



Alberta College of Occupational Therapists

Council Meeting Minutes

May 29, 2017

1. Call to Order

The regular meeting of the Council of the Alberta College of Occupational Therapists was called to order at 9:03 on May 29, 2017 by President Liz Taylor. Kirsten Ash acted as Recording Secretary, Kent Tsui as Timekeeper and Kerstin Hurd as Parliamentarian. Elizabeth Taylor, Kerstin Hurd, Susanne Lesniak Walton, and Louis Joseph attended in person, Kent Tsui attended via teleconference and Kurt Paterson sent his regrets. Registrar, Maggie Fulford and Consultant, Simon Canning were also in attendance.

The President spoke to the new way of communicating with the members and reiterated that Council should always be thinking of the bigger picture as opposed to the day to day operations of the College as that is the responsibility of the Registrar. She briefly reported on the meeting that she and Kerstin Hurd attended with the Private Practice interest group, and some of the positive feedback she has recently received. Brief discussion took place regarding the Practice Advisory Committee.

2. Adoption of the Agenda

The agenda was reviewed and Kerstin Hurd moved to adopt the agenda as presented. The motion was carried.

3. Adoption of the Minutes

Kerstin Hurd moved that the Minutes of the April 25, 2017 be adopted as distributed. The motion was carried.

Some discussion ensued regarding the SAOT report in the Registrar's Report portion of the Minutes. Susanne Lesniak Walton moved that the minutes of the March 18, 2017 meeting be adopted as distributed. Motion was carried.

There is now a new section on the website for minutes to be posted and the President will do a brief message to the membership that the minutes are now available.

4. U of A Report

Kerstin Hurd moved to accept the U of A report as presented. The motion was carried. The President congratulated Sharon Brintnell in her receipt of The Occupational Therapy Alumni

Award from the University of Toronto for her dedicated work to the profession. She is retiring at the end of 2018 and has been an occupational therapist for 55 years.

5. Registrar's Report

The Registrar Presented her Report ACOTRO is moving to one foundational document that will be used for accrediting as well as for the National Exam. This is a way of sustaining quality and it is a way of insuring equality between internationally trained and domestically trained occupational therapists. We will no longer be mapping to the Canadian Benchmark, to the Profile, the Essential Competencies – there will be one document that everything is mapped to. They are hoping to get grants but they are anticipating the costs to be about \$400,000. Discussion ensued. The Registrar will advise ACOTRO that Council will require a clear proposal including budget along with deliverables before releasing further funds for this project.

We received a letter from Minister Hoffman. They are now going to be reviewing College Councils and governance as part of the Boards, Agencies and Commissions review. Although the letter was received from the Minister of Health, the Department is in the process of gathering more information as the review is being conducted by the Governance Secretariat.

A private, members only discussion board, is not currently possible with our website backend. Our website designer has been speaking with Alinity to see if there is a way to link through the members' login for authentication to another discussion board. The problem there would be you would have to have two different passwords and two different logins for each registrant. His suggestion was using a question and answer discussion board. It would be easier to monitor inappropriate comments or questions. Discussion ensued regarding social media, discipline aspects, etc.

Kerstin Hurd moved to accept the registrars report as presented. The motion was carried.

Kirstin Ash presented the budget vs actuals, advising that there has been a couple of changes and there will be more changes coming for the next meeting. So far we have changed to a color system. Mr. Bounds has advised that if something is coded green, it means that it is on track and not a problem and we will not put an explanation beside it. If it is yellow, take a glance at it to see what is going and if it is coded red, you definitely should pay attention, but it does not necessarily mean that it is bad. It could be as simple as a project not getting completed until the following year, etc. Further, we have a lot of categories that we have used as contingency funds that do not get spent. We will be eliminating all the project contingencies, and projects will be a real category that will get funds allotted to it and bills paid out of it. We are also adding a Consultants category. These changes will be made for the

June meeting. Louis Joseph moved to accept the budget vs actuals as presented. The motion was carried.

6. Strategic Plan

The Registrar presented the operationalization of the Strategic Plan. Because the procedure around the annual report is changing, and the RL's represent it as an operational document to the Minister as required under the HPA, there may need to be policy, RL or procedure changes as a result. As well, the Registrar asked that RL's or policies be adopted to address how Council intends to be involved in some of the operationalization going forward, for instance the public awareness campaign, onboarding of councilors, evaluation of Council itself, etc., to enable the Registrar to move forward with the operationalization plans. These are things that need to be addressed.

The key strategic themes were taken out of the report that was announced to registrants, and the colors relate to activities to address those themes. Extensive discussion ensued regarding the SAOT portion of the operationalization of the strategic plan. The Registrar recommended that we continue to buy services from SAOT.

Susanne Lesniak Walton moved to approve the strategic plan as presented with the action items identified. The motion was carried.

7. Policy Recommendations

The committees of council were discussed and it was decided that Council does not need a finance, nominations, or risk committee. The reason for not needing these committees is that council has the abilities to manage the finance, nominations and risk of the College. It was discussed that should the public member(s) not be fluent in finance, the need for a finance committee would be re visited.

Simon Canning went through the draft of the new Council policies. The next step once the policies have been completed and adopted would be to develop the performance measurement tool in relation to the policies.

The emergency succession plan was discussed and Simon Canning suggested that the individual appointed as acting Registrar in the case of an emergency be not on the staff of the College.

8. Annual Report

The annual report was discussed. Susanne Lesniak Walton mentioned that many of the complaints are waiting on investigation. She then suggested that there may be a short

narrative that helps explain the process and why there may be many complaints waiting on investigation at any given time.

Kerstin Hurd also discussed that a policy on who is responsible for various components of the annual report be developed to make the future process clear.

Simon suggested that there should be a paragraph explaining the governance of the organization.

Liz suggested adding short narratives to explain certain sections that may be confusing to members of the College. This would help the interpretation of Annual Report for those who are not government and do not understand the components and complexities of the Act and the College Mandate.

9. Audit

Joseph Mann with Collins Barrow presented the results of the audit and the audited financial statements. Kerstin Hurd moved to approve the audited financial statements as presented, subject to the approval of the public member. The motion was carried. Discussion ensued regarding the presentation noting the thoroughness and understandability.

10. Optimize Contract and Milestones

Discussion ensued regarding the some of outcomes from Optimize involvement now becoming apparent. Kent Tsui motioned to authorize Maggie Fulford to sign the ongoing contract with Optimize consulting. The motion was carried.

11. Governance Committee Report

Kerstin Hurd presented the committee report, outlining the initiatives they are currently working on as well as some if the work on the horizon. Discussion ensued regarding onboarding of new councilors.

12. Generative Thinking

Brainstorming discussions ensued regarding thoughts, ideas and possible directions for the future work of Council and the College.

13. Adjournment

Kerstin Hurd moved to adjourn the meeting at 3:11. The motion was carried.