

Alberta College of Occupational Therapists

Council Meeting Minutes

May 14, 2019

Teleconference Meeting

Attending:

Liz Taylor – President and Chair
Kerstin Hurd – Vice President
Andrea Petryk – Councillor
Tiffany Poltz – Public Member
Jennifer Lee - Councillor

Marianne Baird – Registrar
Mallory Foreman – Recording Secretary

Regrets:

Peter Portlock – Public Member
Sheron Parmar – Councillor

1. Call to Order and Preliminaries

- a. Meeting Chair Liz called the meeting to order at 6:05 p.m.

2. Adoption of the Agenda

- a. **MOTION:** No opposition to adopting the agenda – Andrea (MOVED) Kerstin (SECONDED). CARRIED

3. Adoption of Previous Minutes – April 28th, 2019

- a. Council went through each section of the previous meeting minutes and provided several corrections.
- b. **MOTION:** Jennifer (MOVED) Kerstin (SECONDED) to have the minutes revised and then sent for a second review and approval electronically. CARRIED.

4. Annual Report Review

- a. Council discussed adjustments to the Annual Report including:
 - i. Formatting.
 - ii. Separating out sections for the standing and Ad Hoc Committees.

- iii. Adding in Tiffany's designation in the Public Member's Report
- iv. Grammatical changes: In the table of contents change the title to Public Members' Message to be consistent with what's in the report body. Correct the typo in the title "Key Accomplishments Enacting the Strategic Plan".
- v. Adding in information on the Board Members' training (CLEAR workshop last October)
- vi. Changing the title Continuing Competence Committee Report to Competence Committee Report.

ACTION: Marianne to complete these adjustments before the next Council meeting.

- b. Council asked about the differences in reporting requirements between the Health Professions Act and the Canadian Institute for Health Information for "areas of practice" reporting and other categories of reporting.

ACTION: Marianne to compare the HPA's reporting requirements to CIHI's reporting requirements and provide this information to Council.

- c. It was mentioned that Council will conduct a final review of the Annual Report during the June 8th, 2019 Council meeting.

5. Committee Reports

Competence Committees

- a. Marianne updated Council on the Continuing Competence Program Survey that was sent out via E-News on May 7, 2019. There have been over 200 responses from Registrants thus far. This may be a reflection that the Committee with Council's input designed a good survey. The survey is open until May 17th.

ACTION: Marianne to send E-News to Tiffany and Peter.

- b. Marianne acknowledged the amount of effort carried out by the Committees.

6. Action Items

- a. Council reviewed the existing action items, and those that were proposed throughout the (current) Council meeting. The updated Action Items list will be circulated to Council with these minutes.

7. Generative Thinking

- a. Discussed an article published by Field Law regarding a global move towards consolidation of regulatory bodies and its impact on regulators.
- b. Discussed the need to develop our next strategic plan and get ahead of items such as the global move towards consolidation.

ACTION: Marianne to look into holding a retreat for Council to generate ACOT's next strategic plan.

- c. Orientation for new Council Members was discussed. Jennifer agreed to mentor Arwen Caines. Andrea and Sheron will discuss mentoring Heidi Knupp.
- d. Discussed providing RL 5 at every Council meeting or annually and when issues arise.

ACTION: RL5 to be provided annually and as issues emerge - Marianne to update the RL 5 policy accordingly.

8. Reflection on Governance

- a. Council reflected on the Ends Policy with mention that the Committees and current activities are contributing greatly to Ends Policy implementation.

9. Closing Remarks and Adjournment

- a. No further remarks – Liz adjourned the meeting 8:12 p.m.

10. MOTION: Andrea (MOVED) Jennifer (SECONDED) to proceed with an *in-camera* meeting CARRIED.