

LifeSize

Attending:

Andrea Petryk – President, Regulated Member
Jennifer Lee – Vice President, Regulated Member
Sheron Parmar – Regulated Member
Peter Portlock – Public Member
Arwen Caines – Regulated Member
Tiffany Poltz – Public Member
Heidi Knupp – Regulated Member
Elizabeth Taylor – Past President, Regulated Member

Marianne Baird – Registrar, Regulated Member
Mallory Foreman – Recording Secretary

1. Call to Order and Preliminaries

Andrea called the meeting to order at 6:02 p.m.

2. Overview of Meeting

Andrea went over the agenda and housekeeping for today's meeting.

3. Adoption of Agenda

MOTION: To approve the agenda as presented. Tiffany (MOVED) Arwen (SECONDED). CARRIED.

4. Strategic Planning

i. 2020-2023 Strategic Plan Action Items

Marianne summarized the Strategic Plan Action Items list, noting progress since the last meeting.

Additional comments included:

- We anticipate the new ACOT website with improved functionality will be ready to go live at the end of May.
- More applications have been received for Council than in previous years.
- Onboarding and training of new ACOT staff members, Complaints Director Kerstin Hurd and Operations Manager Ambere Porter has been going smoothly.
- There are delays in our strategic plan intentions for engagement with the public and registrants due to COVID-19. The focus will be shifted to holding presentations online.

5. ACOT Council Action Items – May 2020

Many of the Action Items have been removed from the May list as they were completed. Selected items discussed included:

- Media training for some Council members and ACOT staff was completed with Catherine Keill. Feedback about the training has been positive and Council suggested that this training should be provided annually.
- A few items' timelines have been revised to June 2020 due to a focus on pandemic related activities in March and April.

6. Generative Thinking

Council examined the Stakeholder Analysis with the greatest focus on determining the Public's interest and influence on ACOT and resulting recommendations for activities to engage them. It was agreed the public interest and influence levels should be rated as high.

Arwen has reached out to the College of Occupational Therapists of British Columbia (COTBC), the College of Occupational Therapists of Ontario (COTO), and the College of Occupational Therapists of Nova Scotia (COTNS) regarding their approaches to public engagement including their media campaigns. Most of the responses included use of radio ads and YouTube videos.

ACTION: Marianne to evaluate the budget room available to adapt the media campaign resources provided for ACOT's use.

ACTION: Arwen to follow up with COTBC, COTO, and COTNS on their measurement and results of public engagement through media campaigns.

Council discussed the structure of the Generative Thinking section of the agenda and agreed adding the Ends statement to the beginning of this section would get

everyone thinking in broad terms. It was agreed it would be beneficial to have both structured questions and an unstructured portion of Generative Thinking, to consider what's happening in the outer world that is affecting operations of the College, and have an overview of where we're at, where we want to go, trends and anything new we want to take on.

Marianne spoke of her attendance at Society of Alberta Occupational Therapists (SAOT) Monday meetups in May. The focus of the last meetup was on private practice and the effects of budget cuts. This led to a discussion on the College's role in outlining how OTs should maintain competence during these changes, particularly with task and role changes.

The July sitting of the National Occupational Therapy Certification Exam (NOTCE) has been rescheduled to September. This will not affect registration for ACOT unless OTs on the Provisional Register require more time to write a second exam. In this case, Provisional Registration can be extended due to the extenuating circumstances of the pandemic delaying availability of exam sittings.

7. Committee Reports

Governance Committee:

The next Governance Committee meeting will be next Tuesday (May 26, 2020).

It was decided in the last Council meeting that the word "members" in the Ends Policy should be to "registrants". This change has now been made.

MOTION: To approve the updated Ends Policy. Peter (MOVED) Tiffany (SECONDED). CARRIED.

Competence Committee:

The auditing practice survey will be sent to registrants in June. The Committee will use the input when developing policies and procedures for audits of Continuing Competence Program (CCP) submissions. Field Law has advised our regulation allows for provision of feedback on CCP submissions, which some registrants have asked for.

8. Review of Draft Annual Report

Council recommended the following changes for the draft 2019-2020 annual report:

- Include the turnover in the Chair role for the Governance Committee between Kerstin Hurd, Jennifer, and Andrea.

- With one registrant identifying as non-binary, the 0% figure needs to be updated so it reflects there is a person included in the data.
- Information on the mandatory training modules on maintaining appropriate boundaries to be added in. Registration renewal to include a declaration on whether registrants have completed the modules.
- “Nominated to Council” to be changed to “Recruitment to Council”.
- Formatting to be cleaned up, e.g. bullet points to be lined-up correctly, page numbers to be added, consistent use of capitalization to be applied.

The recommendations from the auditors in the 2019-2020 draft financial statements were reviewed:

- Council agreed there is no need to have a second person review every journal entry for usual items like rent, payroll, cleaners, etc., however we should require a second person to review items that stand out as new or relate to a specific one-off issue. This is already partly being achieved through the additional accrual-based accounting processes that have been implemented over the past year.
- Until signing authority is set up for the new President, Vice President and Operations Manager, Marianne will let Council know if a cheque for over \$5,000.00 is being signed.

The 2019-20 Annual Report will be brought to the June Council meeting for final sign off.

ACTION: Councillors to send any additional updates for the 2019-2020 annual report to Marianne by June 8th.

9. Consent Items

i. ACOT Council Meeting Minutes, April 25, 2020

MOTION: To approve of the ACOT Council Meeting Minutes of April 25, 2020 as presented. Arwen (MOVED) Heidi (SECONDED). CARRIED.

ii. Complaints Activity Report

MOTION: To approve the May 2020 Complaints Activity Report as presented. Jennifer (MOVED) Tiffany (SECONDED). CARRIED.

iii. Practice Issues Fielded April 24th – May 15th

The number of inquiries related to practice advice during the pandemic have gone down, however the complexity of the questions coming forward has increased.

It was suggested we include these practice issues summaries to inform part of the Generative Thinking section of the meetings going forward. Appreciation was expressed for having the numbers and types of inquiries captured.

MOTION: To approve the Practice Issues Fielded report. Jennifer (MOVED) Arwen (SECONDED). CARRIED.

10. Reflection on Governance

The March and April Council meeting evaluations were viewed, and thanks were extended to those who completed the surveys.

Ends Policy

Council agreed that the Ends Policy has been met during this Council meeting and overall for ACOT. The review of the 2019-2020 Annual Report and the planned inclusion of the Ends Policy into Generative Thinking has supported this.

May 19, 2020 Council Meeting Survey

Council completed the May 19, 2020 Council Meeting Survey.

11. Conclusion

MOTION: To conclude the May 19, 2020 Council Meeting at 8:30 p.m. after a brief in-camera meeting. Jennifer (MOVED) Tiffany (SECONDED). CARRIED.