



Council Meeting Q4 Minutes

College of Acupuncturists of Alberta
Feb 22, 2023 at 6:30 PM MST

Attendance

Present:

Members: Monica Ansah-Sam, Tamara Jones, Michael McFarlane, Jonna McQuade, Carrie Mittelstadt, Michelle Phillips, Jessica Stankowski, Erin Stroud, Dee Holstine Vander Valk

1. Call to Order for In-Camera Session (Presenters: Michelle Phillips)

M. Phillips called the in-camera session to order at 6:41 p.m.

1.1. Appointment of New Council Member (Presenters: Jessica Stankowski)

J. Stankowski explained the process undertaken by the Governance and Nomination Committee (GNC) to find a new Council appointee. She also shared highlights of Jonna McQuade's interview, and the thoughts of the GNC.

Motion to recommend the appointment of Jonna McQuade to the Council. Moved by D. Holstine Vander Valk, and seconded by T. Jones. All were in favour, and the motion was carried. J. McQuade shared some of her background with the Council, then those who had not yet met J. McQuade introduced themselves.

E. Stroud mentioned that all of the regulated members on Council are up for reappointment this July. M. Phillips' term as Chair concludes as well.

 [Resume - Jonna McQuade.pdf](#)

1.2. Council Evaluation - Appointment of Raconteur (Presenters: Michelle Phillips)

D. Holstine Vander Valk was appointed raconteur for the meeting.

 [Meeting Meter.pdf](#)

2. Call to Order for Public Session (Presenters: Michelle Phillips)

M. Phillips called the public session to order at 6:53 p.m.

2.1. Declaration of New Conflicts of Interest (Real, Potential, or Perceived) (Presenters: Michelle Phillips)

No new conflicts of interest were declared.

2.2. Approval of Meeting Agenda and Consent Agenda Items (Presenters: Michelle Phillips)

No amendments were made to the February 22, 2023 agenda.

Motion to approve the agenda for the February 22, 2023 as presented and the consent agenda items as distributed with the meeting package. Moved by M. McFarlane, and seconded by D. Holstine Vander Valk. All were in favour, and the motion was carried.

 [Council Meeting Minutes 2022-11-30.pdf](#)

 [FRAC Meeting Minutes 2023-01-23.pdf](#)

 [GNC Meeting Minutes 2023-01-25.pdf](#)

 [GNC Meeting Minutes 2023-02-01.pdf](#)

 [CAA 2023 Q4 CAA Statement of Compliance.pdf](#)

3. Decisions

3.1. 2023-2024 Council Work Plan (Presenters: Michelle Phillips)

E. Stroud introduced the Council work plan for 2023-2024. It was built based on the Council governance charter, and it explains when items are brought forward and addressed. Motion to accept the 2023-2024 Council work plan for information as presented. Moved by M. McFarlane, and seconded by D. Holstine Vander Valk. All were in favour, and the motion was carried.

 [Council Work Plan Master.pdf](#)

3.2. Approval of 2023-2024 Budget (Presenters: Dee Holstine Vander Valk)

D. Holstine Vander Valk introduced the 2023-2024 budget, as reviewed by the Finance, Risk, and Audit Committee (FRAC). E. Stroud added that the budget is based on the previously approved business plan, and the budget slides were prepared by her and HGA. The budget is conservative with a focus on building the the savings back up to be able to operate for one year without revenue (a target of \$1,200,000). The budget was based on 875 members, but the College currently has 922 members.

D. Holstine Vander Valk added that a risk registry was also discussed by the FRAC, but the College doesn't currently have the manpower to dedicate to developing one. Identified risks will be kept track of and discussed in depth when there is capacity.

Motion to approve the 2023-2024 budget as recommended by the FRAC. Moved by T. Jones, and seconded by J. Stankowski. All were in favour, and the motion was carried.

 [College 2023-24 Budget BN.pdf](#)

 [2023.12.31 CAA Budget Presentation.pptx](#)

3.3. Appointment of Regulatory Committee Members (Presenters: Jessica Stankowski)

J. Stankowski explained the process the GNC went through to allocate Council and regulatory committee applicants to the regulatory committees.

Motion to approve the appointment of the following candidates to the following committees: Jaegar Gustafson, Cindy Huang, and Heather Fulker to Acupuncture Education Program Review Committee; Helen Anderson, Jiamei Jin, and Ming Chan to Competence Committee; Lacey Wigness and Amber Dai to Complaints Review Committee/Hearing Tribunal; and James Chung to Registration and Examination Committee for a three-year term from 2023 to 2026. Moved by M. Ansah-Sam, and seconded by D. Holstine Vander Valk. All were in favour, and the motion was carried.

 [Appointment of regulatory committee members BN.pdf](#)

 [Resume - James Chung.pdf](#)

 [Resume - Ming Chan.pdf](#)

 [Resume - Puqi \(Amber\) Dai.pdf](#)

-  [Resume - Jiamei Jin.pdf](#)
-  [Resume - Heather Fulkner.pdf](#)
-  [Resume - Cindy Huang.pdf](#)
-  [Resume - Helen Anderson.pdf](#)
-  [Resume - Jaeger Gustafson.pdf](#)
-  [Resume - Lacey Wigness.pdf](#)

4. Reports

4.1. Chair's Report (Presenters: Michelle Phillips)

The Chair's report included the following highlights:

- There continues to be challenges with CARB that are being navigated. There will be a lot of changes coming up. A new executive director will be hired. A lot of time and effort is being invested, especially by E. Stroud, who is the president of CARB.
- A lawyer will be retained and legal expense incurred to ensure the appropriate amendments have been made under the Societies Act. HGA discovered that the College name change had not been registered. The College needs to ensure that everything is set up appropriately.
- M. Phillips and E. Stroud attended a meeting of Alberta Association of Acupuncturists and Traditional Chinese Medical Doctors. The association was concerned with expanding scope, but the College suggested they redirect their efforts elsewhere (e.g., health benefits, insurance coverage, CE events).

4.2. Executive Director's Report (Presenters: Erin Stroud)

E. Stroud reviewed highlights from her written report. There was a discussion on students being able to write the exam in the final term of their program. The criteria of registration are being met, and nothing is being circumvented.

Motion to approve the Q3 financials as recommended by the FRAC. Moved by M. McFarlane, and seconded by T. Jones. All were in favour, and the motion was carried.

Motion to accept the Executive Director's report for information. Moved by D. Holstine Vander Valk, and seconded by M. Ansah-Sam. All were in favour, and the motion was carried.

 [Q3 Financial Results 2022-2023.pdf](#)

 [Report - Executive Director Q4 2023-02-22.pdf](#)

5. Appointment of J. McQuade to a Governance Committee

E. Stroud indicated that J. McQuade should be appointed to a governance committee, since she is now a Council member. There was discussion about which committee to allocate her to. M. Phillips is technically an ex-officio member of both the GNC and the FRAC, as Chair of Council, so one possibility is to add J. McQuade to the FRAC, freeing up M. Phillips.

M. Phillips suggested she would stay on the FRAC until July, at which time the governance committee members could be shuffled with the changes term of registered Council members coming to an end.

Motion to appoint J. McQuade to the GNC. Moved by M. McFarlane, and seconded by D. Holstine Vander Valk. All were in favour, and the motion was carried.

6. Adjournment (Presenters: Michelle Phillips)

The public session was adjourned at 7:57 p.m.

7. In-Camera Meeting (Presenters: Michelle Phillips)

D. Holstine Vander Valk noted the timing of agenda items was included for some items, but not for others. The meeting did not start on time. There was value in the discussions, and the meeting was worth the cost.

The in-camera session adjourned at 8:00 p.m.