

Council Minutes



SCPT Post-AGM September 26, 2020 11:00

Present: B. Green (EDR), D. Shuya, C. Cuddington, D. Pitura, L. McLellan

Present through Zoom: J. Hunchak, A. Crow, K. Horvey, J. Grant, K. Harrison, S. Illerbrun, K. Mueller

Absent: D. Poncsak

Call to Order: 11:01 by D. Shuya, President.

1. Agenda
 - 1.1. Opening Remarks
 - 1.2. Approval of Agenda

Motion: to approve agenda as presented

Mover: J. Grant

Seconder: A. Crow

CARRIED: MOTION 20.069

- 1.3. Declaration of Conflict of Interest- none declared.

2. Items for Information
 - 2.1. Governance
 - 2.1.1. Board Calendar/Schedule of Meetings
 - Executive and EDR put in a lot of time into developing schedule of meetings to avoid statutory holidays, fiscal year, busy times in office etc.
 - Reviewed Board Calendar information and commented this is a 'living document'.

Motion: to approve proposed 2020-2021 Council Meeting Schedule.

Mover: D. Pitura

Seconder: C. Cuddington

CARRIED: MOTION

ACTION 2.1.1 B. Green to update Board calendar and website with approved meeting days.

2.1.2. Completion of Confidentiality, Conflict of Interest and Council Information forms

ACTION 2.1.2 B. Green to circulate Confidentiality, Conflict of Interest and Council Information forms to all council members.

- There is no date on any of the described forms. All council members need to sign one this council year, however, moving forward all continuing council members' forms will stay in their files and they will need to just review them.
- Opportunity for questions and clarification of the content of the forms, ensuring that Council is aware of what is being signed.
- All council members need to sign (electronic signature is ok) and return to EDR as soon as possible.
- Council Information forms will provide office with all needed information. If you do not want the information submitted electronically (ie. SIN or birthdate etc) you can call the office and provide it by phone.
- Council member asked if this information (including SIN numbers) would be saved in personal files in office. It was clarified once information is provided to CRA the SIN information will be removed from file. SIN number for council members is also saved in separate payroll file in order for T4's to be developed for council members.

ACTION 2.1.2. B. Green to remove SIN number and birthdate information from the office personnel file of Council members once it is submitted to CRA.

2.1.3. New Council Member Orientation Planning

ACTION 2.1.3. B. Green will contact all new council members, committee chairs and committee members to arrange orientation.

- Orientation will include ensuring understanding Zoom/Redbooth for all committee/council members. Council orientation will include all appropriate documents and access to SARC governance education modules.

3. Items for Decision

3.1. Governance

3.1.1. Council Officer Elections (By Acclamation)

3.1.1.1. President: Daysha Shuya

3.1.1.2. Vice President- Dale Pitura

3.1.1.3. Secretary- Lauren McLellan

3.1.1.4. Treasurer- Cathy Cuddington

3.1.2. Committee Appointments

3.1.2.1. Statutory Committees

3.1.2.1.1. PCC- Pat Beharry (Chair); Leah White, Lee Hall, Amanda Paterson, Emad Abdelmasseh

- 3.1.2.1.2. DC- Kent Earle (Chair), Jackie Hunchak (Public Representative), Richard Bourassa, Elyse Greenberg, Scott Anderson, Leslie Beck

Motion: to accept statutory committee appointments as circulated.

Mover: K. Horvey

Second: J. Hunchak

CARRIED: MOTION 20.071

3.1.2.2. Standing Committees

- 3.1.2.2.1. Legislation- Liz Rackow (Chair), Jackie Hunchak (Public Representative), Daysha Shuya (ex-officio), Cathy Cuddington, Bev Wilson, Megan Armbruster-Stephan, Debbie Poncsak
- 3.1.2.2.2. PSOP- Judy Grant (Public Representative), Dale Pitura, Melanie Deneiko, Natalie Horejda, Joann Nilson
- 3.1.2.2.3. Finance- Cathy Cuddington (Chair), Bev Wilson, Heather Burridge
- 3.1.2.2.4. Registration- Heather Burridge (Chair), Amanda Crow, Cathy Cuddington, Amanda Lloyd-Haubrich

Motion: to accept appointments to the standing committees as circulated.

Mover: C. Cuddington

Second: J. Grant

CARRIED: MOTION 20.072

3.1.2.3. Special Committees

- 3.1.2.3.1. Communications- Tasha Descottes (Chair), Lauren McLellan, Kent Earle, Catrina Wasyliv
- 3.1.2.3.2. Continuing Competency- Karla Horvey (Chair); Judy Grant (Public Representative), Daysha Shuya (Ex-officio), Kendra Usunier, Barbara Anderson
- 3.1.2.3.3. Governance and Nominations- Dale Pitura, Liz Rackow

Motion: to accept appointments to the special committees as circulated.

Mover: J. Hunchak

Second: L. McLellan

- Discussed need for more members on Governance and Nominations and members needed to Chair Governance and Nomination and PSOP.

ACTION 3.1.2. B. Green to look into chairs for committees and additional committee members then will bring back to Council to vote.

CARRIED: MOTION 20.073

3.1.3. Signing Authorities

Motion: to appoint Brandy Green (Interim EDR), Daysha Shuya (President), Cathy Cuddington (Treasurer), Karla Horvey (Member at Large), and Tammy MacSymetz (Registration and Operations Manager) as signing authorities for SCPT

- Council member inquired about possibly having additional council member from Saskatoon as signing authority. Clarified this wasn't an option as only one council member is in Saskatoon currently. If needed, cheques will be couriered to Regina for signatures then distributed from there. With the transition to a new bank, there is potential to set up an electronic signature system, which should help manage this issue as well.

Mover: D. Pitura

Seconder: L. McLellan

ACTION 3.1.3. B. Green to submit new signing authorities to the bank.

CARRIED: MOTION 20.074

3.1.4. CRA Directors

Motion: to appoint Dale Pitura, Lauren McLellan, Cathy Cuddington, Amanda Crow, Karla Horvey, Judy Grant, Jackie Hunchak, Daysha Shuya, Kristie Mueller, Debbie Poncsak as CRA Directors for October 2020-October 2021

Mover: J. Grant

Seconder: C. Cuddington

ACTION 3.1.4: B. Green to submit list of directors to CRA.

CARRIED: MOTION 20.075

4. Meeting Summary

4.1. Action Plan Review

- **ACTION 2.1.1** B. Green to update Board calendar and website with approved meeting days.
- **ACTION 2.1.2** B. Green to circulate Confidentiality, Conflict of Interest and Council Information forms to all council and new committee members.
- **ACTION 2.1.2** B. Green to remove SIN number and birthdate information from the office personnel file of Council members once it is submitted to CRA.
- **ACTION 2.1.3** B. Green will contact all new committee chairs, new council members, and new committee members to arrange orientation.
- **ACTION 3.1.2.** B. Green to look into chairs for committees and additional committee members then will bring back to Council to vote.
- **ACTION 3.1.3** B. Green to submit the motion to the bank of the new signing authorities.
- **ACTION 3.1.4:** B. Green to submit list of directors to CRA.

4.2. Next Meeting: Council Meeting December 5, 2020 (to be held virtually).

5. Adjournment: 11:25 am.

President  Date 9 December 2020

Secretary  Date Dec 9, 2020