



College of Acupuncturists of Alberta

Council Meeting

Minutes

Date: 13 August 2022
Time: 1 p.m.
Recorder: David Kay
Location: Lake Bonavista Room, Deerfoot Inn and Casino, Calgary

Attendees

Council Members:

Michelle Phillips, Chair
Jessica Stankowski, Vice-Chair
Michael McFarlane
Donna (Dee) Holstine Vander Valk

Additional Attendees:

Erin Stroud, Executive Director/Registrar

Guests:

Regrets

Monica Ansah-Sam
Tamara Jones

Agenda Item
1. Call to Order for In-Camera Session M. Phillips called the in-camera session to order at 1:06 p.m.
1.1 Appointment of Raconteur D. Holstine Vander Valk was appointed the raconteur.
2. Call to Order for Public Session M. Phillips called the meeting to order at 1:09 p.m. There were no guests to introduce.
2.1 Declaration of New Conflicts of Interest No new conflicts of interest were declared.
2.2 Approval of Agenda for 13 August 2022 and Approval of Consent Agenda Items Motion (C-1-13Aug22): Moved by M. McFarlane and seconded by D. Holstine Vander Valk that Council approves the agenda for 13 August 2022 as amended to add item 5.3 Appointments to the Governance and Nominating and the Finance, Risk and Audit committees; and the consent agenda items as distributed with the agenda package. None opposed. Motion carried.

Agenda Item

3. Reports

3.1 Chair

The Chair provided an update on the matters before the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA, CARB for short) of which CAA is a member, including efforts to develop an education program approval (accreditation) program, issues involving the Pan-Canadian Entry-level Examinations in TCM and Acupuncture (the “Pan-Canadian Examinations”), and the CARB governance review underway.

M. Philips also provide feedback she received on the recent Alberta Acupuncture Registration Examinations (AARE) practical components.

3.2 Executive Director/Registrar

E. Stroud highlighted several items contained in her written report contained in the agenda package, including:

- Registration renewal numbers held steady year over year.
- The practical exam results were also steady year over year. Several revisions to the exams were identified for enhancement and the re-scoring request fee was reduced.
- Enhancements to existing Alinity modules and the introduction of several new modules including the Continuing Competence Program and Complaints Process components. Training videos to support users on the Alinity modules as registrants they use are being introduced.
- The Council continuing education offering through CLEAR that most councillors were able to attend.
- Professional Conduct activity currently and in comparison, over the past several years. She spoke to the recruitment of a new Complaints Director shared with the College of Denturists. The existing Acting Complaints Director has agreed to onboard the new Complaints Director through the end of September. Plans for training of registrants on tribunals and Council members on the appeal committee.
- An update on the activity of the Regulatory committees.
- A financial update and work concluding to complete the annual financial audit.
- Items of note regarding office operations including the hiring of a Director of Communications and Administration and plans to be ready for the end of the current office lease agreement in March 2024. There was a discussion of options to be considered including sharing space with another regulator, and a hybrid model.
- The work of CARB and its impact on CAA.

Agenda Item

3.3 CARB Education Accreditation Project

Council held an extensive discussion of the issues involving CARB in general, and its work to develop an Accreditation program as outlined in the dossier for this agenda item.

Council **AGREED** that Alberta is not currently ready to pilot an Accreditation program and that this would be communicated to the CARB board for its September 2022 meeting.

Council discussed the more important needs for an updated entry to practice competency profile and a corresponding entrance to practice exam that assessed proficiency with the competency profile.

Council also discussed alternatives to a CARB sponsored entry to practice exam through the U.S.-based National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) if it could be aligned with the Canadian competency profile and using Accreditation Canada’s EQUAL Health Education Program entry to practice accreditation process versus a CARB program to be developed or a stand-alone CAA education program process.

Council asked E. Stroud to bring forward an issues brief on the connected pieces - competency profile, entry-to-practice exam, and education program accreditation/approval – for a future Council meeting.

4. Council Education – replaced with the 14-15 August 2022 Strategic Planning Retreat

5. Decision Items

5.1 Appointment of Andrea Snow as Complaints Director

E. Stroud noted that a clear and transparent hiring process was used to recruit a Complaints Director shared with the College of Denturists. Andrea Snow was hired and will begin working for the College on 22 August 2022. The Acting Complaints Director, G. Wilkin, will orientate and onboard A. Snow through to the end of September 2022.

Motion (C-2-13Aug22): Moved by D. Holstine Vander Valk and seconded by M. McFarlane to approve Andrea Snow as Complaints Director, pursuant to Section 20 of the CAA Bylaws, effective 22 August 2022. None opposed. Motion carried.

Agenda Item

5.2 Governance Policies

J. Stankowski, Vice-Chair, and E. Stroud presented the Governance Policies and Procedures recommended by the Governance and Nomination Committee and as contained in the agenda package.

The Council reviewed each policy and procedure. Several amendments/clarifications were made to the proposals as follows:

- G 1.1.2 – at clause 4.4 changed to read: “4.4 Contraventions of this procedure by a member of Council, and ...”
- G 1.1.3 – at clause 4.3.2 changed to read: “ the Complaints Director (for regulated members);”
- G.1.1.3 – at clause 4.3.3 changed to read: “the external service provider hotline, when established, where anonymous reports can be submitted (for both members and employees).”
- G.1.1.3 – at clause 4.10 changed to read: “The Executive Director/Registrar will oversee an investigation that relates to employees and the Complaints Director or designate will oversee the investigation. ...” And at clause 4.12 second paragraph changed to read: “An employee or former employee may submit a report of reprisal to the ED/Registrar.”
- G 1.3 – at clause 4.4 changed to read: “The Executive Director/Registrar will ensure that a leadership succession plan is in place for the Executive Director/Registrar and senior management with succession planning processes that facilitate leadership continuity, ...”
- G 1.4 – at clause 4.2.5 changed to read: “will annually review the success of the College in achieving its strategic goals;”

Motion (C-3-13Aug22): Moved by M. McFarlane and seconded by J. Stankowski to approve the following governance policies and procedures as amended with an effective date of 1 September 2022:

- G.1.0 Appointment to Council Policy
- G.1.0.1 Appointment to Council Procedure
- G.1.1 Code of Conduct and Ethics Policy
- G.1.1.1 Code of Conduct and Ethics Declaration Procedure
- G.1.1.2 Conflict of Interest Declaration Procedure
- G.1.1.3 Code of Conduct and Ethics Violation Reporting Procedure
- G.1.2 Delegation to the Executive Director/Registrar Policy
- G.1.3 Succession Planning Policy
- G.1.4 Strategic Planning Policy
- G.1.5 Programs and Services Policy
- G.1.6 Financial Oversight Policy
- G.1.7 Policy and Procedure Development and Management Policy
- G.1.7.1 Policy and Procedure Development and Management Procedure
- G.1.8 Risk Oversight Policy
- G.1.9 Investment Policy

None opposed. Motion carried.

Agenda Item	
5.2 Appointments to Governance and Nominating Committee, and Finance, Audit and Risk Committee	<p>The Chair indicated that D. Holstine Vander Volk and M. McFarlane wish to switch places on their respective committees with D. Holstine Vander Volk moving to the Finance, Audit and Risk Committee and M. McFarlane moving to the Governance and Nominating Committee.</p> <p>Motion (C-4-13Aug22): Moved by J. Stankowski and seconded by D. Holstine Vander Volk to approve the appointment of D. Holstine Vander Volk to the Finance, Audit and Risk Committee and M. McFarlane to the Governance and Nominating Committee. None opposed. Motion carried.</p>
6. Adjournment	<p>M. Phillips adjourned the meeting at 4:56 p.m.</p> <p>D. Kay left at 4:56 p.m.</p>
7. In-Camera Meeting	<p>Executive Director/Registrar – upcoming 6-month review</p> <p>D. Holstine Vander Volk provided her assessment using the meeting meter tool.</p>

Summary of Action Items

Responsible	Action Item
E. Stroud	To prepare Issue Brief for a future Council meeting on the matters discussed at agenda item 3.3 CARB Education Accreditation Project