



COLLEGE OF  
**ACUPUNCTURISTS**  
OF ALBERTA

**CAA Regular Council Meeting**

*a virtual meeting via GoTo Meeting*

Saturday, September 11, 2021

**Attendees:**

- Michelle Phillips, President & Chair
- Jessica Stankowski, Vice-President
- Michael McFarlane, Director
- Cindy Grainger, Director
- Donna (Dee) Holstine Vander Valk, Public member
- Frank Yeh, Director of Competency & Education
- Jennifer Galarneau, Interim Registrar/Executive Director
- Peggy Eadie, Administrative Assistant (Recording)

**Guests:**

- Ming Yue Huang (1:42PM – 3:54PM)
- David Kay – David Kay & Associates

**Regrets:**

- Tamara Jones, Public member

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1. Welcome message, call to order by Michelle 1:08 pm
  2. Welcome to all observers by Michelle

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3. Approval and/or additions to Agenda. Chair

Michelle asked council if they wished to add items to the agenda and/or approve the agenda. Jennifer requested to add two items:

- Removed items c & d from #12 and,
- approve Michelle Phillips (President) and Jessica Stankowski (Vice-President) as Directors for the CAA and designate them for signing authorities of all bank transactions.

Cindy made a motion to approve the removal of points c and d from item #12 and approve signing Michelle Phillips and Jessica Stankowski as Directors for the CAA and designate them as signing authorities for all bank transactions at TD Canada Trust. Dee seconded. No objections. Motion carried.

- Add June 22<sup>nd</sup> Council Meeting minutes to #4.

Dee made a motion to add the June 22<sup>nd</sup> council meeting minutes for approval to item #4. Jessica seconded. No objections. Motion carried.

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President Initial: \_\_\_\_\_

VP Initial: \_\_\_\_\_



COLLEGE OF  
**ACUPUNCTURISTS**  
OF ALBERTA

3. Declaration of Conflict of Interest.

Chair

Michelle asked if any council or external members had a conflict of interest to declare. No declaration was given.

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4. Minutes from Council Meeting of June 22<sup>nd</sup> and July 5<sup>th</sup>, 2021.

Chair

Michelle briefly discussed the June 22<sup>nd</sup> minutes and noted the correction to a member's name. Dee abstained from voting as she was not a public member of council on June 22<sup>nd</sup>. Jessica made a motion to approve the June 22<sup>nd</sup> minutes with correction of member's name. Cindy seconded. No objections. Motion carried.

Michelle stated the July 5<sup>th</sup> minutes were amended by removing excess information. Council unanimously agreed. Dee made a motion to approve the July 5<sup>th</sup> minutes with the removal of excess information. Cindy seconded. No objections. Motion carried.

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5. Bylaw Changes.

J. Galarneau

- Michelle noted that unanimous approval was required to waive 14-day notice to address and asked if any council members opposed this. None opposed.

a) Removal of ED/Registrar as Council member

- Jennifer noted the role of Executive Director/Registrar is to report to council and not to function as a part of the council. Council briefly discussed the topic.

Jessica made a motion to remove the role of Executive Director/Registrar from Council. Dee seconded. No objections. Motion carried.

b) Removal of Executive Committee

- Jennifer stated because council members can meet virtually or as needed, the Executive Committee no longer serves a functional purpose of council. Moreover, it is in the best interest for all council members to make decisions with respect to the College and its running. Council discussed the matter.

Dee made a motion to dissolve the Executive Committee and remove the requirement to create an executive committee in the bylaws and any reference to the executive committee contained within the bylaws including in the table of contents as provided. Cindy seconded. No objections. Motion carried.

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6. ED/Registrar's report.

J. Galarneau

Jennifer briefly summarized the Registrar/Executive Director's report.

Meeting with Kyle Duplesses (Director-AHS) – re: 2 Standards of Practice:

- Herbology SOP has been pulled back. As the College recognizes herbology should be part of the College and regulated to ensure public safety, a thorough review will be completed and submitted to AHS to review.



COLLEGE OF  
ACUPUNCTURISTS  
OF ALBERTA

- Supervision SOP has been pulled back. It was noted that supervision of students and members holding a restricted license have different supervisory purposes. Jennifer will revise these documents according to Bill 46 requirements.
- Jennifer will complete a report to ensure all association references are removed from all College documents.

Registration Renovation – Create consistent registration policies/guidelines to protect the public and clarify requirements for members who have been inactive or coming back to practice.

\$2000 for assistance – Jennifer requested to hire an individual for assistance in drafting all new documents with respect to registration prior to Alinity going live.

Dee made a motion for Registrar/Executive Director have \$2000 plus applicable tax at their disposal to draft the registration documents through to timely completion. Jessica seconded. No objections. Motion carried.

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7. Exam Honorarium report. F. Yeh

Frank gave overview of report and shared report onscreen. It was suggested to adopt the October 2020 honorarium rates for the October 2021 honorarium rates. Council asked questions and Frank provided answers. No motion was carried.

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8. Rebranding College. J. Galarneau

Jennifer summarized the re-branding of the CAA.

Logo contest – a notice to create a new logo will be sent to the membership in the next few days, with a 2-week deadline. \$250 prize will be awarded.

New Signage – Lesley is obtaining quotes for office internal & external signage.

New website – Looking to obtain quotes for new website, which will be presented to Council soon.

2-sided annual report – 2 annual reports (2020 under HDA, and Jan 2021 – March 31, 2022). Jennifer is obtaining quotes for published and online (pdf) versions. These will be forwarded to council for consideration. Council had a discussion.

Michelle asked if any council members are opposed to rebranding of the College. None opposed. Jennifer will move forward with rebranding of the College.

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9. Committee Issues. Chair

Michelle gave a brief overview of the following committee issues:

Suspension of IPAC and MCC and Future Reporting by remaining committees (2021 update and expectations)– Council discussed the topic at length. Michael suggested all committees provide a report to council for review. Jessica and Dee agreed. Michael stated these reports will also be useful for the governance review and provide feedback as well.

Michelle stated council agrees to ask all committees for activity reports, suspend committee activities with an explanation the College is undergoing a governance review. Once the review has been completed, council will provide further direction. No motion was carried.

Future Reporting Expectations – Michelle noted this can be sorted out via email.



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10. Personal Health Insurance.

J. Galarneau

Jennifer explained that, historically, health insurance for members was provided through the College with an external insurance company administering the program. As the College no longer has an association function, Jennifer proposed that the College remove the personal health insurance plan from the College administration and try to facilitate a transfer to one of the associations. Jennifer will reach out to the associations to inquire whether an association will take on the role. Council had a discussion. Once this transfer has been completed, Jennifer will write a report for the government to account for this process.

Personal Liability Insurance – the Director of Alberta Health and the Alberta Federation will be providing all Colleges a guidance document which defines what falls within the realm of colleges under the HPA. Jennifer stated future work should not be done if this guidance document states personal liability should not be offered by colleges.

Michelle asked whether council members oppose the discontinuation of personal health insurance (due to HPA) and discuss the liability insurance at a future meeting. None opposed. Jennifer will update council once the guidance documents are released. No motion was carried.

***Comfort Break 3:05 – 3:10 PM***

11. HQCA report

J. Galarneau

Jennifer gave brief overview of HQCA report to council. The aim is to create a patient focused system, and addressing complaints, and concerns and other issues. At this point in time, nothing is being made public. Jennifer will update council as it goes along and will address issues with council as it comes up. Council had no questions or comments. No motion was carried.

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12. Council & Committee Honorarium Policy.

J. Galarneau  
& T. Jones

Jennifer summarized the issues with the honorarium policy regarding removal of 2 free hours of time and including prep time provided it was itemized and approved by council if greater than 2 hours. Council discussed the matter.

Dee made a motion to table item #12 pending further information and review brought to the Council. Jessica seconded. No objections. Motion carried.

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13. Review of College Expenses.

Chair

Michelle gave a brief overview of the College's expenses. Council had a discussion. Jennifer suggested that Council request information from the BFAC and determine the overall expenses of the College. Dee agreed.

Jessica made a motion that Jennifer direct the BFAC to provide council with a comprehensive budget of expenses the College currently incurs including contact information of all vendors/service providers. Dee seconded. No objections. Motion carried.



COLLEGE OF  
**ACUPUNCTURISTS**  
OF ALBERTA

14. Schedule next meeting.

Chair

Michelle noted the next regular council meeting has been scheduled for Saturday, November 20<sup>th</sup>, 2021, from 1:00 PM – 6:00 PM.

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15. Appoint Michelle and Jessica as Directors of the College of Acupuncturists of Alberta & designate them as signing authorities for all banking transactions.

Dee made a motion to designate Michelle Phillips as President and Jessica Stankowski as Vice-President of the College of Acupuncturists of Alberta as Directors and as such have signing authorities for all banking transactions. Cindy seconded. No objections. Motion carried.

b. Designate Jennifer Galarneau, as Interim Registrar/Executive Director to have signing authority for all bank transactions.

Dee made a motion to designate Jennifer Galarneau, interim Registrar/Executive Director, to have signing authority for all banking transactions. Jessica seconded. No objections. Motion carried.

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16. Adjourn Meeting.

Chair

Jessica made a motion to adjourn the meeting. Dee seconded. No objections. Meeting adjourned at 3:54 PM

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President Initial:  M. Phillips

VP Initial:  JS