



Alberta College of Occupational Therapists

Council Meeting Minutes

June 24, 2024

**Attending:**

Jennifer Lee – President, Regulated Member  
Arwen Caines – Vice President, Regulated Member  
Carrie Hait – Councillor, Regulated Member  
Heidi Knupp – Regulated Member  
Joyce Vayalumkal – Councillor, Regulated Member  
Kristin Ward – Councillor, Regulated Member  
Christie Bergman – Councillor, Public Member  
Dennis Fitzgerald – Councillor, Public Member

Marianne Baird – CEO and Registrar  
Benny Mutoni – Recording Secretary

***Voting Members for This Meeting – Heidi, Carrie, Christie, & Dennis***

**1. GATHERING AND CHECK IN**

Council confirmed there was quorum in attendance, with two public members voting, and two regulated members voting. Arwen called the meeting to order at 6 p.m. A roundtable was held to check-in with all attending.

**2. APPROVAL OF AGENDA**

With no suggested changes to the agenda, Council brought forward a motion.

**MOTION:** To approve the June 24, 2024, ACOT Council meeting agenda as presented - Heidi (MOVED) Christie (SECONDED). CARRIED.



### 3. ANNUAL REPORT FINANCIAL STATEMENTS PRESENTATION FROM AUDITORS

Marianne provided an update on feedback from the auditors about two points:

- The recommendation to have Council move to approve the extra \$600,000 transfer to restricted reserves, so that a total of one year's operating costs are in this reserve fund, consistent with our Council's policy.
- For budget and financial statements going forward, when funds are moved from reserves, do this below the financial statements net revenue (deficit) line rather than considering the funds as another revenue source included in the total revenue line.

Marianne welcomed Mohini Kumar from KBH Chartered Professional Accountants to share the financial statements presentation.

Mohini confirmed that the auditor is independent and in accordance with the standards for non-profit organizations and shared that the report had only changed slightly compared to last year's with the following key points in the full breakdown:

- Statement of Financial Position: Assets went up by over \$75,000. Cash was down by almost \$700,000 and the College reinvested in GICs. Net Assets: \$600,000 was transferred from unrestricted into internally restricted funds, with a recommendation for a motion by Council to approve this amount.
- Statement of Operations: Minor changes reported with the College overall making almost \$60,000 less than the previous year attributed to increases in wages and legal fees.

Overall, Mohini concluded stating that the college did a great job regarding internal controls with no legal, financial or fraudulent issues or inconsistencies that were found.

**MOTION:** To accept the audited financial report as presented - Dennis (MOVED) Carrie (SECONDED). CARRIED.

**MOTION:** To transfer \$600,000 to restricted reserves - Carrie (MOVED) Dennis (SECONDED). CARRIED.

### 4. GENERATIVE THINKING

#### Acupuncture Program Approval

Marianne shared that more OTs are asking about ACOT requirements for Acupuncture Canada courses with variations across Alberta and Canadian Colleges regarding how they assess their



course requirements. She added that ACOT under the *Health Professional Restricted Activity Regulations* (HPRAR) requires its registrants to take Council-approved courses.

Marianne provided two options for Council to consider:

- Option 1: Maintaining the three Acupuncture Canada course requirements – Foundations of Anatomical Acupuncture (AA1), Clinical Applications in Anatomical Acupuncture (AA2), and Basics of Traditional Chinese Medicine (BTCM)
- Option 2: Switch ACOT's Acupuncture Canada requirements to AA1 and AA2.

It was noted that taking ACOT's three recommended courses still resulted into fewer hours than the lowest hours approved for courses in the past.

One Council member with an Acupuncture background shared concerns about the shortage of hours with Option 2, considering the holistic and full body approach of OTs, supporting the option to preserve ACOT's existing requirements.

Another Council member added that from the lens of public protection, ACOT has a standard in place that reflects well, and supported keeping the recommended three courses.

A Council member asked if ACOT has had complaints regarding OT practice with acupuncture. Marianne reported that there was none, to which the Council member responded that the current standards reflect meeting protecting the public, also showing support for keeping the three courses.

**MOTION:** To approve Option 1 requirements for AA1, AA2 and BTCM Acupuncture Canada courses for purposes of OTs being added to ACOT's acupuncture roster – Heidi (MOVED) Carrie (SECONDED). CARRIED.

#### *President, Vice President Presentations and Voting*

Jennifer Lee shared the voting procedure to be followed for both president and vice president (VP) positions as follows:

- Individuals interested in the President and VP position will identify themselves
- The individuals will share with Council their reasons for running
- The individuals will be asked to step out of the virtual meeting room
- Remaining Council will have a discussion regarding the candidates
- Council will vote

Jennifer opened the floor for individuals interested in the President position.



Arwen was the sole Council member that put her name forward for the President position. Arwen shared that her interest stemmed from experience as VP for three years which provided her with insight into the workings of ACOT. Her primary focus would be protection of the public and maintaining Standards of Practice at the highest level. She also added that her understanding of regulation has grown in the past few years and hopes to expand this as President.

Jennifer then opened the floor for individuals interested in the Vice President position.

Heidi was the sole Council member that put her name forward for the VP position. Heidi expressed her interest in the role sharing her regulatory experience with ACOT's Council including heading the Competence Committee, leadership in other organizations and experience monitoring procedure, policies, and rewriting bylaws. She added that she felt compelled to take a step in a leadership role with a focus to protect the public and meeting bylaws and the strategic plan.

Candidates were asked to virtually exit the room and Council had a discussion.

One Council member suggested a public member step up for the role, if possible, for a balance on the Executive. Public members in attendance declined due to inability to commit given other obligations.

Another Council member supported both candidates as their experience in regulation, specifically ACOT, would be an asset. Other Council members agreed.

**MOTION:** To appoint Arwen as ACOT President, term starting September 2024 - Carrie (MOVED) Christie (SECONDED). CARRIED.

**MOTION:** To appoint Heidi as ACOT Vice President, term starting September 2024 - Dennis (MOVED) Carrie (SECONDED). CARRIED.

Jennifer invited Arwen and Heidi back into the meeting, informed them of the discussion decisions, and congratulated them both on their upcoming positions.

Marianne suggested a plan to invite Heidi to summer Executive meetings with Arwen and Jennifer, as part of the transition plan. Marianne then informed Council that Jennifer will become Past President, having finished her term, and thanked her with an invitation to join Council at the upcoming Canadian Network of agencies for Regulation (CNAR) conference.



## 5. COMMITTEE REPORTS

### AARI Committee

Marianne shared that the AARI Committee met to discuss feedback received on the Acting to Prevent Indigenous Specific Racism Standard of Practice draft.

The Committee suggested ways to invite people into the learning that needs to be done around the Standards and the need to develop education and a practice guideline with examples.

The Committee also discussed the AARI progress tracker on ACOT's website, and the updates that are in progress. The Committee examined ways to measure AARI's work in place, as well as deliverables and whether the Committee achieved them, and decided to invite a representative from the University of Alberta OT Department to help guide the measurement work.

Jennifer opened the floor for questions, comments and discussions.

Q: There was a practice document previously discussed that SAOT was working on, is there an update?

Marianne: I will connect with SAOT and share an update with Council.

**MOTION:** To accept the AARI Committee report as presented - Dennis (MOVED) Heidi (SECONDED). CARRIED.

**ACTION:** Marianne to connect with SAOT about the progress on the practice document on working with Indigenous clients.

### Onboarding Committee

Marianne stated that there were discussions about additions to the Council's procedure manual. These includes in-person introductory meetings at the ACOT office for new Council members moving forward, as well as adding structure around mentor-mentee meetings.

Marianne opened the floor for questions, comments and discussions.

Q: We discussed new attendance requirements, can that be added in the new documents.

Marianne: Great point. It will be added if it was not already.

**MOTION:** To approve the updates to the Council procedures manual with the adjustment of attendance requirements added - Heidi (MOVED) Dennis (SECONDED). CARRIED.



## 6. CONSENT ITEMS

### Review of Last Meeting's Minutes

Council examined the May 28, 2024, ACOT Council meeting minutes. With no suggested changes, they moved forward with a motion.

Q: How has the diagnosis survey been going? Are we getting participation?

Marianne: As of today, we had 209 responses, so we are getting some volume and hoping to get at least up to 10% which is good for a survey. We are also sending out survey reminders this week and the next.

**MOTION:** To approve the May 28, 2024, ACOT Council meeting minutes as presented – Dennis (MOVED) Heidi (SECONDED). CARRIED.

### RL 2.1: 2024-2025 Q1 Budget vs Actual

Marianne shared the following main updates:

- Revenue is lower than projected and is expected to increase as we get more graduates and more interprovincial transfers in during the year. Expenses are tracking higher than expected due to higher human resources and higher legal fees from complex hearings continuing this year.
- Revenue from reserves line has been moved to its own section below the net revenue section as recommended by ACOT's accountant and this formatting will be continued moving forward.

Q: The total amortization line numbers seem not to match, could we investigate the formula?

A: Marianne: That is a formula error. We will correct that, review the other numbers, and resend to Council for review.

**ACTION:** Council to hold off vote on RL 2.1: 2024-2025 Q1 Budget vs Actual until they receive the revised report, at which point an e-Vote will be held.

### Annual Report Final Approval

Council viewed the draft of the Annual Report content presented, page by page, and made suggestions for formatting changes for alignment, spacing and fonts, and correction of a typo.



Council agreed to review the final draft and approve it by an e-Vote before it is delivered for final design and printing.

## **7. REFLECTION ON GOVERNANCE**

Council provided their input on whether the Ends Policy was met during this meeting:

- The audit is a true credit to how well the organization and Council are running.
- The conversation about Acupuncture highlighted our want to keep the public safe.
- Great discussion with depth and reflection before making decisions.
- Addressing the administrative and financial items shows good systems are in place.
- Efficient while addressing all items on the agenda.
- Different sets of eyes on the annual report draft helped fix issues missed in prior versions.

## **8. MEETING SURVEY**

Council took two minutes to complete the Council meeting survey.

## **9. IN CAMERA**

Council agreed to move into an in-camera session.

**MOTION:** To move the June 24, 2024, Council meeting to an in-camera session – Heidi (MOVED), Dennis (SECONDED). CARRIED.

**MOTION:** To adjourn the June 24, 2024, Council meeting – Heidi (MOVED), Dennis (SECONDED). CARRIED.

The meeting was adjourned at 7:57 p.m.