



COLLEGE OF
ACUPUNCTURISTS
OF ALBERTA

CAA Council Meeting
Special Online Meeting via GoTo Meeting

Wednesday, July 28, 2021

In Attendance: Fu-Lin (Frank) Wang, Lowell Ask, Michael McFarlane, Michelle Phillips, Jessica Stankowski, Cindy Grainger, Tamara Jones, Donna (Dee) Holstine Vander Valk, Paul Hu, Frank Yeh, Jennifer Galarneau, Peggy Eadie

Guests: Rosalina Dayson-Tabiliaran CPA, CA, Brendan Mah, CPA (Mah LLP) – exited at 8:33 PM.

Chair: Fu-Lin Wang

Minutes and Moderator: Peggy Eadie

Meeting called to order: 6:46 PM

President gave a brief introduction and introduced Rosalinda and Brendan of Mah LLP.

1. Approval of agenda

Tamara made a motion to approve the agenda. Michelle seconded. No objections. Motion carried.

2. Annual Report (including financial statements).

Paul gave overview of annual report draft then invited Brendan and Rosalinda of Mah LLP to provide financial information. Rosalinda and Brendan summarized audit and financial statements. Council asked questions and received answers. Brendan and Rosalinda left the meeting. Council had a lengthy discussion. Michael requested all invoices/financial information re: legal fees be sent to council for review. Dee agreed. Paul will have Lesley submit the requested information. No motion made.

Tamara made a motion to approve the agenda and extend the meeting to hear Complaints Director report. Michelle seconded. Fu-Lin objected. No other objections. Motion carried.

3. Annual General Meeting Agenda.

Fu-Lin asked council to decide on a new date for the 2021 AGM. Council had a discussion. October 24th was chosen as a tentative date. Michelle suggested tabling AGM date to another future date pending council's review of legal fees. No motion carried.

President Initial: _____

VP Initial: _____



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Dee noted council members (in chat box) requested that Complaints Director item moved up before Appeal Committee item is discussed. Jennifer asked whether item 5 – Complaints about Council Members Policy will be discussed as she would like to respond to feedback. Tamara suggested discussion of agenda item 5 then 8 be reviewed. Jennifer agreed. No motion carried.

4. Appointment of Appeals Committee.

Fu-Lin briefly summarized the duties and responsibilities of Appeals Committee. Dee requested whether Jennifer could discuss her topics prior to completion of item 4. Jennifer asked whether item 5 will be discussed this evening. Fu-Lin asked if council would like to discuss item 5 & 8 prior to item 4. Tamara agreed. No motion carried. Matter to be discussed later in meeting.

5. Complaints about Council Members Policy.

Paul provided key highlights of the draft policy for council's input and discussion and shared document onscreen. Council asked questions and Paul provided answers. Jennifer suggested having sections such as what conduct/situation would arise where a council member would be suspended, pending a determination of those issues, and what conduct/situation would arise where a council member would be terminated.

Dee made a motion for Jennifer to revise/rewrite section 7 of the bylaws to reflect the conversation in guiding us forward so council can discuss the matter further before amending the bylaw at a further meeting. Tamara seconded. No objections. Motion carried.

Dee made a motion to waive the 14-day notice period so council can expedite the revision/rewriting of bylaws procedure. Michelle seconded. No objections. Motion carried.

6. Updates from Complaints Director.

Jennifer updated all duties/responsibilities since mid-March 2021 and provided a brief overview of complaints: two new and nine outstanding complaints, types of complaints and stages of complaints including resolutions or ongoing procedures. Council asked questions and Jennifer provided answers. No motion was made.

Fu-Lin noted time (10:00 PM) and asked whether or not council would like to continue meeting. Michael noted that there should be time for agenda items 6 & 7 to completed in this meeting, however, he submitted that item 4 – Appeals Committee needs be prioritized and completed today. Fu-Lin agreed.

7. Appointment of Appeals Committee (continued from earlier in meeting)

President Initial: _____

VP Initial: _____



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Michelle stated that Jessica, Tamara, and herself already volunteered and asked if Dee would like to join (as a public member). Dee agreed. Paul stated, as per bylaws, committee must have 3 regulated members and 3 public members. The hearing panel requires 4 members, 2 regulated members and 2 public members. Michael volunteered to be the third regulated member. Fu-Lin stated that 5 members are appointed to Appeals Committee. No motion was made.

8. Online Classes for Acupuncture programs.

Frank Yeh provided information and shared onscreen. Due to Stage 3 re-opening, in person classes will resume within schools. Frank asked whether council could approve the interim policy. Jessica questioned whether the 50% lecture portion of learning be removed. Frank offered to remove the 50% cap of online learning. Council had a discussion.

Dee made a motion to approve the online class delivery policy providing the 50% lecture time is removed. Jessica seconded. No objections. Motion carried.

9. Rescindment of COVID-19 related policies/guidelines.

Frank Yeh noted since the College has one COVID-19 protocol - CAA Guidelines Practicing During COVID-19, the previous guidelines can be rescinded. Frank shared information onscreen. Council talked over the issue. Frank noted Telehealth guideline includes a prohibition of herbology practice policy, suggested to rescind it for now and develop a Telehealth Standard of Practice in the future. Frank stated the herbology policy was submitted for external consultation and does not have an estimated completion date.

Michael made a motion to rescind COVID-19 guidelines 1, 2 & 4 (as outlined in onscreen presentation) and that all related information from all legal opinions/consultation (use of herbs by acupuncturists) be provided in their full original form and uploaded to SharePoint so council can review and make an informed decision regarding Telehealth and herbology guidelines. Tamara seconded. No objections. Motion carried.

Council continued to discuss the topic. Paul requested for council review the legal opinion (provided at the last council meeting) regarding information disclosure. Paul will upload the legal opinion to Sharepoint. Motion stands.

The next special council meeting is scheduled for Thursday, August 5, 2021 at 7:00 PM.

President Initial: _____

VP Initial: _____



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Dee made a motion that the email that was sent to council on July 17th @9:28 AM from Michelle Phillips be attended to by 10:00 AM Friday, July 30, 2021. Jessica seconded. No objections. Motion carried.

Dee made a motion to adjourn meeting. Michael seconded. No objections. Meeting adjourned at 10:59 PM.

President Initial: _____

M. Phillips

VP Initial: _____

J. Dea