



COLLEGE OF
ACUPUNCTURISTS
OF ALBERTA

CAA Council Meeting

Regular online meeting via GoTo Meeting:

Saturday, May 15, 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

Additional Guest Members: Jaeger Gustafson, Jae Rim Anh

Chair: Fu-Lin Wang

Minutes and Moderator: Peggy Eadie

Meeting called to order: 1:02 PM

President gave a brief introduction and reminded council members to post in chat box when they would like to ask questions or comment. Peggy will assist with monitoring order of speakers.

1. Approval of Agenda

Dr. Wang shared the agenda and asked council to approve. Lowell made a motion to approve the agenda. Vanessa seconded. No objections. Motion carried.

2. Approval of meeting minutes of Apr 29, 2021.

Dr. Wang shared the April 29 Council Meeting minutes. Lowell made a motion to approve the minutes of April 29, 2021. Tamara seconded. No objections. Motion carried.

3. President's Report.

Dr. Wang gave a summary of his report which covered February to May 2021.

4. Registrar/ED's Report (College's name change, etc.).

Paul provided a brief summary of his report and answered questions from council.

5. Governance Manual – Organizational Values.

Paul read the Organizational Values of Governance Manual. Michelle stated concerns that an assessment should be done to mitigate risks and identify strengths & weaknesses. Michelle

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made a motion to have a third party review the operations and procedures of the College in order to develop the Governance Manual. Michael seconded.

After further discussion, Fu-Lin agreed to have a third party to review the draft Governance Manual. Lowell understands and notes council should review documents already prepared. Jennifer noted having a third party will assist CAA run smoothly in future. Frank suggested Michelle compile information to present to Council regarding hiring third party and include associated costs. Vanessa questioned the costs including allocation of funds and time invested. Council deliberated at length.

Michelle made a motion to have a third-party review procedures and operations in order to provide complete summary of risks, strengths, and weaknesses to effectively develop the Governance Manual. Michael seconded. No objections. Motion carried.

6. Governance Manual – Code of Conduct.

Paul gave a brief summary and answered questions from council. Lowell suggested whether appendices and reference sections should be added with blank documents. Paul agreed.

7. Governance Manual – Duties and Powers of Council, President, VP and Treasurer.

Paul provided an overview and council discussed the matter. Michelle suggested to allow the President to delegate a spokesperson of the CAA.

Council took a 10-minute break – 3:18 pm

8. Governance Manual – Meeting Procedures and Protocols.

Paul summarized this topic for council. Paul clarified that draft agendas for council/committee meetings will be prepared by council and committee chairs respectively, and committee members and invited participants will have an opportunity to propose agenda items. Vanessa suggesting adding to point L, *“include turning off notifications on individual computers so all participants are engaged and not distracted.”*

Michelle noted Council had not approved TOR for Executive Committee. Paul agreed and stated TOR needs to be developed under HPA. Council can decide what to delegate to Executive Committee.

9. Governance Manual – Removal from Office of Council Member (Policy for Complaint Against Council Member).

Paul read the section to Council and referenced bylaws section 7.2. (1), clarifying the 2 types of complaints. Council had a discussion. Michelle stated that council should address complaints immediately instead of the 2-week timeframe. Michelle questioned whether

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having Complaints Director attend council meetings posed a conflict of interest. Jennifer is of the opinion that it is not a conflict of interest.

Jennifer stated complaints about registered members should go through Complaints Director. Failure to do so creates side route for complaints outside HPA and can favor council members in having a different process. A notwithstanding clause should be implemented until criminal charges are dealt with. Jennifer noted this section needs to be broadened.

Council further discussed the matter. Michael made a motion to develop policy to removal council member from duties while under investigation of a complaint against them. Vanessa seconded. No objection. Motion was carried.

10. 2021 AGM Agenda (Saturday, June 27, 2021).

Frank shared agenda onscreen with Council. Lowell made a motion to approve the agenda. Tamara seconded. No objections. Motion was carried.

11. Use of Title.

Paul gave a brief summary of this topic and council considered this issue. Frank shared the January 23 Council meeting minutes onscreen for council to review. Paul clarified that HPA did not come into effect until Dec 30, 2020 and renewal form (for 2021 registration) continued under HDA, therefore, this is why some members did or did not receive Dr title.

Council further examined topic including whether doctor title can be used in front of a member's name and whether DTCM or TCMD title can be used at this time. Frank revised/added suggested titles to document for council to consider. Fu-Lin suggested an official notice should be sent to the membership.

Michelle made a motion to approve notice to be sent out to membership for approved Dr title. Lowell seconded. No objection. Motion was carried.

12. Review/Feedback regarding Standards of Practice – Supervision.

Frank presented the feedback from members. Frank stated there is a lot of information to cover in #12 & 13. Dr. Wang stated that these items cannot be completed today and suggested to table items #12 & 13 to the next special meeting. No motion was passed.

13. Review/Feedback regarding Standards of Practice – Herbology.

Michelle made a motion to adjourn meeting. Vanessa seconded. No objections. Meeting adjourned at 6:01 PM

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