

## **COUNCIL MINUTES**



**SCPT Pre-AGM Council Meeting at the Travelodge Hotel in Regina, SK, on April 27, 2018.**

**Present: B. Green; S. Sarauer; K. Horvey; E. Rackow; C. Cuddington; H. Burrridge; T. Descottes; R. Porter (via teleconference); J. Hunchak (via teleconference)**

**In attendance: L. Kuffner**

**Absent: K. Earle; D. Pitura; J. Grant**

- 1. Call to Order** - The meeting was called to order by B. Green, President, and meeting Chair, at 12:37.
- 2. Opening Remarks of Chair** – none
- 3. Agenda & Declaration of COI**
  - 3.1. Approval of Agenda and Consent Agenda**

**Motion:** That the agenda and consent agenda be approved as circulated.  
Moved by: L. Rackow  
Seconded by: S. Sarauer  
**Changes:** none  
**CARRIED: MOTION: 18.025**
  - 3.2. Declaration of COI** – none
  - 3.3 Minutes of previous Council Meeting**
    - 3.3.1. March 17, 2018 Council meeting**

**Motion:** to approve March 17, 2018 council meeting minutes as circulated  
Moved by: T. Descottes  
Seconded by: C. Cuddington  
**CARRIED: MOTION: 18.026**
- 4. Additional Reports**
  - 4.1. Executive Director & Registrar's Report**
    - 4.1.1. Committee Activity Summary**

#### Discussion:

- Government made recommendations on bylaw amendments for the entire set of bylaws, not only on the amendments we had submitted- sent government recommendations to Legislation to review and address
- Omnibus bill- 5 have joined and possible 3 more; by end of May hoping to have sent out to participating NIRO members (8) and then submitting to government
- One major comment about the Bill- seems to protect the member more than the Public
- All professional corporations have been informed of the Advertising Bylaws and MOMENTUM article- EDR to follow up with same in May
- In1Touch process has been much smoother with new Account Manager- resolution of many outstanding problems

#### **4.2. Public Search Function Website**

##### **4.2.1. Scenarios Directory Search**

#### Discussion:

- Able to search by person or by region of employment or employer
- Findings are quite transparent
- Should this be presented at AGM?
  - o As only a small percentage of members attend AGM, and it was not sent out prior to AGM to allow members to attend and ask questions if they wanted to, this may not be a fair way to introduce it to the membership as a whole.
  - o May be better to send education out and then present at AGM 2019
  - o Info could be sent out in June Momentum and an eblast, then make effective in June

**4.2 ACTION: T. Descottes to put education for June Momentum and eblast regarding searchable directory**

#### **5. Old Business**

##### **5.1. March Meeting Action Plan Review**

##### **5.1.1. March Action Plan Table**

**Discussion: action plan reviewed.**

##### **5.2. 2017 Budget**

##### **5.2.1. 2018 Budget (ATTACH)**

**Motion: none**

#### Discussion:

- Financial statement and tracking spreadsheet numbers are different- due to accountant entries; this happens every year after the audit
- Records Management system- all done within our budgeted amount
- Office Expenses are down
- What is the justification for licensing fee increases to continue?

- With the increase of complaints and the cost associated with it; continuing competency and quality assurance
- The net increase of \$80,000 will go into our RBC reserve account
- PSOP was higher as it was the last year to claim reimbursement for course

### **5.3. CLEAR Education Seminar**

**Discussion:** to be an E-Discussion once the agenda is available

**5.3 ACTION: B. Green to have e-discussion with Council once the agenda is available**

### **5.4. Amended CRC Policy/Procedure**

#### **5.4.1. Amended CRC Policy/Procedure**

**Motion:** To approve the amended Criminal Record Check Policy/Procedure with correction of the word “thru” to “through” document as circulated

Moved By: S. Sarauer

Seconded By: E. Rackow

**CARRIED: MOTION: 18.027**

**5.4 ACTION: C. Cuddington to make correction to document to word “through”**

**5.4 ACTION: C. Cuddington to send updated document to T. MacSymetz for posting on website and file in policy manual**

**5.4 ACTION: L. Kuffner to update renewal form to ensure that this is in compliance with the CRC Policy/Procedure**

### **5.5. Wording for Discipline Section of the Website**

**Motion:** To approve the Communications committee wording “Discipline findings from 2013 to present are posted on the website. Discipline findings prior to 2013 are not posted. Please contact the Executive Director at [306-931-6661](tel:306-931-6661) if you have questions in regards to discipline findings prior to 2013,” for the discipline section of the website

Moved by: T. Descottes

Seconded by: S. Sarauer

**CARRIED: MOTION: 18.028**

**5.5 ACTION: T. MacSymetz to add disclaimer wording to the discipline section of the website**

## **6. New Business**

### **6.1. Invitation to PMH Symposium**

#### **6.1.1. Invitation to PMH Symposium**

**Motion:** To send new president Elect and J. Hunchak to attend as delegates for SCPT to Patient’s Medical Home symposium on June 18, 2018

Moved By: E. Rackow

Seconded By: S. Sarauer

**CARRIED: MOTION: 18.029**

**Discussion:**

- Discussion as to whether or not the new President Elect should attend as she may not have the experience with SCPT to speak to issues or represent SCPT issues; as this symposium is not very focused on the legislative/regulatory issues and the new President Elect has significant knowledge and experience regarding the physiotherapy profession council felt it would be appropriate for her to attend
- Could a Public Rep attend in addition to President Elect?
- Has this invitation been extended to SPA as well?

**6.1 ACTION: B. Green to RSVP and ask if able to send J. Hunchak as a public representative to attend**

**6.2. Article for Complaints Package**

**6.2.1. Article for Complaints Package**

**Motion: to approve complaints process article for inclusion in the SCPT complaints package that is send to members who have a complaint against them**

Moved by: C. Cuddington

Seconded by: K. Horvey

**CARRIED: Motion: 18.030**

**Discussion:**

- SPA originally wanted members to know what members should do if there was a complaint brought against them; SPA had input into this article prior to it being brought to SCPT council

**6.2 ACTION: T. Descottes to include article in the Momentum about the article**

**6.2 ACTION: T. MacSymetz to post to the website**

**6.2 ACTION: L. Kuffner to add to the SCPT Complaints package**

**6.2 ACTION: B. Green to make editorial changes to final paragraph of the article and to circulate to Council prior to it being added to the SCPT Complaints Package**

**6.3. Course Approval Process Proposal**

**6.3.1. Current Continued Physical Therapy Education Course Approval Procedure**

**Motion: to approve proposed contract with CPTE for course approvals**

Moved By: C. Cuddington

Seconded By: S. Sarauer

**Amended Motion: To approve the development of a contract with CPTE for course approval process**

Moved By: S. Sarauer

Seconded: L. Rackow

**CARRIED: MOTION: 18.031**

**Discussion:**

- The proposal of the CPTe course approval should go to PSOP for development
- This is not a retroactive procedure- will be for going forward

**6.3 ACTION: L. Kuffner to contact CPTe to formalize contract**

**6.3 ACTION: B. Green to ask PSOP to develop template for CPTe to use to report back to SCPT**

**6.3 ACTION: L. Kuffner to develop office procedure for referrals of course approval requests to CPTe**

**6.3 ACTION: PSOP/Legislation committee to review bylaws with regards to specialized procedures**

**6.4. AGM Planning**

- C. Cuddington and B. Green to come at 8:30 to get set up for WebEx
- Web cam to be on the screen to show the slides
- Audio- is on the web cam; if remote users cannot hear- Brandy will repeat the questions
- B. Green to monitor users during the financial presentation as Cathy will be speaking
- Tammy and Heather to be scrutineers-
- Copies of Bylaw Amendments and Financials will be available
- Bylaw amendments to be voted on one by one and not on the whole package
- Copies of the Annual Report will be available
- Lunch available at 11:30

**7. Other Business**

**7.1. SCPT Council Action Plan**

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## 7.2. Momentum and Website

- website profile information
- Article for complaints package
- Audited policy procedures
- Informed Consent from PSOP
- Introduction of New Council Members
- Committee Listings
- SPA Article for Submission

### Website:

- document listing difficult to navigate and view isn't user friendly
- search function does not search the website only searches the internet
- AGM Section needs to be more available to the general public

## 7.3. In Camera Session – none required

8. Adjournment: B. Green adjourned the meeting at 2:43 pm.

Next Meeting: AGM 2018 April 28, 2018 at Travelodge Regina

Signature B. Green (President) June 9/18 (Date)

Signature Josha Descott (Secretary) June 9/18 (Date)