

### **Microsoft Teams**

Attending:

Arwen Caines – Vice President, Regulated Member

Carrie Hait – Regulated Member

Whitney McKenzie – Regulated Member

Dr. Tom Smith – Public Member

Christie Bergman – Public Member

Dennis Fitzgerald – Public Member

Marianne Baird – CEO & Registrar

Ambere Porter – Recording Secretary

### **Regrets:**

Jennifer Lee – President, Regulated Member

### **1. Gathering and Overview of Meeting, Approval of Agenda**

There was a round table held to check in with each Council member. There were no suggested changes to the agenda.

**MOTION:** To approve the June 27, 2023, ACOT Council Meeting agenda as presented – Christie (MOVED) Tom (SECONDED). CARRIED.

### **2. Auditor's Presentation – Mohini Kumar from KBH Chartered Professional Accountants**

#### Highlights

- As of Feb. 28, 2023, the Financial Statements show that internal controls are free from material misstatement
- Statement of Financial Position – compared to last year the guaranteed income certificates have gone up, accounts receivable has gone up, accrued interest is up, revenue from registration is up noting an increase in registration overall
- Net Income is down because of an increase in expenses
- Administration – Visa merchant fees up, more travel expenses due to in-person meetings, increases in general costs
- Legal fees are up due to more complex cases and the need for investigations

Q: Did you make any adjustments at year end and were there any large or unusual ones? Did any approach the materiality limit?

A: There was only one adjusting journal entry that did not reach materiality level.

Q: Is this similar to the prior year?

A: Reclassification of revenues was a difference. "This College's audit is really clean."

Q: What is our vacation accrual amount and is everyone taking their vacation time?

A: The vacation accrual is only \$2500 so there is no significant accrual of vacation pay.

Mohini concluded her presentation noting “it was lovely working with the ACOT staff again this year.”

**MOTION:** To approve the Auditor’s Financial Statements as presented – Dennis (MOVED) Carrie (SECONDED). CARRIED.

### 3. Generative Thinking

#### Number of In-person Meetings

Marianne led a discussion about how beneficial it is to meet in person. Council considered the possibilities of having more in-person meetings except for November, January, and February because of weather while always having the option to contribute virtually. It was noted that guest speakers are best scheduled for in-person meetings. Council agreed on using a hybrid approach to continue and having four meetings in-person annually (inclusive of the Council strategic planning retreat). A Councillor noted the technology used during the May meeting in Calgary was superior.

**ACTION:** Marianne to budget for Owl or other technology to improve the virtual meeting experience.

#### Debrief the Acting Against Racism and Intolerance (AARI) Committee Meeting with Council

Council discussed ways to further engage with the people and the work of the AARI Committee. Fostering joint learning experiences, setting time aside at each Council meeting for EDI related topics, creating relationships between the two groups would support the continuing work. Council agreed it would be beneficial to add more structure around the interactions and to clarify expectations for each other. The foundation of understanding why this work is important has been completed so the next steps can focus on collaboration. Marianne noted she will discuss options for structuring interactions between the AARI Committee and Council with Jennifer and the Committee will return to a Council meeting in the Fall.

#### The Circle Way

Carrie shared The Circle Way methodology to create collaborative communication during a meeting. The focus is on creating a place to value everyone’s contribution as equal and selecting a guardian under this practice, to keeps tabs on the emotional state of the group.

3 Principles – 1. Rotating leadership 2. Responsibility is shared 3. Reliance on wholeness.  
3 Practices – 1. Speak with intention 2. Listen with attention 3. Tend to the well-being of the circle.

Council discussed use of this methodology if times of conflict were to arise, and that roundtable processes are already being employed in the Council meetings. Council thanked Carrie for sharing this material.

#### 4. Committee Reports

##### Governance Committee

Arwen updated Council on the wording changes on non-voting regulated Council members. She noted instead of having designated set people as voting and non-voting the Council would make sure they have quorum with 50% registered OTs and 50% Public Members at each meeting. She further clarified that President and Past-President are still nonvoting roles.

In the current bylaws the President role is a regulated member, while the Vice President and the CEO & Registrar do not have to be regulated members. Continuing with the requirement of the President being a regulated OT will ensure that the Executive (consisting of the President, Vice President and CEO & Registrar) has representation of at least one OT on it. Arwen noted that some colleges are changing to the non-regulated member in President roles.

**MOTION:** To accept the non-voting OTs procedure and continuation of the President being a regulated member as recommended by the Governance Committee – Christie (MOVED) Carrie (SECONDED). CARRIED.

**MOTION:** To accept the Governance Committee report as presented – Christie (MOVED) Tom (SECONDED). CARRIED.

##### Competence Committee

The registrant annual review and evaluation process has been completed. Program level reviews are now taking place, with the results of two prior year program level reviews in a manuscript that we are working on getting published. The Competence and Practice Director is working on the new Continuing Competence Program (CCP) roll out in time for registrant's renewal process in early 2024. Council considered offering returning Councillor Heidi the Chair position for the Continuing Competence Committee as she is familiar with the Committee and their work.

**MOTION:** To accept the Competence Committee report as presented – Dennis (MOVED) Christie (SECONDED). CARRIED.

##### AARI Committee

Marianne shared that the finalized press release for the AARI presentation will likely be going out in July. She provided the presentation to Alberta Health Services (AHS) staff, and it was recorded for access by additional AHS staff across the province. There will be an eNews going to registrants in July to encourage booking further AARI presentations.

**MOTION:** To accept the Acting Against Racism & Intolerance report as presented – Carrie (MOVED) Christie (SECONDED). CARRIED.

## 5. Consent Items

### Review of Last Meeting's Minutes

Council reviewed the May 27, 2023, Council Meeting minutes. One typo needs correcting, on page 3, third paragraph down, second sentence the word basis should have been bias.

**MOTION:** To accept the May 27, 2023, Council Meeting minutes with the correction discussed – Carrie (MOVED) Christie (SECONDED). CARRIED.

## 6. RL 2.1: Budget vs. Actual

Marianne reviewed the budget as compared to actual amounts noting expenses were lower than budgeted for while revenue was higher than budgeted for, resulting in a surplus and no need to pull funds from reserves this quarter. Some expenses coming through in the second quarter will include replacement of older computers and in third quarter expenses for Council's attendance at the Canadian Network of Agencies for Regulation (CNAR) conference.

**MOTION:** To approve the Registrar Limitation 2.1: Budget vs. Actual as presented – Dennis (MOVED) Carrie (SECONDED). CARRIED.

## 7. Annual Report and 2022-2023 Financials Final Approval

Marianne led the group page by page through the Annual Report with the new addition of the Financial Report pages 21 to 31. Council requested that that the University of Alberta ex officio representative be added on page 2, and noted the financials should say "draft" until after the auditor has presented their findings to Council.

**MOTION:** To approve the 2022-2023 Annual Report with the adjustments discussed – Christie (MOVED) Tom (SECONDED). CARRIED.

## 8. Reflection on Governance

Council compared the meeting today to their Ends Policy, noting:

- Council "reached our ends" during this meeting.
- It was a good mix of administrative pieces and dialogue on other important topics.
- It is good to have AARI conversations and "it's rekindling my thoughts on this important piece of our work."
- Even when we get through a lot of administrative pieces, we still have time to have some difficult conversations.
- I enjoyed the discussion on the financial statements.

- I was grateful to learn more about the financial statements and appreciated the opportunity to learn about The Circle Way method for conducting meetings. As an OT I feel supported by this great group.
- It was a great meeting and I always learn something from each of you which gives me more food for thought.

9. **Meeting Survey** – Council took five minutes to complete the online survey.

#### **10. In Camera**

**MOTION:** To move to an in-camera meeting – Whitney (MOVED) Tom (SECONDED).  
CARRIED.

#### **11. Closing Remarks and Adjournment**

**MOTION:** To adjourn the June 27, 2023, Council meeting – Christie (MOVED) Carrie (SECONDED). CARRIED.

The meeting was adjourned at 8:31 p.m.