



COLLEGE OF
ACUPUNCTURISTS
OF ALBERTA

CAA Council Meeting

Regular online meeting via GoTo Meeting:

Saturday, March 20, 2021

In Attendance: Fu-Lin (Frank) Wang, Lowell Ask, Vanessa Ebertz, Michael McFarlane, Michelle Phillips, Jessica Stankowski, Cindy Grainger, Paul Hu, Frank Yeh, Jennifer Galarneau, Peggy Eadie

Regrets: Tamara Jones

Chair: Fu-Lin Wang

Minutes and Moderator: Peggy Eadie

Meeting called to order: 1:04 PM

President gave a brief introduction and welcomed Jennifer Galarneau as the new Complaints Director for CAA. Council introduced themselves to Jennifer. Review relevant documents.

1. Approval of Agenda

Michael made a motion to approve the agenda. Michelle Seconded. No objections. Motion passed.

2. Approval of meeting minutes of Mar 7, 2021.

Vanessa made a motion to approve the minutes of March 7, 2021. Michelle seconded. No objections. Motion passed.

3. President's Report.

Fu-Lin gave a brief summary of his report.

4. Registrar/ED's Report.

Paul gave a brief summary of his report. Council asked questions and had a discussion.

5. Treasurer's Report.

President Initial: 

VP Initial: _____



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Vanessa gave a brief summary of her report.

a) Recommendations to update Reserved Fund Policy.

GIC investments maturity – council had a discussion. Jennifer will investigate limit of allowable funds and send report to Vanessa. Lowell stated council should defer vote (changes to CAA Reserve Fund policy) to a special meeting. Fu-Lin agreed.

6. Process of provision of accurate information to members in a timely manner – deferred from last meeting.

Council had a discussion. Paul and Jennifer will collaborate to draft policies for council's review.

7. Registration committee & Acupuncture Education Program Review Committee (RC/AEPRC) report – Lindsay Babcock.

a) Approval of Terms of Reference - Registration Committee

Lindsay read the report. Council discussed the report and Terms of Reference. Vanessa made a motion to approve the RC/AEPRC Terms of Reference. Lowell seconded. No objections. Motion was passed.

8. Hearing Tribunal and Complaint Review Committee (HT/CRC) report – David Dennis.

a) Approval of Terms of Reference - Hearing Tribunal & Complaints Review Committee

David read the report. Council discussed the report and Terms of Reference. Michael made a motion to approve the HT/CRC Terms of Reference. Vanessa seconded. No objections. Motion was passed.

9. Member Communication Committee (MCC) report – Ann Zee

a) Approval of Terms of Reference of MCC Committee

Council discussed the report and the Terms of Reference. Some members who participated in drafting the Terms of Reference have not been appointed to the MCC committee. Council agrees to pay a consulting fee to those members.

Vanessa made a motion to approve the Terms of Reference with the amendment that quorum should be changed to a simple majority. Lowell seconded. No objections. Motion was passed.

President Initial: _____

VP Initial: _____



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10. Examination Committee (EC) report.

a) Approval of Terms of Reference of EC

Lowell read the report. Council discussed the report and Terms of Reference. Vanessa made a motion to approve Terms of Reference with the following amendments:

- Clarification to permit virtual meetings;
- The Chair of the committee shall cast a deciding vote; and
- Removal of the validity clause.

Cindy seconded. No objections. Motion was passed.

11. Budget, Finance and Audit Committee (BFAC) report-Vanessa Ebertz on behalf of Yang Su.

a) Approval of Terms of Reference for BFAC

Vanessa read the report. One update; met with accountant – waiting for bookkeeper (March 18). External audit (2020 financials) in three weeks. Council discussed the report and Terms of Reference.

Lowell made a motion to approve the Terms of Reference with the following amendments:

- Quorum changed to a simple majority
- Membership requirement – having practiced as a registered acupuncturist for 5 years or have background deemed acceptable by council.

Michael seconded. No objections. Motion was passed.

Agenda items #12 - 15. Michelle made a motion to table items 12 – 15. Michael seconded. No objections. Motion was passed.

16. Review and Approval of Proposal of the possibility of cancellation of one-on-one acupuncture service policy.

As the office have received several inquiries regarding the one-on-one restriction, Council considered all options carefully and decided to permit running more than one treatment room at a time with conditions. Fu-Lin agreed clinics must follow health guidelines, limit traffic in clinic and be ready to make any adjustments as needed.

Lowell made a motion to appoint Frank to draft proposal guidelines and council will review. Michael seconded. No objections. Motion was passed.

Michael made a motion to adjourn meeting. Michelle seconded. No objections. Meeting adjourned at 6:08 PM

President Initial: _____

VP Initial: _____