



Alberta College of Occupational Therapists
Council Meeting Minutes
June 23, 2025

Attending:

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

Marianne Baird – CEO and Registrar
Benny Mutoni – Recording Secretary

Regrets:

Dr. Zahid Rafiq - Councillor, Public Member

Voting Members for this Meeting – Carrie, Christie, Dennis & Joyce

1. GATHERING

Arwen called the meeting to order at 6:04 p.m.

2. APPROVAL OF AGENDA

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

MOTION: To approve the June 23, 2025, ACOT Council meeting agenda as presented – Dennis (MOVED) Joyce (SECONDED). CARRIED.

3. AUDITOR'S PRESENTATION

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

Mohini confirmed that the audit is independent and in accordance with the standards for nonprofit organizations with the following key points in the full breakdown:

- As of February 28, 2025, the Financial Statements show that internal controls are free from material misstatement.
- Total amount of guaranteed investment certificate increased significantly as ACOT purchased 2 additional GICs, as well as invested interest received into the GICs.
- Accounts receivable balance increased compared to the previous year due to higher interest rates of GICs, a grant receivable, and legal expense recovery.
- There was minimal change in capital assets.
- The Statement of Operations shows that overall income went up because of an increase in revenues from more ACOT registrants.
- Expenses have gone up slightly from the previous year with biggest increases being related to Council activities, and projects related to implementing a learning management system.
- Legal fees slightly increased compared to the previous year with these mostly related to investigations.
- There was an increase in office rent as per the lease agreement.
- Salaries, wages and benefits had no significant changes.

Overall, Mohini concluded stating that the college did a great job regarding internal controls, finding no legal, financial or fraud issues.

Q: How much of the legal fees have we recovered? And please remind us of what the grant is related to.

A: We have recovered \$20,000 out of the \$35,000 in legal fees. The grant is from the Canadian Institute for Health Information (CIHI) related to their new minimum data set which includes the collection of Indigenous and race-based data.

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

4. GENERATIVE THINKING

Diagnosis Course Advisory Committee Terms of Reference and Work Plan

Marianne shared that the focus of the first Diagnosis Course Advisory Committee meeting was the creation of terms of reference and a work plan. Marianne then shared the terms of reference and work plan.

Council members had no additional suggestions for the terms of reference or the work plan.

MOTION: To approve the work plan and terms of reference for the Diagnosis Course Advisory Committee – Dennis (MOVED) Christie (SECONDED). CARRIED.

Marianne also shared that ACOT had its first meeting with the research subgroup with the University of Alberta (U of A) regarding research on the diagnosis course development, implementation and outcomes that will take place. A question will arise regarding ownership and authorship of the publication(s) on the research that will be done.

Marianne opened the floor for discussion.

- It would be nice to have the U of A name attached; this will add credibility of the research piece that ACOT may not have on its own.
- I like the idea of sharing authorship of the research as it would acknowledge the work from both parties that went into the research and publication.
- Sharing publication authorship will not only be good for credibility but also building relationships.
- It demonstrates that ACOT is committed to public protection, as we are doing research to ensure that the course meets this mandate. This aligns with the College and Council's mandate.
- ACOT is being a leader in the profession by taking a bold step in the interest of public protection, and the U of A is using its resources to make this happen. It would be good to be a co-owner and partner when it comes to the research publication.

Q: What other resources would be required from the College if the publication authorship were shared?

A: So, far there is the investment of time. The U of A will be heavily invested in the research and structured data analysis. We have also received volunteered labs for research which is a big commitment for the U of A.

Q: Will there be additional costs in terms of the volume of work involved?

A: No. It will be busy, but workable, especially since the meetings will be during the day.

5. CONSENT ITEMS

Review of Last Meeting's Minutes

Council examined the May 27, 2025, ACOT Council Meeting Minutes and requested one adjustment:

- Consistent use of title “Dr.” for a Council member.

MOTION: To accept the May 27, 2025, ACOT Council Meeting minutes with the adjustment discussed - Joyce (MOVED) Carrie (SECONDED). CARRIED.

Registrar Limitation (RL) 2.1: 2025-2026 Q1 Budget vs Actuals

Marianne shared ACOT’s bank balances and income statement, with the following updates:

- Total revenue is tracking as expected.
- Spending is under what was expected for administration primarily due to lower phone and internet costs. This continues to be monitored.
- Overall HR costs are lower with a staff member on parental leave.
- Lower College activities costs reflect communications functions being done in-house. Increased spending is expected in the next quarter once ACOT has booked its annual media training.
- Legal costs are under what was budgeted as we have not had hearings come up so far this year.
- Lower Council activities costs reflect ACOT waiting for invoices.
- Lower projects and activities costs reflect that payments for development of the education modules in progress will likely have their associated costs in Q2 and Q3.
- ACOT will continue to monitor expense items that are underbudgeted and consider options in case there is a surplus.

Q: Are we paying separate accounting fees for a Council specific portion of the audit?

A: No, the section in question is regarding the entire College audit.

Q: Is there a reason the long-distance calls and administrative travel costs seem low?

A: We mostly use Teams for calls and do not get many long-distance calls. Administrative travel is minimal and would have occurred when a staff member was dropping off cheques nearby to sign. This requirement will likely be eliminated due to ACOT's recent switch to more online banking.

A Council member noted a typo "investments" and suggested correcting this.

MOTION: To approve RL 2.1: 2025-2026 Q1 Budget vs Actuals with the correction noted - Heidi (MOVED) Christie (SECONDED). CARRIED.

Annual Report Final Approval

Arwen led Council page by page through the Annual Report.

Council requested a typo fix on Page 14.

Marianne shared that the Financial Report pages will be added to the final report.

A Council member suggested adding Councillor's images in the next year's report for a personal touch and context of duties and roles of Council members.

MOTION: To approve the 2024-2025 Annual Report with the adjustment discussed – Joyce (MOVED) Christie (SECONDED). CARRIED.

6. REFLECTION ON GOVERNANCE

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

- Having our auditor share that our financials were great highlighted we are meeting our Ends Policy.
- We have been mindful of the public protection, and this is indeed reflected in the spending.
- The diagnosis course being created and partnership with the U of A is taking on new frontier, backed by research.
- We were efficient and ahead of schedule.
- The feedback from all Council members regarding the annual report is very appreciated.
- The collaboration with UofA highlights key partner collaboration that will be in the public interest and is very beneficial.



7. MEETING SURVEY

Council took three minutes to complete the Council meeting survey.

MOTION: To move to an in-camera session – Dennis (MOVED), Christie (SECONDED). CARRIED

8. IN CAMERA

MOTION: To adjourn the June 23, 2025 Council meeting – Dennis (MOVED), Christie (SECONDED). CARRIED

The meeting was adjourned at 7:48 p.m.