



Council meeting Minutes
Meeting: October 20, 2021
Location: Virtual
Meeting Opens: 1935hrs

Attendance: Michelle Phillips, President & Chair
Jessica Stankowski, Vice-President
Michael McFarlane
Donna (Dee) Holstine Vander Valk, Public Member
Tamara Jones, Public Member
Jennifer Galarneau, Interim Registrar/Executive Director
Karen Popik, Virtual Assistant (Minute Taker)
Cindy Grainger – Arrived at 2005hrs.

Regrets: Monica Ansah-Sam

1. Michelle Phillips, President & Chair – Welcomes all and calls the meeting to order at 1935hrs.
2. Michelle - List of Observers above. Cindy Grainger advised she would be arriving late. She arrived at 2005hrs.
3. Michelle - Introduction to New Public Member (not in attendance)
4. Michelle - Agenda – Additions, Deletions, Approval. Motion was made to approve the agenda by Dee Holstine Vander Valk. The motion was seconded by Tamara Jones.
5. Michelle - Declaration of Conflict of Interest – Tamara advised that she was not present for the September 11, 2021, meeting and therefore could not comment on any changes to those meeting minutes.
6. Jennifer - Review of Minutes from Counsel Meetings of:

July 28, 2021 – Clarification regarding a statement Michael made in the meeting minutes.

- Michael clarified that his intent regarding the statement was that item 4 should be prioritized but item 6 and 7 should have been addressed.
- With the change in wording which addresses Michael’s original intent, motion to approve the July 28, 2021, minutes were made by Michael and seconded by Jessica. Motion carried.

September 11, 2021 – Jennifer reported that she was mentioned in the minutes as having seconded a motion which could not have happened. Dee had, in fact, seconded the motion not Jennifer.

- Michelle had a question with respect to item 15 of the minutes regarding the use of “College of Acupuncturists”. Dee questions whether it should read “College of Acupuncturists of Alberta”.
- Dee made the motion to approve meeting minutes of September 11, 2021, with the change of Jennifer to Dee as the seconder and with the wording change “College of Acupuncturists of Alberta.” Motion was seconded by Jessica. Motion carried.

At 2046hrs Jennifer advised she had not started the recording device for the meeting and was turning it on at this time.

7. Jennifer - Recent Committee Resignations

- Requests were sent out to all the committees to provide reports due by the end of the month. Jennifer advised there had been two resignations
 1. Yang Su – Chairperson for the Budget Finance Audit Committee – resigned without providing any reporting.
 2. Peggy Yu – Chairperson of the Interprofessional Advisory Committee. She provided a report and resigned in the same email.

8. Jennifer/Jessica - TD Bank Investments – Update and Decision by Council

- At the time of the meeting with the Investment Advisor, Jason Paulson, the following was noted:
 1. The spreadsheet was provided outlining the amount of funds invested and how much was not invested. The total amount not invested was \$612,554.09. These funds matured this past spring and because it was not reinvested.
 2. Jennifer reported that the previous Executive Director/Registrar Paul Hu had, several months ago, directed that \$50,000.00 come out of the \$612,554.09 every month and be placed in the operating account. This continues to happen every

month and is required for operations. Jennifer stated that it should be recognized that, depending on the decision made regarding the registration date, \$50,000.00 will continue to be taken out for operating costs each month until the end of March 2022.

Another \$200,000.00 is currently invested in a GIC. This is locked in and matures in April 2022.

a.) Jason Paulson recommends:

Put a smaller amount - \$100,000.00 into the PIMCO and then into the GIC put \$200,000.00 but only for a one year period because he is of the opinion that GIC's rates will be increasing.

Dee would like to know whether there is a fee for taking funds out of this investment and also questioned whose responsibility it is to monitor the investments.

Discussion by Council of current financial situation of the College

Michael – made a motion that the \$200,000.00 will be put into one year GIC right away. With PIMCO, if there is a zero penalty withdrawal fee for the PIMCO, then the \$100,000.00 will go into the PIMCO. However, if there is a withdrawal penalty fee then council will revisit investing the money into the PIMCO. Dee seconded the motion. Motion carried.

9. Reviewing the Draft Audited Financial Statements

Jennifer – a decision to re-adjust the statements based on the legal fees being placed in the same category – all of them into the CCC had previously been made. This has been re-adjusted.

- The change made a very big difference in terms of the committee expenses in that the CCC had a much smaller amount which was only \$82,000.00 which is significantly different than what was initially allocated.
- Legal Fees based on each of the categories. The Examination Committee had \$8000.00. Council had just over \$17,000.00. The CCC's was just over \$33,000.00.
- CCC still has investigation fees in this category. Jennifer believes this should be a college expense not the committee.
- The big change is that in administration expenses, which are those fees incurred by the college on the operating side had legal fees in the amount of \$242,000.77.
- Dee made the motion to approve each financial statement. Seconded by Tamara. Motion is carried.

10. Schedule AGM and Approve ED/Registrar to Proceed with Two Annual Reports

Michelle suggests a date for the AGM – Monday, November 22, 2021, at 1900hrs – 2030hrs. Dee makes a motion to set the AGM for November 22, 2021, no opposition. Motion carried. Michelle confirms the time from 1900 hrs to 2030 hrs.

Michael made the motion to proceed with two separate annual reports for the AGM given the change in the financial year end. Cindy seconded the motion. Motion carried.

11. Jennifer – Registration Renewal Date Adjustment

- Jennifer raises the question as to whether we change the renewal date from December 31, 2021 to March 31, 2022.
- Jennifer states that by the Bylaws, we are bound to do it on March 31, 2022.
- Michael made a motion to change the registration renewal date to match the Bylaws to March 31, 2022. Tamara seconded the motion. Motion carried.

12. Jennifer - Bill 46 – Update and Consideration of Hiring Consultant

- The government has required the College to do a report in six months with the divesting plan. One of the components of this transition is the government wants the college to do an organizational review. David has already started to look at these and Jennifer has reached out to him to ask for a quote. He has significantly decreased the cost of his quote to \$6,400.00.
- Michael made the motion to secure David to craft the report to ensure we are compliant with Bill-46. Tamara seconded the motion. Motion carried.

13. Jennifer - Professional Liability Insurance – Divesting of Provision of PLI

- The college has been offering the PLI through an insurance company. Based on Bill-46, the college can justify that this is continue however it is not an obligation for the college to facilitate it.
- Discussion by Council as to whether PLI ought to still be administered through the College. Further consideration in light of Alinity and what it can offer.

- Dee made the motion to divest of PLI immediately and Cindy seconded the motion. Motion carried.
 - Jennifer will get notice to the members regarding the handling of PLI as soon as possible.
14. Jennifer – Accounting – Process, Ongoing and Determination of Fees and Retaining of Accountants
- Contacted an accountant company(HGA) who have provided a proposal. The amount that was quoted to us is approx. \$14,000.00.
 - Dee makes a motion to accept and move forward with the first piece of the proposal to table the second part which is the monthly piece. Michael seconded the motion. Motion carried.
15. Jennifer – Website and Logo – Approval of Logo and Website Creation (Rebranding and Communication upgrade)
- Three quotes were obtained for a website designer. First quote is from Box Clever – Second quote is a company out of Ontario and the third quote a company called Selex
 - Michael made a motion to approve the new logo. Dee seconded the motion. Motion carried.
 - Jessica suggested that council approve an allotted amount for the website not that they approve the actual company to construct a website.
 - Michael made the motion to approve that Jennifer chose a vendor for the website, initial build, not to exceed \$5000.00 and does not include monthly maintenance. Jessica seconded the motion. Motion carried.
16. Jennifer – Alinity Demo
- It was too late to provide a demo so Jennifer just noted that Alinity is ready to go live.
17. Michelle – Schedule Next Meeting
- Meeting scheduled for November 20th, 2021
18. Dee made a motion to adjourn the meeting. Jessica seconded the motion. Motion carried.

Meeting adjourned at 2304hrs.

President Initial: *M. Phillips*

VP Initial: 