



College of Acupuncturists of Alberta

Council Meeting

Minutes

Date: September 14, 2022
Time: 6:00 to 10:12 p.m.
Recorder: Carrie Mittelstadt, virtual assistant
Location: Virtually via MS Teams

Attendees

Council Members:

Michelle Phillips, President
Jessica Stankowski, Vice-President
Donna (Dee) Holstine Vander Valk

Michael McFarlane
Monica Ansah-Sam
Tamara Jones

Additional Attendees:

Erin Stroud, Executive Director/Registrar
Frank Yeh, Director of Competency and Education

Guests:

Sukhi Brar and Cathy Gill, Rutwind Brar (accountants, re: item 3.1)

Regrets

None

Agenda Item
1. Call to Order for In-Camera Session M. Phillips called the in-camera session to order at 6:09 p.m.
1.1 Council Evaluation – Appointment of Raconteur D. Holstine Vander Valk was appointed as the raconteur.
2. Call to Order for Public Session M. Phillips called the public session to order at 6:10 p.m. E. Stroud introduced Sukhi Brar and Cathy Gill from Rutwind Brar LLP to the Council.
2.1 Declaration of New Conflicts of Interest No new conflicts of interest were declared.

Agenda Item

2.2 Approval of Agenda for September 14, 2022 and Approval of Consent Agenda Items

Motion (C-01-14Sept22): Moved by D. Holstine Vander Valk and seconded by M. McFarlane that Council approves the agenda for September 14, 2022 as presented and the consent agenda items distributed with the agenda package, which included the Council meeting minutes from August 13, 2022, and the strategic planning retreat final report.

3. Decisions

3.1 2021-2022 Audited Financial Statements

S. Brar reviewed the statement of financial position as of March 31, 2022 and the statement of revenue and expenditures for the year ended March 31, 2022.

In the statement of revenue and expenditures, E. Stroud explained that the direct costs of committees were separated to provide a true reflection of committee expenses. M. Phillips noted that we were in a deficit position for exams. E. Stroud responded that the fees paid to write the Pan-Canadian Exams were not fully covered by the CARB invoices. Alex from HGA raised the issue, and E. Stroud and HGA will be looking more fully at the issue.

S. Brar remarked that salaries had increased due to the increased number of employees and severance package payouts. E. Stroud assured the Council that it's common for salaries to equal 50% of revenue. M. Phillips asked if the salaries of other regulatory colleges were compared against the College's, and E. Stroud indicated she would be looking at other colleges' salaries.

ACTION: E. Stroud to compare the salaries to revenue ratio for the College against other regulatory colleges.

M. Ansah-Sam asked what the difference was between professional fees and professional membership dues. E. Stroud clarified that professional membership dues are what the College pays to be a member of organizations such as CARB, CLEAR and others. Professional fees are paid for professional services obtained by the College.

E. Stroud informed the Council that Rutwind Brar LLP works for the Council and reviews the work of HGA and E. Stroud. The Council has the right to go in camera with the accountants to ask questions without E. Stroud or HGA representatives present. S. Brar added that they verify the expenses exist, are reasonable, and nothing stands out. They test transactions in the course of their audit work. E. Stroud added that the College is mandated by the *Health Professions Act* to conduct a financial audit every year and report the results to the Minister.

S. Brar and C. Gill exited the meeting at 6:41 p.m.

Motion (C-02-14Sept22): Moved by M. McFarlane and seconded by M. Ansah-Sam that Council approves the 2021-2022 audited financial statements as presented by Rutwind Brar LLP.

Agenda Item

3.2 Appointment of Council and Regulatory Committee Members Procedure

E. Stroud asked for input/questions on the Council and Regulatory Committee Members Procedure. She added now would be a good time to start the appointments process, because the College is down one Council member and need more committee members.

M. McFarlane expressed that the competency matrix still needs to be adjusted. The Council needs to determine the competencies needed for Council and the committees. D. Holstine Vander Valk clarified that the procedure states the steps the GNC needs to take to identify the competencies, then they would be taken to Council for verification and approval. Council would need to approve the procedure first for the work to begin.

There was discussion regarding the inclusion of diversity and demographic representation wording in item 6.6.1.4. The following alternative wording for item 6.6.1.4 was agreed to be "Diversity and demographics of the province." E. Stroud to also add wording to the Applications section of the procedure to specify that everyone is eligible to apply. The Council members were in agreement with this course of action.

ACTION: E. Stroud to amend the Council and Regulatory Committee Members Procedure to add inclusive language to the Applications section and amend the wording of item 6.6.1.4.

Through further discussion, it was determined that E. Stroud would take the procedure back to the Governance and Nomination Committee (GNC) to review it in depth and dive deeper.

Motion (C-03-14Sept22): Moved by D. Holstine Vander Valk and seconded by M. Ansah-Sam that Council approve the procedure body (without appendices) with amendments as proposed, and management will bring the procedures' appendices to the GNC for revision and recommendation to Council.

3.3 2023 Council and Committee Meeting Schedule

E. Stroud reviewed the proposed timing and dates of Council and Governance Committee meetings. Dates need to be selected from the one-week windows suggested.

ACTION: E. Stroud to revise the meeting proposed to be May 23, 2023 to be May 24, 2023 in the council and governance committee meeting schedule.

D. Holstine Vander Valk indicated she would be on vacation May 14 to June 1, 2023, and she would prefer the Council meeting to be on June 10 vs. June 3, 2023.

J. Stankowski suggested that a Doodle Poll be sent for the committee dates that need to be selected. E. Stroud agreed to send the poll and indicated she would provide daytime and evening options to vote on.

ACTION: E. Stroud to send a Doodle Poll to the Council to select available dates for Council and Governance Committee meetings.

Agenda Item
<p>3.4 2021-2022 Draft Annual Report</p> <p>E. Stroud provided an overview of the draft annual report, and she explained that the Council would approve the content, then the report would go to a graphic designer to polish it up. The Council will see the final version.</p> <p>M. Phillips asked the Council if they had any questions or concerns about the report. The feedback was positive and in support of the intent.</p> <p>There was discussion about the last paragraph of the Registration and Acupuncture Review Program Review Committee (RARPRC) report and why one program was being singled out. It was decided that E. Stroud would amend the wording of the paragraph to be more general about the observations and consider the requirements to claim issues for the Minister.</p> <p>ACTION: E. Stroud to amend the wording of the last paragraph of the RARPRC report in the draft annual report.</p> <p>Motion (C-05-14Sept22): Moved by T. Jones and seconded by D. Holstine Vander Valk that Council approve the draft annual report with amendments as discussed, so management may design and publish the document.</p>
<p>4. Council Education</p>
<p>4.1 College Education and Exam Presentation</p> <p>F. Yeh reviewed his presentation on the work in progress around examinations. The Council members thanked F. Yeh for the information he presented.</p> <p>M. Ansah-Sam exited the meeting prior to 9:30 p.m.</p>
<p>5. Discussion</p>
<p>5.1 President's Report</p> <p>M. Phillips provided a verbal update to the Council. She indicated that CARB is progressing and is going through the vision and mission work. She added that the cost of the College being with CARB is causing us to lose funds. Fulsome discussions will be needed on how the Council wants to address that.</p> <p>E. Stroud added that there has been some agreement with CARB about slowing down the accreditation process. The focus should be on the exams, and they're not good enough. There are higher priorities.</p> <p>M. Phillips shared that she was contacted by the CITCM owner who asked if the College would speak at the opening ceremony of an international acupuncture conference in October. M. Phillips and E. Stroud discussed and came to the decision that it would not be appropriate for a provincial regulator to speak at an international conference. M. Phillips will respond to the CITCM.</p>

Agenda Item

5.2 Executive Director/Registrar Report

E. Stroud provided a verbal update the Council, which included the following points:

- E. Stroud and F. Yeh plan to meet with all of the schools.
- E. Stroud attended the first hearing under the HPA. It was a great learning opportunity, and it will be the first decision to be posted on the website.
- G. Wilkin transitioned the Complaints Director role to A. Snow.
- Improvements have been made to the website, and the governance policies have been posted.
- A member communication will be going out.
- Financials to the end of July were received from HGA. The College is approximately \$61,000 over budget due to contractor fees (D. Kay, D. Lack, G. Wilkin).
- The proposed budget for the 2022-2023 fiscal year will be brought forward to the November Council meeting.
- An advisor has been sourced for the Finance, Risk, and Audit committee.
- There is a boardroom financial course (one day) available through the Institute of Corporate Directors that E. Stroud is looking into.
- Strategic planning with the staff will take place on October 5, then there will be a design process to finalize it.

5.3 Government Update

E. Stroud provided a verbal update and indicated that she has met with the government twice. She has a friend in the Minister's office.

6. Adjournment

M. Phillips adjourned the public session at 10:04 p.m.

7. In-Camera Meeting

M. Phillips called the in-camera meeting to order at 10:05 p.m.

D. Holstine Vander Valk provided her feedback on the criteria in the Meeting Meter. M. McFarlane asked how we could have streamlined the meeting in her opinion. D. Holstine Vander Valk suggested assigning time frames to agenda items and not having an education item in heavy agenda meetings.

The meeting concluded at 10:11 p.m.

Summary of Action Items

Responsible	Action Item
E. Stroud	Compare the salaries to revenue ratio for the College against other regulatory colleges.
E. Stroud	Amend the Council and Regulatory Committee Members Procedure to add inclusive language to the Applications section and amend the wording of item 6.6.1.4.
E. Stroud	Revise the Council meeting proposed on May 23, 2023 to May <u>24</u> , 2023 in the council and governance committee meeting schedule.
E. Stroud	Send a Doodle Poll to the Council to select available dates for Council and Governance Committee meetings.
E. Stroud	Amend the wording of the last paragraph of the RARPRC report in the draft annual report.

DRAFT