

COUNCIL  
MINUTES



**SCPT**  
Saskatchewan College  
of Physical Therapists

**SCPT Council Meeting March 16, 2019 Regina, SK Travelodge Hotel 8:30-2:30pm**

**Present: B. Green; H. BurrIDGE; J. Campbell; L. McLellan; K. Earle; B. Green; J. Grant; D. Shuya; L. Kuffner, T. Descottes, C. Cuddington, K. Horvey; E. Placakta; D. Pitura; J. Hunchak**

**Absent: Q. Tulloch**

- 1. Call to Order: 8:35am**
- 2. Opening Remarks of the Chair- to check with Quinn whether she is staying on or new student rep**
- 3. Agenda**

**3.1 Approval of Agenda/Consent Agenda**

**MOTION: To approve the Agenda including Consent Agenda, with addition of Item 6.3 in New Business of Approval of Financial Statements**

Mover: J. Grant

Seconder: K. Earle

**CARRIED: Motion: 19.004**

- Financial Report to be added to Item 6.3

**3.2 Declaration of Conflict of Interest- none**

**3.3. Minutes of Previous Council Meeting**

**3.3.1 January 26, 2019 Meeting Minutes**

**MOTION: To approve the January 26, 2019 meeting minutes as circulated with the date changed to January 26, 2019**

Mover: T. Descottes

Seconder: D. Pitura

**CARRIED: MOTION: 19.005**

**3.3.2 EVOTE**

**MOTION: to approve the Acupuncture Canada Dry Needling Course**

Mover: C. Cuddington

Seconder: T. Descottes

**CARRIED: MOTION: 19.006**

**4. Additional Reports**

**4.1 Executive Director and Registrar's Report**

**4.1.1. Committee Activity Summary**

**4.1.2. Action Plan**

**4.1.3. EDR Goals**

**Discussion:**

- worries voiced regarding year end change and detaching our AGM from SPA AGM
- Hope to have new AGM web-based
- There are some additional ways to engage membership i.e. Town hall meeting

- Difficulty comparing registration numbers of different months, if it was compared same month of current and previous year would be more beneficial
- PCC and DC report- one open PCC case that is delayed because the complainant waiting for lawyer's input
- Do we need further timelines to be added in the Resolution process of complaints?

**ACTION 4.1:** L. Kuffner to investigate timelines for Operations Manager's disability plan

**ACTION 4.1:** L. Kuffner to discuss with C. Cuddington budget item for bookkeeper staff coverage for Operations Manager's absence

**ACTION 4.1:** L. Kuffner to develop Policy around sick time use/disability usage in the office

**ACTION 4.1:** L. Kuffner to ask in1Touch about possibility of adding pop ups during renewal process to make easier for future years

**ACTION 4.1:** L. Kuffner to add comparative numbers of licensing of year to year (i.e. March 2018 vs March 2019) to EDR Report for upcoming meetings

**ACTION 4.1:** L. Kuffner to discuss with P. Beharry about adding in some timelines for Resolution Process consistency

**ACTION 4.1:** L. Kuffner to get website summary from PCC for Closed Case 2018.3 and post same to the website

## **5. Old Business**

### **5.1 Risk Mitigation Plan**

#### **5.1.1. Risk Mitigation Plan**

#### **5.1.2. Top Risks Dashboard**

### **Discussion:**

- Want to use to the dashboard to determine how close are we getting to our tolerance level for risk
- How much detail is needed for the Mitigation Plan?
  - o Lots of detail- especially if we are listing tier 2 risks
  - o Lots of the details for Tier 1 risks will go into our strategic plan
- Under each area there would be more detail such as Board Governance- would have Policy Manual, Financial Risk and then could click on each item for more detail
- How often are the Organizational Risk Environment Evaluated (our Top Risks)? Would it be put on a cycle? Perhaps annually
- If there are new risks- it would be brought forward and added to the framework
- Each council meeting will have a short time allocated for a Risk identification and tolerance discussion

### **5.2 EDR Job Description**

#### **5.2.1. EDR Job Description Document**

**MOTION:** To approve the EDR Job Description as circulated with edits made

Mover: K. Horvey

Seconder: C. Cuddington

**CARRIED: MOTION: 19.007**

### **Discussion:**

- Edits as suggested to document

### **5.3 Nominations Update 2019**

**MOTION:** To appoint K. Horvey for Alliance Rep for 2019-2020

Mover: T. Descottes

Seconder: D. Shuya

**CARRIED: MOTION: 19.008**

K. Horvey abstained from voting

#### **Discussion:**

- Several committees require volunteers (CCC member, DC Chair, Registration members and chair; PCC members)
- Does the DC chair need to be a member of the committee?
- Kent would be willing to step up as chair and Richard would stay on the committee as a mentor
- Tasha talk to Daysha about what needs to go into the email blast of how to create a Doodle option that could be sent out to the membership
- a conversation about the overarching model of the board structure to ensure we have adequate support, people, and guidance to encourage the right mix of board members and skill sets considering the voluntary nature of the positions
- Because of the skills required- may need to hire and have contracted position (DC)

**ACTION 5.3:** T. Descottes to send out information to Lynn for eblast including Doodle survey if you're interested in volunteering for specific positions

**ACTION 5.3:** B. Green to let CPAR know that Karla is the incoming Alliance Representative

## **6. New Business**

### **6.1 AFRHP Education Day**

#### **6.1.1. Alberta Federation of Regulated Health Professionals Day Report**

#### **Discussion:**

- a lot of continuing competence focuses on individual roles
- can be problematic as we don't always see our weaknesses clearly
- recommendations are towards peer review vs self reflection as it is more objective
- may be higher to coordinate for rural and remote areas but those are at higher risk for dyscompetence
- now CCC will be focusing on peer reviewed areas to try to implement
- Need to make sure that there is a way to monitor them and do they meet our standards- a audit may need to be implemented as well
- Mentorship- maybe an area that SCPT and SPA could work together on

### **6.2 Risks and Supports**

#### **6.2.1 Risks and Supports Summary Report Alberta**

- report has been out about a year that identified the risks for individual practice and what supports are helpful in mitigating those risks

### **6.3. Audited Financial Statements**

#### **6.3.1. Audited Financial Statements**

**MOTION:** to approve the audited financial statement from 2018 as presented

Mover: J. Hunchak

Seconder: D. Pitura

**CARRIED: MOTION: 19.009**

**ACTION 6.3:** T. Descottes to send approved motion of audited financials to L. Kuffner

**ACTION 6.3:** L. Kuffner to send approved motion 6.3 to Thorpe and Co.

**C. Cuddington left meeting at 11:15am**

**L. McLellan left meeting at 11:50am**

## **7. Strategic Planning**

**7.1.1 2017-2019 Strategic Plan Update**

**7.1.2. Strategic Planning Summary (Mission, Vision)**

**7.1.3. Risk Summary Report**

**7.1.4. Example Strategic Plan Monitoring**

### **Discussion:**

- Mission and vision statement brainstorming
- 3 strategic imperatives outlined
- Objectives for each imperative outlined
- Goals for each imperative brainstormed
- Brandy to compile all brainstorming and create document and bring back to council

## **7. Other Business**

### **7.1 Action Plan Review**

**ACTION 4.1:** L. Kuffner to investigate timelines for T. MacSymetz's disability plan and when would come into effect

**ACTION 4.1:** L. Kuffner to discuss with C. Cuddington budget item for bookkeeper staff coverage for Operations Manager's absence

**ACTION 4.1:** L. Kuffner to develop Policy around sick time use/disability usage in the office

**ACTION 4.1:** L. Kuffner to ask in1Touch about possibility of adding pop ups during renewal process to make easier for future years

**ACTION 4.1:** L. Kuffner to add comparative numbers of licensing of year to year (i.e. March 2018 vs March 2019) to EDR Report for upcoming meetings

**ACTION 4.1:** L. Kuffner to discuss with P. Beharry about adding in some timelines for Resolution Process consistency

**ACTION 4.1:** L. Kuffner to get website summary from PCC for Closed Case 2018.3 and post same to the website

**ACTION 5.3:** T. Descottes to send out information to Lynn for eblast including Doodle survey "if you're interested in volunteering for specific positions"

**ACTION 5.3:** B. Green to let NPAG know that Karla is the incoming Alliance Representative

**ACTION 6.3:** T. Descottes to send approved motion of audited financials to L. Kuffner

**ACTION 6.3:** L. Kuffner to send approved motion 6.3 to Thorpe and Co.

**ACTION 7.1:** T. Descottes to send Lynn updated Action List

**ACTION 7.2:** L. Kuffner and T. MacSymetz to make AGM changes to website: addition of AGM info on the main page and addition of Annual Report, Audited financials, AGM Agenda, meeting time and location to AGM section of the page

**ACTION 7.2 B.** Green to liaise with B. Bath to get her husband's contact info for social media information

**ACTION 7.2 J.** Grant to send info to B. Green for social media contacts

**ACTION 7.2.** H. Burrridge to look for social media expert to report at AGM

### **7.2 Momentum and Website**

**Momentum:** none at present

**Website:** changes to be made by the end of April

- AGM info on the main page
- Annual Report
- Audited financials
- AGM Agenda
- Meeting Location and Time
- Link to the bylaws that have been approved

**What will we be talking about at AGM?**

- New year end
- Governance Model
- Code of Ethics Review/Standards of Practice requirements for CCC registration next year
- Member Engagement
- Suggestions for what to educate on? Advertising; Social Media (Facebook or Twitter)
- Heather to look into social media person
- J. Grant- to send info to Brandy about Regina social media contact she has
- Suggestion of Brandy to liaise with Brenna Bath about her social medial contacts

**ACTION 7.2:** L. Kuffner and T. MacSymetz to make AGM changes to website: addition of AGM info on the main page and addition of Annual Report, Audited financials, AGM Agenda, meeting time and location to AGM section of the page

**ACTION 7.2 B.** Green to liaise with B. Bath to get her husband's contact info for social media information

**ACTION 7.2 J.** Grant to send info to B. Green for social media contacts

**ACTION 7.2.** H. Burrridge to look for social media expert to report at AGM

### **7.3 In Camera Session- none**

**8. Adjournment: 2:24pm**

**9. Next Meeting: April 27,2019 in Saskatoon**

Signature B. Green (President) April 26/19. (Date)

Signature Debra DeBorja (Secretary) April 26/2019. (Date)