



College of Acupuncturists of Alberta

Council Meeting

Minutes

Date: November 30, 2022
Time: 6:30 to 10:06 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

Guests:

Len Samletski

Regrets

None

Agenda Item
<p>1. Call to Order for In-Camera Session</p> <p>M. Phillips called the in-camera session to order at 6:33 p.m.</p>
<p>1.1 Approval of In-Camera Meeting Minutes of November 3, 2022</p> <p>No amendments were made to the November 3, 2022 minutes.</p> <p>Motion (C-01-30Nov22): Moved by M. McFarlane and seconded by M. Ansah-Sam that the Council approves the in-camera meeting minutes of November 3, 2022. None were opposed and the motion was carried.</p>
<p>1.2 Council Evaluation – Appointment of Raconteur</p> <p>D. Holstine Vander Valk was appointed as the raconteur.</p>
<p>2. Call to Order for Public Session</p> <p>M. Phillips called the public session to order at 6:36 p.m.</p> <p>E. Stroud introduced Len Samletski, the new advisor to the Finance, Risk, and Audit Committee. L. Samletski shared some of his background. The Council members introduced themselves and shared their backgrounds as well.</p>

Agenda Item
<p>2.1 Declaration of New Conflicts of Interest</p> <p>No new conflicts of interest were declared.</p>
<p>2.2 Approval of Agenda for November 30, 2022 and Approval of Consent Agenda Items</p> <p>Motion (C-02-30Nov22): Moved by D. Holstine Vander Valk and seconded by T. Jones that the Council approves the agenda for November 30, 2022 and the consent agenda items as distributed with the agenda package, including the Council meeting minutes of September 14, 2022; the e-vote outcomes; and two sets of meeting minutes for the Registration and Examination Committee (October 26 and November 2, 2022.) None were opposed and the motion was carried.</p>
<p>3. Reports</p>
<p>3.1 Chair's Report</p> <p>M. Phillips reported there were no current crises or chaos, and things have been running smoothly. The CARB situation is ongoing, and they're in the process of optimizing interactions with CARB. There are still issues that M. Phillips and E. Stroud are trying to work out with the CARB board.</p>
<p>3.2 Executive Director/Registrar Report</p> <p>E. Stroud highlighted portions of her report, which was included in the meeting package.</p> <ul style="list-style-type: none">• The College has been able to establish a pass rate for exams. The pass rate for safety was 97%, points 88%, and modalities 93%. The changes made between the spring and fall exams made a difference, and there is now more consistency around the exam approach.• There were five critical errors flagged in the exams, but the committee reviewed them before they were raised to ensure there were no proctoring errors. Four of the five critical errors were actually passes, and the fifth was a justifiable critical error.<ul style="list-style-type: none">• M. Phillips asked if this is something that needs to be addressed with the examiners. E. Stroud responded a process has been implemented where examiners are being evaluated at the same time as the students.• CARB met this morning on the fall CARB exam. The pass rate for first-time writers is 80%, and retakes have a 60% pass rate. Our students will get their marks next week.• CARB is developing a sample test for the Pan Canadian exam, which will be available in 2023.• Two Alinity webinars were held relating to continuing competence. They were well received, and the recordings are on the website. One hundred forty members (140) attended.• The first hearing under the <i>Health Professions Act</i> has been posted on the website.• The Registration and Examination Committees have merged, and they met to review an application. They understand that their role is now to recommend courses of action, but it is the Registrar that makes the decision.• The Council and Regulatory Committee recruitment deadline is Friday, December 3. Eleven applications have been received; five for Council, three for Acupuncture Education and Program Review Committee, one for Registration and Examination Committee, and two for Complaints Review Committee/Hearing Tribunal. A committee will be created to review the applications.

Agenda Item

- The budget for the 2023-2024 fiscal year is being built and will go to the Finance, Risk, and Audit Committee for review in January.
- Several questions were asked about the financial update provided in the Executive Director/Registrar’s report.
 - D. Holstine Vander Valk asked if legal fees are higher than was anticipated. E. Stroud responded that the legal fees were a result of personnel issues (e.g., former Complaints Director’s contract) and the secondment agreement with the College of Alberta Denturists.
 - D. Holstine Vander Valk asked what made up the contractor fees line item. E. Stroud shared it’s the contracts with D. Kay, D. Lack, G. Wilkin, C. Mittelstadt, and IT support. These legal fees are not complaint related.
 - D. Holstine Vander Valk also asked about the IT licensing line item. E. Stroud indicated it covered the base annual costs to run the programs we have, as well as Alinity customizations.
 - L. Samletski asked if budget forecasting is done. E. Stroud indicated she inherited the current fiscal year’s budget, but it’s her intention to provide forecasts in the future.
 - M. Ansah-Sam asked why bank service charges were high. E. Stroud shared that we’ve been working through two banks, and this item was actually mis-budgeted last year.
 - T. Jones asked if computer costs could be moved to the computer/hardware upgrade line item. E. Stroud responded that the general ledger would be adjusted for the next budget. Some line items will change or go away, and she has been working with HGA to get a more accurate picture.
 - J. Stankowski pointed out that “acupuncture” is spelled incorrectly in the committee section, and she asked about the advertising cost. E. Stroud indicated the funds related to the new signage, and there are no plans to do any kind of advertising campaign. Advertising or advocating for the profession is not in the mandate of the College.
- E. Stroud informed the Council that she has been nominated to be the CARB board’s president but is unsure if she will accept the nomination.
- The Christmas staff function is on December 14, and E. Stroud invited Council members to stop by.

4. Decisions

4.1 2023-2027 Strategic Plan

E. Stroud reviewed highlights of the briefing note and talked through the three-page strategic plan.

D. Holstine Vander Valk noted that “integral” is spelled incorrectly in two places.

M. Phillips supported the idea and the metaphor of what was presented, but she would like to lean heavier on transformation, in addition to growth. E. Stroud said the graphics could be amended.

M. Phillips suggested making the roots look more alive like the tree above.

J. Stankowski supported the structure provided.

Motion (C-03-30Nov22): Moved by D. Holstine Vander Valk and seconded by T. Jones that the Council approves the 2023-2027 strategic plan. None were opposed and the motion was carried.

Agenda Item

4.2 Vision, Mission and Values

E. Stroud reviewed highlights of the briefing note and reviewed the Council-created and staff-created options for vision, mission, and values. A robust discussion was held, and many viewpoints shared. While the Council appreciated the time the staff put into their exercise and the feedback provided and results achieved, the Council members preferred the versions that they developed for vision, mission, and values.

E. Stroud asked the Council for input on the sample value statements provided in the briefing note. She explained value statements will be written for all of the values, and a graphic will also be created. A vigorous discussion was held on what the value statements should convey in language and tone. It was suggested that more professional language should be used in place of statements such as “Have each other’s backs.” The idea of having two sets of value statements was raised; external facing statements with professional language, and internal facing statements with the more inspirational language that the staff can get behind.

Motion (C-04-30Nov22): Moved by D. Holstine Vander Valk and seconded by M. Ansah-Sam that the Council approves the vision, mission, and values that created by the Council. None were opposed and the motion was carried.

The external and internal value statements will be drafted by management and the staff, but the external value statements will be brought to Council for review/feedback.

ACTION: Management and staff to draft the external and internal value statements and bring the external statements to Council for review/feedback.

4.3 2023-2025 Business Plan Framework

E. Stroud explained the business plan framework is based on time, budget, and personnel. It is what the College plans to accomplish in 2023. The business plan is a three-year plan, but it’s a one-year budget with a two-year forecast.

L. Samletski asked about plans/initiatives that are longer than one year and how they’re handled. E. Stroud responded that this budget is what we’ll accomplish in year one, and the next fiscal year’s budget would address the next batch of work.

M. Phillips noted that the terms “member”, “registrant”, and “regulated member” have been used, and she wanted to know what the correct term is. E. Stroud confirmed that regulated members is correct.

Motion (C-05-30Nov22): Moved by M. McFarlane and seconded by D. Holstine Vander Valk that the Council approves the business plan framework with declared targets for the 2023-2024 fiscal year. None were opposed and the motion was carried.

E. Stroud indicated that the Council would see the budget associated with the business plan framework at the next Council meeting.

Agenda Item

4.4 Bylaw Changes to Reflect Bill 46

E. Stroud provided an overview of the bylaw changes made to reflect Bill 46. She assured the Council that there were no changes made that were not part of the previous discussion.

Motion (C-06-30Nov22): Moved by T. Jones and seconded by D. Holstine Vander Valk that the Council approves the revised bylaws. None were opposed and the motion was carried.

5. Discussion

5.1 Email Entitled “Ouch”

M. Phillips provided background and an explanation of the materials she shared and the issue behind them. Per the briefing note in the Council meeting package, “[The National Certification Commission for Acupuncture and Oriental Medicine] NCCAOM in the U.S. is frank in its discussion of the future of the acupuncture profession and feels that its heading to a crisis point. They believe that a cost-benefit analysis of the profession signifies that it no longer supports itself and that the profession does not have a sustainable funding model. It is suggested that the cost of becoming an acupuncturist is too much, compared to potential earnings as a full-time acupuncturist. This will have a cascading effect, impacting the funding model for NCCAOM, regulators, schools, insurance coverage for patients, and practicing acupuncturists. It was stated that the profession needs to wake up and address the “speeding train heading down the track.”

A lengthy discussion was had by the Council, and the Council members shared their thoughts on the issues.

It was suggested that a committee be struck to dig deeper into this issue. The College also needs to gather information specifically about the profession from its members or from the data in Alinity.

M. Phillips also shared information about the amalgamation of healthcare regulatory colleges in B.C. and how it was handled.

T. Jones suggested the College asks the Minister if healthcare regulatory college amalgamation in Alberta is on the government’s radar. E. Stroud and M. Phillips agreed.

ACTION: E. Stroud to ask the Minister if regulatory college amalgamation in Alberta is in the government’s plans.

It was felt that the College needs to be proactive in digging deeper into this issue and be a leader of change vs. a forced participant. The Council looked at this as an opportunity to innovate.

6. Adjournment

M. Phillips adjourned the public session at 9:51 p.m.

7. In-Camera Meeting

M. Phillips called the in-camera session to order at 9:52 p.m.

Council Meeting Minutes

Agenda Item
<p>7.1 Council Evaluation</p> <p>D. Holstine Vander Valk provided her thoughts on how the meeting went. Overall, the long discussions were necessary, and the value of everyone being present was worth the cost.</p>
<p>7.2 Registration and Examination Committee Meeting Minutes in Consent Agenda</p> <p>M. Phillips asked why the minutes of two Registration and Examination Committee meetings were included on the consent agenda for approval. E. Stroud indicated that putting them on the consent agenda was a holdover from D. Kay's processes. They're provided for information, not approval. However, there were implications that E. Stroud hadn't considered until after the minutes were added to the consent agenda.</p> <p>Regulatory Committees' meeting minutes will not be shared with the Council in the consent agenda in future.</p>
<p>8. Adjournment</p> <p>M. Phillips adjourned the in-camera session at 10:06 p.m.</p>

Summary of Action Items

Responsible	Action Item
E. Stroud, staff	Draft the external and internal value statements and bring the external statements to Council for review/feedback.
E. Stroud	Ask the Minister of Health if healthcare regulatory college amalgamation is in the Alberta government's plans.