.

President Initial: AA VP Initial: AD