



Alberta College of Occupational Therapists

Council Meeting Minutes

January 27, 2018

1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:02 on January 27, 2018, by Vice President Kerstin Hurd. Kirsten Ash acted as Recording Secretary, and Andrea Petryk acted as Timekeeper. Elizabeth Taylor, Kerstin Hurd, Kent Tsui, Peter Portlock, Andrea Petryk and Sharon Parmar attended the meeting in person; Jennifer Lee participated in the meeting via teleconference. Registrar, Maggie Fulford, was also in attendance. Consultant, Simon Canning attended the first half of the meeting via videoconference.

2. Adoption of the Agenda

Kent Tsui moved to adopt the agenda as presented. The motion was carried.

3. Adoption of the Minutes

Andrea Petryk moved to accept the minutes as presented with the changes discussed. The motion was carried.

4. Policy Handbook, Procedures, and Calendar

Simon discussed the revisions to the policies. Simon pointed out that Council's role is to govern the organization instead of managing it and that the method by which this is done is through the creation and implementation of policies. Simon informed Council that registrar limitations are proscriptive while the governance process policies are prescriptive. Simon pointed out that although most Registrations Limitations (RL) policies are proscriptive, RL 2.1: Finances, is very prescriptive in order to clarify what evidence Council needs to fulfil their fiduciary duty.

Simon informed Council that the old appendix contained procedures which were removed and put into the procedure manual. The appendix now contains the calendar work plan which gives Council information on what is coming up in the next meeting(s).

Jennifer wanted to clarify whether or not the document was living and if Council could/should change it. Simon informed Council that they can change the policies, but they should avoid adding procedures into policies.

Simon informed Council that they should expect to see monitoring reports for each of the policies as well as a refresh of each of the policies annually. All monitoring reports should include a reasonable interpretation of the policy, data to support compliance with the policy and a signature.

Simon discussed the revisions of the governance policies (GPs). He informed Council that GP 5: Vice President's Role has a policy regarding council speaking with one voice and reminded Council that no matter what each individual Councillor's opinion is, once a decision has been made Council must represent that agreed upon opinion rather than their own. He also discussed GP 14: Office Complaint Policy and the different ways in which various types of complaints are handled. This policy had been confusing for Councillors previously so it needed clarification.

Peter Portlock motioned to accept the governance policies as presented. The motion was carried.

Simon discussed council-registrar relationship policies (CR) 2 and 3, delegation to the Registrar, and informed Council that the objectives of the strategic plan will be used evaluate the Registrar and that the policies will need to be updated each time the strategic plan is refreshed.

Simon discussed the work plan with Council. The workplan outlines the quarters of the College as they are different from the typical calendar year. The work plan also outlines when each RL Report is due and when the Council should be looking at the policy for possible refresh.

Sheron wanted to know if there was a concrete way of reporting or if the report must contain certain components. Kent wanted to know if there are any specific tools for reporting data. Simon informed Council that there are no exact methods for reporting on policies, only the main components previously discussed (interpretation of the policy, data to support the policy compliance and a signature.)

Peter asked when policies other than GPs are refreshed. Simon informed Council that RLs will be refreshed at the same meeting in which the RL monitoring report is presented. Simon asked if Council wanted to add in specific policy refresh. Council decided that the governance committee would develop a policy refresh schedule for the annual work plan.

5. Committee Reports

Kerstin Hurd reported that the governance committee had not met since the last meeting, however; she and Simon had worked on the policy refresh. Kerstin mentioned scheduling some more meetings for the governance committee (GC).

Kerstin Hurd reported on the practice advisory committee and informed Council that the committee hopes to have the final advisory document completed by the end of March. Currently, the draft of the document has been completed and sent to committee volunteers as well as stakeholders for feedback. Once feedback is received, it will be incorporated into the document. The committee would also like to send the document to membership for feedback before it is finalized and sent to Council for review and decision.

The Leadership Committee did not have anything to report, however, setting up another meeting with SAOT was discussed. Liz Taylor will be sending the draft terms of reference to the leadership committee.

6. Registrars Reporting

Maggie Fulford presented the Registrars Report. In her report she discussed that SAOT had responded back with corrections to the meeting minutes from the previous SAOT/ACOT meeting; council reviewed the corrections. Council wished to revise the minutes to clarify that legislation prohibits ACOT from distributing the membership list to SAOT. Kent Tsui moved to accept the minutes as presented with the changes discussed. The motion was carried. The minutes are to be sent back to SAOT for their approval of the changes.

Maggie discussed the Substantial Equivalency Assessment System (SEAS) process and explained that it is running a deficit, because of this, the fees will be going up in May. ACOTRO may ask the OT Colleges in the future to subsidize some of the SEAS costs in order to keep costs reasonable for internationally trained OTs going through SEAS. Maggie Also reported that she has concerns that some individuals who have passed the SEAS program are failing the national exam.

Maggie discussed ACOTRO's cross-jurisdictional telehealth practice initiative and informed Council that this would allow OTs to provide follow up care to patients in other provinces without fully registering in that province. Maggie informed Council that both the College's legal advisor and the government have advised the College not to sign the agreement as it contravenes Alberta legislation.

7. RL Monitoring

Peter Portlock moved to accept the Registrar's RL 2.1: Finances monitoring report as presented. The motion was carried.

Council discussed the budget vs. actuals document. Kerstin Hurd mentioned that she found the color coding of the document confusing as the "expected variance" was very out of line from typical College spending. Kirsten Ash explained that this change was done as per the

recommendation of the past public member and the College's financial expert, Greg Bounds. Council decided that since the spending of the College varies from month to month, the expected variance is not accurate and is confusing. It was decided that budget vs. actuals documents will no longer be color coded in the future and the expected variance column will be removed.

Council asked about the decrease in spending for Council Meetings. Kirsten Ash explained that the decrease was due to the creation of the "consultants" account. Prior to this year, there was no account for consultants, so those costs were being charged to the "council meeting" account which made the council meeting costs look much higher and inaccurate. The creation of the "consultants" account has made the spending much clearer.

Kerstin Hurd asked about the pre-paid registration fees. Kirsten Ash explained that a portion of registration costs are prepaid at the beginning of the year in order for the College to have a positive excess of revenue over expenditures for the year. This is done because most college revenue is gained during the fourth quarter during renewal.

Kerstin Hurd asked what was billed to the "communications" account. Kirsten Ash explained that all communication costs of the College are billed to that account. This includes the annual report costs, the postcard that went out to inform registrants about the ACOT office move, as well as any costs that are associated with the delivery of the eNews and other College communications.

Council discussed the need for a signature on the RL Monitoring Reports. It was agreed that all future RL Monitoring Reports will contain the Registrar's signature.

Andrea Petryk moved to approve the RL 3: Finance Budget Monitoring Report as presented. The motion was carried.

The Registrar went over the budget for the 2018 -2019 registration year. The Registrar pointed out that costs associated with the outcome of the Practice Advisory Committee were not included in the budget. The Council discussed this issue and decided that they were comfortable to proceed with the budget as is because there is no accurate way of determining what will come forward from the Practice Advisory Committee. Council confirmed that there was enough room in the budget to address the recommendations of the Practice Advisory Committee once they come forward; the budget will then be adjusted accordingly.

Peter Portlock motioned to approve the budget as presented. The motion was carried.

Kerstin Hurd moved to accept the RL 8: Emergency Executive Succession Monitoring Report as presented. The motion was carried.

8. Strategic Plan

Maggie went over the strategic plan initiatives for the 2018-2019 year and the outcomes expected to be completed by the end of the year. She gave a brief overview of how the strategic plan was developed to inform Council members who were not present at that time.

Kerstin Hurd commented that she feels that the key strategic themes and initiatives remain relevant to the direction of the College.

Council would like the 2018 Strategic Plan outcomes to be somehow linked to the original Strategic Plan document to clearly define which outcomes will be completed in 2018.

9. RFP for HR Services

Council reviewed the request for proposal (RFP) for human resources (HR) services. Liz said she liked the focus on soft skills presented in the RFP. Kerstin asked that the budgeted amount of \$20,000 be added to the RFP so that applicants are aware of how much money Council has budgeted to develop the Registrar evaluation process.

Maggie wanted to clarify who the proposals will be sent to. Liz stated that she or Kerstin would be the contact person for the RFP. It was decided that Kerstin Hurd would be signing the RFP as chair of the GC.

Council discussed adding a section to the proposal regarding the process being developed in accordance with current policy. Council agreed that this was to be added to the RFP.

Andrea Petryk motioned to accept the request for proposals for a human resource person with the discussed changes. The motion was carried.

10. Generative Thinking

Council instructed the leadership committee to develop the guiding principles for ACOT's relationship with SAOT and how the two organizations will move forward in the future.

11. Adjournment

Kerstin Hurd moved to adjourn the meeting at 2:29. The motion was carried.