



MINUTES

DATE: Saturday 16th March 2019

TIME: 9:00 a.m. to 4:00 p.m.

LOCATION: CASLPM Conference Room

CHAIR: S. Day, President

PRESENT: S. Day, F. Gaudry, C. Brown, R. Street, C. Buchel, C. MacTavish, L.
Goerzen, N. Eason

By web conference: None

REGRETS: None

SCRIBE: D. Schoenhofer, Interim Registrar

1. Call to Order

I. The meeting was called to order at 9:01 a.m.

II. President's Remarks

S. Day welcomed everyone to the meeting and thanked all of Council for their outstanding commitment to the Board especially over the last few months.

L. Goerzen was thanked by Council for fulfilling the role of Acting Registrar in order to maintain the operation of the College until an Interim Registrar could be hired.

D. Schoenhofer was welcomed as the Interim Registrar.

L. Goerzen was acknowledged to still be in the Acting Registrar role until a motion is passed to remove her from this assignment so that she may be returned to Council. Until then she may not participate in any voting during the meeting.

2. Approval of AGENDA

The AGENDA of the 16th MARCH 2019 Council meeting was approved by consensus with the following additions:

MOTION 01/19 (N. Eason / C. MacTavish)

-Registrar appointment

-By-Law revisions

CARRIED

3. APPOINTMENT OF REGISTRAR

MOTION: 02/19 (R. Street / C. MacTavish)

To remove L. Goerzen as Acting Registrar and Appoint D. Schoenhofer as Interim Registrar.

L. Goerzen thanked Council for their support during the last several weeks.

Six in Favour; None Opposed; One Abstention (L. Goerzen)

CARRIED

4. Approval of MINUTES

MOTION 03/19 (C. Buchel / C. Brown)

To go IN CAMERA to discuss the Council Only Minutes

Council in Camera session: 9:12 a.m.

CARRIED

MOTION 03/19 (C. Buchel / C. Brown)

Council Out of Camera 10:04 a. m.

CARRIED

MOTION 04/19 (N. Eason / C. MacTavish)

To approve the following COUNCIL ONLY MINUTES as amended:

October 18, 2018 - amendment to add C. MacTavish as attending by telephone

November 3, 2018

November 28, 2018

January 28, 2019

January 30, 2019

February 27, 2019

CARRIED

MOTION 05/19 (C. MacTavish/ N. Eason)

To approve the minutes of December 1, 2018 with amendments to section (ii) to reflect accurate information regarding the discussion related to COLA.

CARRIED

5. REVIEW OF MONITORING REPORTS

I. Financial Condition / Financial Planning & Budget

i. 2018 Financial Review

Dean Jenkyns presented the 2018 Financial Statements

MOTION 06/19 (C. Buchel / L. Goerzen)

To accept the 2018 Financial Statements as conducted and prepared by Jenkyns Smith, Chartered Professional Accountants LLP.

CARRIED

II. Review of Variance Report 2018 Information Only

Discussion of need to acquire an accountant for 1-2 days / month to oversee the bookkeeping and prepare quarterly and annual reports. S. Day to draft a RFP for this purpose.

III. Registrar's Report Information Only

Presented by L. Goerzen. Detailed report is appended to the minutes. Of note, L. Goerzen did not attend to some files due to a declared conflict of interest. These files have been referred to the new Interim Registrar.

Discussion ensued regarding the current IT contract. The current contract ends in June 2019. There are several outstanding IT issues to address. An RFP for these services for CASLPM will be put out in the next few months.

IV. Strategic Plan 2019-2021

MOTION 07/19 (C. Brown / C. Buchel)

To approve the 2019-2021 Strategic Plan with minor amendments.

CARRIED

A dashboard will be created to monitor progress on the Strategic Plan at each Council meeting.

6. GOVERNANCE POLICY

I. **Executive Committee Report** Information Only

II. **By-Law Review** Information Only

Governance Policy CP 5: Council Meeting Types discussed. A policy to clarify the procedures for all meetings types is required. Agreement to defer approval to the next meeting of Council. Deborah, Florent and Shelley to work with Corey Wilson on drafting material for review.

Advisory Committee revision to By-Law required. Discussion ensued. Agreement to defer drafting of revision to Corey Wilson. Deborah, Shelley to follow up. Revision to be presented for approval at the next meeting of Council, ideally to be ready in time for the AGM.

By-Law Article 17.0 Fees (Schedule 2 – Miscellaneous fees and Part-Year). Discussion of revision to fees. Questions arose regarding impact to revenue. Decision to request a briefing note of options to be prepared by Corey Wilson. Deborah to follow up with C. Wilson and bring back to Council for discussion at next meeting of Council.

III. **Health System Accountability Act** Information Only

Information previously circulated to Council from D. Hill, Legislative Unit, Manitoba Health, Seniors and Active Living

IV. **Committee Appointments** Deferred

Appointments are not possible until the by-law for the Advisory Committee is revised and the membership is solicited for interest in members to participate on the Continuing Competency Committee.

V. **Personnel Policy** Deferred due to time

Contracts and personnel policy require review and revisions. L. Goerzen shared some identified concerns with Council. D. Schoenhofer and S. Day to prepare review for next meeting of Council.

VI. **Registrar Job Description** Deferred due to time

VII. **Annual Report** Information Only

C. Wilson is working on the Annual Report and will have a draft available for review on April 5, 2019.

7. ANNUAL GENERAL MEETING

Information Only

The CASLPM AGM will be held on May 22nd from 4:00 – 5:00 p.m. as previously determined.

Council discussed having the option for members to attend virtually and in-person this year. L. Goerzen offered to locate an appropriate conference room at her place of employment. Council agreed to this format, provided an appropriate venue can be obtained at low/no cost. L. Goerzen to let Council know of outcome. Venue and meeting format to be announced once confirmed.

8. REGULATORY POLICY

I. CAASPR Report to Council

Information Only

Presented by L. Goerzen and S. Day. CAASPR Exam Blueprint to be posted on CASLPM website by staff. D. Schoenhofer to follow up.

II. Committee Reports

Information Only

No committees have been active during the last period.

Complaints Committee will meet April 7, 2019. Chair- Colita MacTavish. Information required in order to make a decision.

III. Continuing Competency Committee

Information Only

Discussion: D. Schoenhofer to request C. Wilson to draft a Terms of Reference. Call to be sent out to membership requesting members to submit expression of interest in committee participation.

9. Upcoming Council Meeting Dates:

DATE: Thursday, April 18, 2019

TIME: 7:30 p.m. - 9:00 p.m.

This will be a virtual only meeting specifically to review the material for the AGM

DATE: Saturday, June 15, 2019

TIME: 9:00 a.m. – 4:00 p.m.

10. Adjournment:

MOTION 08/19 (C. Buchel)

To adjourn the meeting at 4:25 p.m.

CARRIED