

Council Minutes



SCPT Council Meeting Minutes via Teleconference on September 2, 2021 via Redbooth 7:00-8:46 pm

Present through Zoom: B. Green (EDR); C. Cuddington; D. Pitura; L. McLellan; J. Hunchak; A. Crow; K. Horvey; J. Grant; K. Harrison; K. Mueller (joined late); K. Large (joined late).

Absent: None.

Call to Order: 7:02 pm by D. Pitura.

1. Agenda

1.1. Approval of Agenda and Consent Agenda

- D. Pitura requested to move 2.1.2 to end of meeting becoming 4.2.
- C. Cuddington asking for Fiduciary section to go as follows: Budget 3.1.1, Audited financials for approval 3.1.2, Discussion about auditor 3.1.3

Motion: to approve amended agenda and consent agenda

Mover: J. Grant

Second: A. Crow

CARRIED: MOTION: 21.029

1.2. Declaration of Conflict of Interest- none declared

1.3. Minutes of Previous Council Meeting

1.3.1. May 29, 2021

Motion: to approve May 29, 2021 Council meeting minutes

Mover: L. McLellan

Second: C. Cuddington

CARRIED: MOTION: 21.030

1.3.2. July 7, 2021

Motion: to approve July 7, 2021 Council meeting minutes

Mover: L. McLellan

Seconder: K. Horvey

CARRIED: MOTION: 21.031

2. Items for Information

2.1 Governance

2.1.1 Consent Agenda

2.1.2. EDR Evaluation Process

- Moved to 4.2.

2.1.3. EDR Recruitment Update

- D. Pitura states we have hired our new EDR. Thanks to everyone who reviewed the candidates interviews.

- D. Pitura reviewed interviews and hiring process. Offered hiring committees' choice a contract and it was signed yesterday. Today we need to discuss the salary offer. \$126 000 as a fulltime position. No additional request

- Council discussed applicants and the process of the hiring committee.

- Council discussed how to announce new EDR to membership/announcement plan.

- B. Green said we sent out an eblast and a welcome piece in Momentum for previous EDR hires.

- Momentum will come out two weeks before AGM. To put an announcement in Momentum and EDR and President will inform SCPT staff on Friday morning.

K. Mueller joined 7:10pm

- Looking at our 2018 market review, we are not outside of the defined parameters.

ACTION 2.1.3. B. Green and D. Pitura to inform Staff re: new EDR hire.

ACTION 2.1.3 B. Green to contact T. Descottes to have EDR announcement in upcoming Momentum.

2.1.4. CAPR Clinical Exam Update

- EDR updated Council that virtual clinical exam is moving ahead as planned on September 8th. First session has 12 candidates each.

2.1.4.1 Briefing Note

2.1.4.2 Email from member

- EDR explaining more communication regarding clinical exam from members. Emails attached in meeting package. CAPR is preparing a response and we will await to read the response. EDR wanted to provide Council with the option of us sending an independent

response. BC and Quebec have sent cease and desist letters to Mr. Jam (letter writer). All registrars agreed to wait for CAPR response. CAPR said their staff is mainly focused on Sept 8th exam and have not prioritized a response but will respond. Does Council feel the need to immediately respond?

- Discussion regarding responding and possible impact on PCE report. Council agrees to continue on with our process with PCE report as we have already announced the date to the membership and it has been two years of membership awaiting the report.
- EDR highlighting that only a couple of Sask members have sent letters to the SCPT. No exam candidates from Sask have sent this letter.

3. Items for Decision

3.1 Fiduciary

3.1.1 Budget

3.1.2 Audited Financials for Approval

T. MacSymetz (office manager) joined at 7:26pm assist with discussion on financials and audited financials.

- Treasurer reviewed the actuals spreadsheet. T. MacSymetz compared these to financial statements. Quite a few differences were observed (how the auditor categorized them and organizing them compared to the office). To remedy this, it has been a lot of work for the EDR and office manager.
- EDR states actuals/variances from budget will be discussed at the Pre AGM.
- The biggest change was the addition of our investment income. We had budgeted \$10 000 income and we ended up having \$24 000 income. This was our biggest difference. This changed our expected deficit. A big saving was Council meetings being virtual (no hotels, food, etc). Will complete final document for October but didn't have time tonight as we just got these late Friday from auditor.
- Other savings were the interim EDR role (with Brandy's salary less than the new EDR).
- Initially budgeted a .8 for a whole year and now it will be a full time for less of a full year.

Motion: to increase EDR salary budget amount (amortized over the remaining 8 months) for the 2022 budget.

Mover: K. Mueller

Second: A. Crow

CARRIED: MOTION: 21.032

- Treasurer stating audited financials were late. Grant Thornton knew our deadline and communication has been difficulty for EDR, office manager, and Treasurer. Discovered discrepancies in organization though total funds were correct. One of our fiduciary duties is to approve the financial statements before the AGM.

- Office manager had information to auditors in very good time and Grant Thornton new our deadline.
- Statement of financial position- there is no difference in our numbers and the auditor's findings. The audit was clear. The issues were they itemized/categorized things differently so they do not line up with our documents. T. MacSymetz is reviewing these items.
- Statement of operations the total amounts balance with our actuals in our budget spreadsheet.
- If you go by line item of the categories, you will notice those numbers are different. They categorized things quite a bit differently than the office. T. MacSymetz requested they make some adjustments. eg. Alliance fees were \$19000 not the \$17000 we listed. They spread it out throughout the whole year. Reviewed other items and how Grant Thornton categorized them (eg. Where stipends were allotted and where consultant was included) Again, the numbers are the same just in different categories.
- The differences in categories with this audit is much more significant than previous budgets.
- Treasurer would like budget to align with Council spreadsheets. Public reps feel the categories can be different since the bottom lines are the same.
- Financials needs to be in available before AGM two weeks before. Discussed options (approving tonight, doing an evote etc). Office manager expects to have adjustments to budget by end of week. Will have to go to evote for approval.
- Treasurer commenting that office manager is doing a great job organizing and completing the work on the budget.

K. Large joined 7 46.

ACTION 3.1.2 C. Cuddington and T. MacSymetz to have draft financial statement categories adjusted and then provide draft financial statements as supplied by auditor Grant Thornton to Council for evote.

3.1.3 Discussion about auditor.

- Treasurer has concerns about auditor taking a long time to get financials back. This is our first full year with Grant Thornton. Would like Council feedback/comments. Treasurer will provide feedback to Grant Thornton on our experience for our first year with them.

ACTION 3.1.3 C. Cuddington to provide feedback to Grant Thornton on their first year as our auditors.

T. MacSymetz left meeting (I missed what times this was?)

3.2. Strategic

3.2.1 PCE Working Group Report Update

- Got some feedback to committee.
- Received feedback in regards to our PCE report from the provincial registrars. Reviewed the comments provided.

- PCE report does not get presented until September 8th which happens to also be the first online clinical exam date. Based on this registrar feedback, any new concerns for Council with our plans?
- Member states we stay solid with our process. We are responsible to our membership and the motion that was brought to the floor. Concerns with the feedback being focused on CAPR/their staff etc, poor timing.
- Member states we need to continue with our plan as this would be damaging to our relationship with membership.
- Student member states it will further inflame responses from students by pulling away report. States we have a responsibility to our membership to provide this information.
- EDR saying some feedback from candidates to office is they will wait for the PCE report to be reviewed and will wait until the PCE exam is not required anymore. This is incorrect. We need to remind current candidates that this likely will not be an option for current candidates. We are probably looking at a 2+ year process if the plan ends up being to change our registration requirements.

3.3. Governance

3.3.1 Governance Procedure Manual

3.3.1.1 Procedures Manual Document

- Changes have been made twice after being provided to Council.
- Small spelling errors noted but overall looks good.
- Amazing document.

Motion: to accept the Governance Procedure Manual as presented.

Mover: C. Cuddington

Seconder: J. Grant

CARRIED: MOTION: 21.033

3.3.2. AGM Planning Update and Decisions

- Discussed in person vs. only virtual.
- Today NIRO had a survey about who is doing AGMS virtual or in person and all were virtual for 2021. Presently we have Saskatoon Inn booked if we decide to do it in person. Discussion of Council regarding pro's vs con's to in person vs. virtual only.

Motion: to have a virtual AGM on October 2, 2021.

Mover: L. McLellan

Seconder: J. Hunchak

CARRIED: MOTION: 21.034

- Treasure asking if participants can be listed by name on Zoom for virtual AGM. Will arrange to have CERS help us host it. They are using Zoom now.
- Previously we have allowed students to attend but our bylaw does not allow them to vote. Do we want them to attend if they cannot speak or vote? Student rep states this could be valuable to have students allowed to attend. President says our bylaws don't restrict anyone from attending, they just cannot vote.

ACTION 3.3.2. B. Green to cancel hotel booking at Saskatoon Inn for in person AGM.

ACTION 3.3.2 B. Green to speak with CERS for assistance in hosting virtual 2021 AGM.

ACTION 3.3.2. B. Green to reach out to U of S to let students know about attendance options for AGM through student Council reps.

4. Items for Vision

4.1 Governance

4.1.1. Nominations/Volunteer Recruitment Update

- Update on volunteer recruitment for Council. We have one nomination for sure and are awaiting one another applications.
- Committees are vary lacking. Only one person at this time.
- Need to work on committee recruitment and what we are able to do
- Will be voting on officer roles at post AGM. President and Vice President roles need to be fulfilled. Hopeful someone is interested in Treasurer so Cathy can mentor.
- Other positions are 2 year terms. Will circulate expression of interest form.
- Public rep Judy will stay on until someone can fill her spot. Still waiting since 2019 for another Public rep appointment from Government.

ACTION 4.1.1 B. Green to contact ministry to inquire about public rep vacancies.

B. Green left meeting 8:28pm.

2.1.2. EDR Evaluation Process

Motion: to go in camera.

Mover: L. McLellan

Seconder: K.Horvey

CARRIED: MOTION: 21.035

In camera starts 8:29 pm.

In camera ends. 8: 42 pm.

5. Meeting Summary

5.1 Action Plan Review

ACTION 2.1.3. B. Green and D. Pitura to inform Staff re: new EDR hire.

ACTION 2.1.3 B. Green to contact T. Descotte to have EDR announcement in upcoming Momentum.

ACTION 3.1.2 C. Cuddington and T. Symetz to have draft financial statement categories adjusted and then provide draft financial statements as supplied by auditor Grant Thornton to Council for evote.

ACTION 3.1.3 C. Cuddington to provide feedback to Grant Thornton on their first year as our auditors.

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5.2. Next meeting date: pre AGM (virtual). Friday October 1st. Likely in afternoon. (3:30 or 4:00)

5.3. Adjournment at 8:46 pm.

President



Date October 20, 2021

Secretary



Date Oct 2, 2021