



COUNCIL MEETING MINUTES

DATE: Saturday 15th June 2019

TIME: 9:00 a.m. to 4:25 p.m.

LOCATION: CASLPM Conference Room

CHAIR: S. Day, President

PRESENT: S. Day, F. Gaudry, L. Goerzen, N. Eason, M. Klassen

By web conference: C. Brown, C. MacTavish, C. Buchel (Left the meeting at 4:05 p.m.)

REGRETS: R. Street

SCRIBE: D. Schoenhofer, Interim Registrar

1. Call to Order

I. The meeting was called to order at 9:15 a.m.

S. Day read the Acknowledgement.

II. S. Day welcomed everyone to the meeting with a special welcome to M. Klassen, Council's new Public Representative.

III. Introductions of all Council members was done.

IV. The College Mission Statement was read by S. Day.

V. Declaration of Conflict of Interest – No conflict of interest was noted for any Council Member.

VI. President's Remarks – Shelley welcomed Margaret and noted that we now have a full Council.

2. Approval of AGENDA

The AGENDA of the 15th JUNE 2019 Council meeting was approved by consensus.

3. Approval of MINUTES

I. MOTION /19

To accept the MINUTES of 16th March 2019 Council Meeting as circulated/amended/corrected.

The minutes were reviewed, and minor revisions agreed upon. Approval of the minutes was necessary to defer pending attachment of the Acting Registrar report for the period of January – March 2019.

II. MOTION 17/19 (Nancy Eason/ Colita MacTavish)

To accept the MINUTES of 18th April 2019 as presented.

CARRIED

4. GOVERNANCE/REVIEW OF MONITORING REPORTS

III. Financial condition/Planning/Budget

i. 2019 Quarterly Report – The quarterly report was reviewed with information provided until the end of March 2019.

ii. 2020 Proposed Budget – Review and discussion.

Line 20.2 – Conference Revenue - discussion around removal/continuation of this line item. The board agreed to leave it for now as there may be need for it in the future.

Line 20. 3- Correction of the spelling of Miscellaneous

The bookkeeper, Kathe suggested initially that Council perhaps should consider outsourcing payroll, but this will be determined at a later date once she becomes more familiar with the full operation.

Kathe also suggested reporting according to a monthly accrual of expenses to give Council a better idea of the remaining budget at the time of the quarterly Council meetings.

Line 40. 2- Audits “5420” – potentially should be “3550” under line 54 for Investigations. Deborah will speak with Kathe and Claire to correct if necessary.

The salary for the Interim Registrar should be coded under “Consultants”.

Line 65 Salaries – this includes the prior Registrar’s severance payment.

Line 40.9 – Miscellaneous “5802” – Kathe suggested eventually eliminating this line and coding all expenses under the proper code. She will work on this with Claire over time.

Line 112 – CAASPR expense

Line 113 – MAHRC membership fee

CASLPM will be over budget in the areas of Legal and Consulting. We were overbudget by approximately \$27,000.00 in the first quarter.

Line 108 – If \$4,000.00 is not spent in 2019, it can be carried over.

Recode 40.14 to 40.11 on the 5-year draft.

iii. Appointment of firm for Independent Review –

MOTION 18/19 (Caitlin Brown/ Margaret Klassen)

To appoint Dean Jenkyns as the professional accounting firm to perform the 2019 financial review. **CARRIED**

iv. IT Review –

Florent provided information on the quotes obtained. Need to increase back up of the NAS. During discussion of the various companies, Shelley did disclose that she knows the owners at NSD Tech since they have done work for her in the past. Shelley will complete the conflict of interest disclosure form to declare her relationship with NSD Tech but added that there is no benefit to her in any way if the College chooses them as their IT provider.

MOTION 19/19 (Leslie Goerzen/ Nancy Eason)

That CASLPM go forward with a technology contract with NSD tech for one year. **CARRIED**
1 Abstention – Shelley Day.

Deborah will do follow-up with Bob and NSD around passwords, licenses and back-up.

IV. Registrar's Report –

In addition to the Registrar's report that was provided, additional items were discussed:

i. Committee Service Application – One application has been received. Four additional application forms have been sent out as requested by interested registrants. There will be a call out for SLP volunteers. The committee template has been sent to Council members. Currently there are no committee service limits. Deborah will discuss this with Corey.

ii. Pro-rating information – Review and discussion of further information provided by Corey. Impact on budget needs to be more closely reviewed. This is tabled until September, after more information has been gathered and in particular more details about the NETP exam

are understood in relation to how this exam may change the current registration process and timing of payments and activity for the staff.

iii. Elections update – One registrant (SLP) has expressed an interest in running for District 1. This registrant is currently gathering more information and previous Council meeting minutes have been posted on the website and provided as requested.

iv. Registration report – Of the 478 total registrants, there are 9 SLP and 1 Aud. application in process. Issues continue to be noted with some applications from UND/Minot where enough “500” level courses are not being taken. In the past Lori had written to both institutions. Deborah will again address this issue with these two learning institutions. The idea of a flyer and postings in common rooms was discussed, alerting possible registrants of CASLPM requirements. It was suggested to also outline the CETP exam requirements.

v. Continuing Education (staff) – Corey will be attending CLEAR in September. Provision has been made for the Registrar to attend.

vi. Expenses/Contracts – In December 2018 Council had passed a motion to remove COLA. It is in the employment contracts and will be paid out for 2019. This will be discussed with staff at an upcoming staff meeting with the Registrar and Executive Committee on June 20, 2019.

MOTION 20/19 (Leslie Goerzen/ Margaret Klassen)

To rescind motion 36/18 and reinstate COLA as per staff contracts, for 2019. **CARRIED**

viii. IT update – Covered under IT Review.

ix. General Office Update – Discussed need for cross-training especially with Barb’s position. Did also discuss the use of flex time (as allowed for in personal policy handbook) for Barb so that when hours are increased during renewal time, that they are kept track of and then taken back in the summer, as there is no budget for over-time or an increase in EFT. Deborah will discuss this with Barb and provide response to Executive Committee.

V. EXECUTIVE COMMITTEE REPORT

i. Recommendations coming from Executive Committee

MOTION 21/19 (Florent Gaudry/ Nancy Eason)

That this meeting moves in camera to consider the Registrar Job Description and posting. **CARRIED**

MOTION 22/19 (Florent Gaudry/ Colita MacTavish)

That we now move out of camera. **CARRIED**

Deborah joined the meeting and answered questions around the Registrar position and the work done since beginning March 12, 2019.

MOTION 23/19 (Florent Gaudry/ Nancy Eason)

That this meeting moves in camera to consider the Registrar Job Description and posting. **CARRIED**

MOTION 24/19 (Florent Gaudry/ Colita MacTavish)

That we now move out of camera. **CARRIED**

MOTION 25/19 (Caitlin Brown/ Leslie Goerzen)

That we approve the Registrar job description as corrected during the in-camera discussions. **CARRIED**

MOTION 26/19 (Florent Gaudry/ Nancy Eason)

That we post the Registrar/ Executive Director position as a full-time position, as soon as possible. **CARRIED**

ii. By-Law and Policy Review – A committee has been struck and consists of: Leslie Goerzen, Caitlin Brown, Florent Gaudry. Corey Wilson from CASLPM staff will support the work of the committee. . It was suggested that the cycle of review will be staggered to address the most urgent issues first. Of note, the policy around the Registrar’s performance evaluation to be a priority to review / revise.

MOTION 27/ 19 (Caitlin Buchel & Margaret Klassen)

That an ad hoc By-Law and Policy Review Committee be struck now and dissolved in June 2020. **CARRIED**

iii. Book-keeping support – Kathe Meseman from AKA Management has been hired to provide the quarterly and year end reports.

i. 2020 – 2024 Registrant Fees

Tabled until September Council meeting

ii. Strategic Plan

Implementation of identified areas discussed. Progress reporting will be completed at each Council meeting as part of the Registrar’s overall report.

5. REGULATORY POLICY

I. CAASPR Report to Council

Information / Decision

Presented by S. Day.

Not every province is ready – Alberta and Ontario haven't passed legislation yet. An additional President's meeting was held regarding the Governance model. Due to the fair number of turn around a motion was passed to consider allowing current Presidents to remain as CAASPR Board members until the project is completed. This would involve approximately a one-year commitment. Saskatchewan and B.C. have already done this.

MOTION 28/19 (Colita MacTavish/ Leslie Goerzen)

That Shelley Irvine Day will continue on the CAASPR Board on behalf of CASLPM, until completion of the ESDC project. **CARRIED**

MOTION 29/29 (Colita MacTavish/ Leslie Goerzen)

CASLPM confirms that Manitoba is exam ready. **CARRIED**

II. Committee Reports

Information / Decision

i. Practice Advisory Committee – There has been no meeting of this committee as it was recently restructured to combine the previous two separate Advisory committees (Aud and SLP). This committee meets four times a year. A doodle poll will be sent out to decide the next meeting date. The membership of the Practice Advisory Committee was discussed based on the previous membership of the two separate advisory committees.

MOTION 30/19 (Caitlin Buchel/ Leslie Goerzen)

That we appoint Florent Gaudry (Aud), Kelly Ring-Whiklo (SLP), Nancy Eason (Aud), Shelley Lopez (Aud), Margaret Klassen (PR) and Roland Street (PR) to the Practice Advisory Committee. **CARRIED**

ii. Complaints Investigation Committee - The Committee met April 10, 2019. As a result of the one complaint against a registrant, two additional complaints were filed against the same registrant. Corey and Deborah are following up on this situation. The next Committee meeting is scheduled for Thursday 20th November 2019. In the future, for all Committee reports, rather than stating Summary of Meeting, the heading will be Current Status, to capture status up until the current Council meeting.

iii. Continuing Competency Committee – The committee met May 30, 2019 and as a result of the Committee's work, three motions were passed requiring Council approval. Those motions were provided to Council as part of the meeting package. The next Committee meeting is scheduled for 25th September 2019.

MOTION 31/19 (Nancy Eason/ Leslie Goerzen)

That Council approve motions #2, #3, #4 from the Continuing Competency Committee, as presented June 15, 2019. **CARRIED**

(Continuing Competency Committee motions approved:

MOTION 2/19 That CASLPM adopt the National Competency Profiles for SLP and Audiology to be used as a foundation for our Self-Assessment Tool.

MOTION 3/19 That CALSPM ADOPT An annual and a 3-year comprehensive Self-Assessment Tool. The 3-year comprehensive self-assessment tool is to be aligned with the registrant's 3-year continuing education cycle.

MOTION 4/19 That CASLPM adopt a 5-point scale for the self-assessment tool. Descriptors to be developed.)

6. Upcoming Council Meeting Dates:

DATE: Saturday 14th September 2019

TIME: 9:00 a.m. – 4:00 p.m.

4. Adjournment:

MOTION 32/19 (Colita MacTavish)

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

CARRIED