



1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:34 on April 21, 2018, by President Liz Taylor. Kirsten Ash acted as Recording Secretary, and Jennifer Lee acted as Timekeeper. Kent Tsui, Andrea Petryk, Jennifer Lee, Liz Taylor, Kerstin Hurd, Sheron Parmar and Tiffany Poltz attended the meeting. Registrar, Maggie Fulford, was also in attendance.

2. Adoption of the Agenda

Andrea Petryk MOVED to adopt the agenda as presented with the addition of discussion on engagement. The motion was duly seconded and CARRIED.

3. Adoption of the minutes

Jennifer Lee MOVED to accept the minutes as presented with the changes discussed. The motion was duly seconded and CARRIED

The following changes should be noted in the March 4, 2018 minutes:

- Page 3 – Ends policy – Kerstin Hurd stated that it is council's role to finalize the Ends policies, not the consultant's.
- Page 7 – Last paragraph before adjournment – once Kerstin received the document, it would be sent to Maggie Fulford.

Tiffany Poltz abstained as she was not present at the March 4, 2018 meeting.

4. Audit Plan and Engagement

Joseph Mann from Collins Barrow presented the Audit Plan and Engagement Letter for the 2017-2018 audit.

Joseph went over the planning documents, audit plan and timeline of activities needed to complete the Plan. The plan included discussion of the results of the audit with management by the end of May and presenting the audit draft to council on June 10th. Any changes arising from the June 10, 2018 meeting will be completed shortly after for finalization.

Joseph confirmed that the auditor is independent and has no conflicts of interest to report to Council members.

The approach to the audit will be risk based, and risk areas identified for the College are accounts payable and registration fees paid in advance. For the accounts payable, it's a risk because of cut off issues; getting invoices after year end that would have happened during the year. Other areas of risk are management and council expenses as well as staff salaries. The auditor wants to ensure the expenses are approved and supported. Joseph stated that there is no reliance on controls because of the small size of the organization and not enough employees for segregation of duties. Tiffany asked if they still give suggestions for processes, to which Joseph replied that they will make recommendations if they feel the processes need improvement. It is dependant on the amount of risk in the area and how practical it would be for the organization to make the process changes.

Maggie mentioned that the financial statements will be signed by two Council members, the President and one public member. Joseph expects materiality to be \$36,000.

Tiffany Poltz MOVED to have Maggie sign the letter of engagement with the auditors. The motion was duly seconded and CARRIED

Jennifer Lee MOVED to appoint Liz Taylor, Tiffany Poltz and Kerstin Hurd to meet with the auditor to answer any questions ahead of the audit. The motion was duly seconded and CARRIED

Tiffany Poltz MOVED to ask the auditor to review the annual report for legislated requirements, in addition to the financial audit. The motion was DEFEATED.

Tiffany Poltz MOVED to ask the auditor to review the annual report for legislated requirements and other information as they determine necessary, in addition to the financial audit. The motion was duly seconded and CARRIED.

Andrea Petryk MOVED to authorize Maggie to spend up to an additional \$1,000 on the audit for additional review of the annual report. The motion was duly seconded and CARRIED.

5. Committee Reports

Governance Committee:

Kerstin presented Council with the printed versions of the Council policies. She advised that there are a few policies under construction but most of the policies are complete. The missing pieces will be completed once the work of the HR committee is complete. Liz asked that

Council do their due diligence and review the policies thoroughly, noting any issues to be prepared for a discussion at a future Council meeting.

The governance committee will be developing a work plan for the committee that aligns with the work plan of council for policy review. They have developed the terms of reference for the HR committee and have sent them to the committee for review.

Kerstin reported that there was only one person who sent in their nomination to the committee and would like to make a recommendation to strike a recruitment committee.

In discussion of the review of the onboarding process, Andrea suggested that developing information on what to look at when making decisions would be helpful for new members, and Jennifer suggested some information be added on reading financial statements.

Sheron MOVED to accept Jennifer Lee as a new member of the governance committee. The motion was duly seconded and CARRIED.

Liz Taylor wanted to formally thank Kerstin Hurd for all her hard work on the governance committee and going above and beyond in her efforts.

Practice Advisory Committee:

Discussion ensued regarding the feedback Council gave to the Practice Advisory Committee on the survey going out to membership. The Chair of the Committee has made changes to the survey based on that feedback. She has also included a revised vision document.

Tiffany Poltz MOVED to authorize Kerstin Hurd to approve the survey of the practice advisory committee and send it to SAOT for review unless substantial changes are requested by Council by Wednesday April 25, 2018. The motion was duly seconded and CARRIED.

Leadership Committee:

Sheron informed Council that there is a meeting scheduled to meet with SAOT. That meeting will be focused on approving the terms of reference. Discussion ensued for the new public member's benefit. The point of the leadership committee is to work together and establish the valued partnership. Kerstin Hurd would like the message to be clear that the entire council is onboard with moving forward.

6. Registrar's Reporting

Maggie advised that we the College had budgeted for three Council Members to attend the CLEAR conference being held in September in Philadelphia. Council members who were interested were asked to inform the office prior to the June meeting.

Discussion ensued regarding a letter to the Registrar and Council regarding fees and reduction for persons going on maternity leave. Tiffany reported on the policy of the CPA which has a reduced fee for a maximum period. Council discussed the fees of other Colleges and felt that ACOT's fees are quite reasonable as far as Colleges in Alberta and across Canada. It was decided that Maggie will respond to the letter, advising that Council will be looking at fees in the future.

Maggie reported on the HPA Seminar and advised that there were 27 members in attendance. She reported that there were a number of new grads and newer OT's registered for the Calgary seminar. Feedback is being collected at the seminars and will be presented to Council.

The Government has approached the Colleges regarding the possible regulation of personal services and presented a document requesting feedback.

Maggie reported regarding the NOTCE agreement between ACOTRO members and CAOT. Prior to this, there has been no interaction between the regulators and CAOT. There is now a memorandum of understanding giving the regulators a certain amount of high level interaction with CAOT regarding the exam.

Discussion ensued regarding accommodation for occupational therapy students and how they interact with the duty of health professionals and protection of the public. Council asked that Maggie aggressively work with government on this matter.

7. Registrar's Monitoring Reports

Kerstin Hurd MOVED to accept RL 2 as presented. The motion was duly seconded and CARRIED.

Discussion ensued regarding the changing of auditors every five years. Tiffany advised that it is not typical to change auditors every five years. There are extra costs because the new auditor needs to understand the organization. Tiffany feels that it is reasonable to get a quote every five years and/or change the lead auditor at the firm every five years. This policy will go to GC committee for revision to be presented to Council at the June meeting.

Kerstin Hurd MOVED to accept RL 2.1 as presented. The motion was duly seconded and CARRIED.

Tiffany advised that she felt that the documents were far too detailed. Typically, you have the balance sheet, the income statement, the budget vs. actuals. She advised that we have very fixed costs and very fixed income. There should be explanations over a certain threshold, and I would recommend \$3,000 to \$4,000. What happens when you provide too much information is you spend too much time on things that may be very insignificant. The quarterly budget vs. quarterly actuals would be done on the basis of one-quarter of the threshold and should contain comparative figures to previous years.

Kirsten MOVED to change the wording of RL 2.1 to say, "The registrar shall not fail to deliver a fulsome and transparent finance monitoring report that may include quarterly or annually include." The motion was duly seconded and CARRIED.

Kent MOVED that the reporting variance will be \$3000. This is based on approximately 10% of the auditors determined materiality. The motion was duly seconded and CARRIED.

Sheron Parmar MOVED to accept RL 7 as presented. The motion was duly seconded and CARRIED.

Kerstin Hurd MOVED to change RL 7(8) to say, "take longer than 10 business days after the council meeting to make the minutes available to Council". The motion was duly seconded and CARRIED.

Kerstin Hurd MOVED to accept RL 9 as presented. The motion was duly seconded and CARRIED.

Andrea Petryk MOVED to accept RL 9.1 as presented. The motion was duly seconded and CARRIED.

8. Strategic Plan

Maggie reported on the strategic plan and that all activities planned for 2018 are on track to be completed on time.

9. Briefing Notes

The nomination briefing note was presented and discussed.

Kerstin Hurd MOVED to appoint Karen Blumenstock to council. The motion was duly seconded and CARRIED.

Kerstin Hurd will be the mentor for the new Council member. Discussion ensued regarding onboarding.

Discussion ensued regarding the annual report. The annual report will be approved at the June meeting and passed to the auditor for review. Any suggested changes will be forwarded

to the GC Committee who will review and decide what changes will be made. Those changes will be sent to the office to make the final changes on the report before it goes to design and print.

10. SAOT Discussion

The leadership committee is in place and will be continuing with engagement with SAOT. Council appreciates the ongoing work between SAOT and ACOT through the leadership committee, and hopes that the work will become public to all occupational therapists in the Province. The ACOT board has read and supports the SAOT strategic plan and recognizes that SAOT is a significant organization for the OT profession in the province and does important work.

11. Generative Thinking

The Open Forum was discussed and Maggie suggested it be moved to the August meeting. The consensus of Council was that the Open Forum be moved to the June meeting, between 11 a.m. and 12:00 p.m.

Council recruitment was discussed. Maggie presented statistics regarding the number of nominations and percentage of members voting. Discussion ensued regarding striking a committee to promote nominations. There used to be a nomination committee under our last policy manual. It was also suggested that the Bylaws be reviewed. The leadership committee will work on how to connect with the registrants and the GC Committee will look at possible Bylaw revisions as well as policies and procedures around nominations.

12. Adjournment

Kerstin Hurd MOVED to adjourn the meeting at 4:05. The motion was duly seconded and CARRIED