

**NBASLPA EXECUTIVE COUNCIL MEETING MINUTES  
TELECONFERENCE**

**April 4, 2013 @ 3:00 PM**

**In attendance:** Darrelyn, Michelle, Kari, Annie, Debbie, Danielle

**Regrets:** Nadine

1. **Call to Order:** The meeting was called to order at 4:11pm.
2. **Acceptance of Agenda:** Items 5.2-5.5, as listed below under New Business were added to the agenda. **MOTION:** Annie moved that the agenda be accepted as amended. Seconded by Michelle.
3. **Acceptance of Previous Minutes:** **MOTION:** Michelle moved that the minutes from the January 23, 2013 meeting be accepted as presented. Annie seconded the motion.

**4. Business Arising**

**4.1 Discipline Committee (Darrelyn):** not yet completed. Darrelyn will address this for the next meeting. **ACTION:** Darrelyn will contact Kathleen King to gather additional information regarding the situation and will prepare information for Diane to email to the NBASLPA membership for recruitment purposes as appropriate.

Related to this, Kari has received a complaint against a NBASLPA member and has forwarded the complaint to the member via registered mail. It was sent back undelivered. She has attempted contact with the member via email with no success. She knows that the address is valid so will send via Canada Post or Purolator directly to the door (with tracking # and signature required).

**4.2 Rule 14 (Jenn)- tabled**

**4.3 Blue Cross position on iPods/Proloquo2go (Jenn)-tabled**

**4.4 Directory and members information (PIPEDA) (Darrelyn):** not yet completed. Action carried forward for next meeting. **ACTION:** Darrelyn will contact Jennifer O'Donnell as a starting point in order to gather additional information and proceed from there.

**4.5 CEE Register (Debbie) -** This continues to be a work in progress as the Membership Committee prioritized the proposal to make changes to the Membership Application Process (see attached Appendix B for details).

**4.6 NBASLPA CEE reporting form (Debbie):** should really be considered as one part of the changes being proposed in item 4.5 above.

**4.7 Personal Health Information in NB (Darrelyn):** not yet completed. Action carried forward. **ACTION:** Darrelyn will contact Jennifer O'Donnell to gather additional information.

**4.8 Indebtedness Rule (Jenn)-tabled**

**4.9 Provincial Regulator Meeting (Danielle):** Danielle has attended 2 governance committee meetings. There is another meeting scheduled for the end of April to consider feedback and approval for proposed portfolio indicators (additional details available in ED report attached as Appendix A).

**4.10 Derogation Request (Darrelyn):** This item has been addressed. Darrelyn has contacted Moncton to advise them that the request has been approved. Written approval is still forthcoming.

**4.11 Strategic Planning (Danielle):** Danielle has sought quotes for both a facilitator and venue for this event. The estimated cost for both is approximately \$2800. This excludes the cost of travel and accommodations for Executive Members traveling to Moncton. Dates for this event were discussed. **MOTION:** Debbie moved that the Strategic Planning session be scheduled for late June/early July 2013 in order to allow all the Executive to come together and develop a cohesive longterm plan for the Association that will allow us to move forward into the fall and beyond with our best mojo in place. Annie seconded this motion. Tentative dates were set for July 5 & 6, 2013. **ACTION:** Danielle will develop a survey and circulate it via Survey Monkey in order to request feedback from the NBASLPA Membership.

**4.12 Review of By-Laws (Danielle):** This item is not seen as a priority at this point in time. **MOTION:** Michelle moved that this item be removed from the agenda. Annie seconded the motion.

**4.13 Regional Reps. -tabled**

**4.14 Shippegan Early Intervention-tabled**

**4.15 Post-Secondary Institutions (Danielle):** An issue was previously raised regarding funding available for academic accommodations to students attending post-secondary facilities. The requirement for accommodations at this level (and to apply for the Federal grant) is documentation from a Psycho-Educational evaluation. This determination is apparently Federally regulated so the province is not in a position to adjust these requirements. This inquiry originated from clinicians in Edmundston. They have been made aware of this information. Danielle will raise this question at the national meetings to be held in late April to see what other provinces are doing.

**4.16 NBASLPA e-mail accounts-tabled**

**4.17 Lay Rep (Danielle):** Danielle has submitted two names for consideration.

**ACTION:** Danielle will inquire as to a potential timeline for decision making.

**4.18 Consent forms (Danielle):** Two versions have been drafted - one general and one more specific. Feedback from our lawyer has been sought and considered here. **MOTION:** Annie moved that the form marked V1 (the more general form - see attached as Appendix E) be adopted. Debbie seconded the motion. **ACTION:** Danielle will contact Chantale from the PR

committee in order to advise them of our decision. Copies of signed consent forms should be forwarded to Diane to be kept on file.

**4.19 Talk With Me positions (Darrelyn):** Positions lost in Saint John have been re-instated. It is not clear what has happened with the positions in Bathurst.

**4.20 Swallowing Assessments in Nursing Homes (Darrelyn): ACTION:** Darrelyn and Michelle will meet in order to address this matter.

**4.21 TEP Seminar (Kari):** This seminar is set to go. Diane has reworked the necessary application forms following consultation with Kari & Debbie. Forms have been forwarded to Jennifer MacFarlane for use as necessary. No applications have been received to date. This Seminar is set for early May. **MOTION:** As the matter is now resolved, Michelle moved to have the item removed from the agenda. Annie seconded the motion.

**4.22 Education Session in May (Darrelyn):** Gloria has resigned as chair and the position has now been filled by Ruth Woodworth. **ACTION:** Darrelyn will contact Ruth to follow-up.

## 5. New Business

**5.1 Membership Application process (Debbie):** Debbie submitted a proposal on behalf of the Membership Committee to make changes to NBASLPA's Membership Application process (see Appendix B). **ACTION:** The Executive will review the material and provide feedback to Debbie by Friday April 12th. Membership Committee will then make any necessary adjustments. The May Executive Council meeting will be held face to face so that the Bylaws and Rules can be modified. Approval of the membership will then be sought in accordance with NBASLPA Bylaws.

**5.2 Director's Insurance (Danielle):** Danielle has requested quotes and is still awaiting feedback.

**5.3 Pan Canadian May Month (Danielle):** Our feedback is being sought regarding two proposed fact sheets to be circulated as part of May Month promotions (see attached Appendix C & D). We agreed that the content was ok but that style revisions were necessary. We would want to see the finished version before it was sent out for publication. These documents will require translation. At present, there has been no word back from Translation Committee as to their ability to take on this task.

**5.4 Directory Updates (Kari):** Following the shift of SLP members from EMP to the School Board, Diane is struggling to make the necessary changes to the directory, particularly as she is unsure as to which information is most necessary to include. It was suggested that a mass email be sent to the membership requesting that they forward changes to Diane.

**ACTION:** Darrelyn will contact Diane to discuss this matter further.

**5.5 Audiology issue re: Disability Tax Credit mis-information (Kari):** Amanda Kirkpatrick, Audiologist in Saint John has been inundated by phone calls following the publication of an article that appeared in the local newspaper that made mis-leading claims regarding reimbursements for hearing aid wearers through the Disability Tax Credit program. With support from CASLPA, she has provided accurate information to the newspaper and they

will print a retraction. This matter was discussed and it was felt that, as an Executive, we would have no role to play in this matter.

**6. Registrar's Report - See item 4.1 above**

**7. Treasurer's Report:** Between January 1st and March 26, 2013, our total revenue was \$ 80,937.50. Our expenses were \$ 10,238.02. Our net income was \$ 70,699.48.

Our total assets as of March 26, 2012 were \$ 297,544.69.

**8. CASLPA Board Member Report - no report received**

**9. CAASPR Report - see attached Appendix A (ED Report)**

**10. Committee Reports**

**10.1 Legislation**

**10.2 Public Relations - see item 4.18 above**

**10.3 AGM & Conference - see item 4.22 above**

**10.4 TTF**

**10.5 Awards - not met**

**10.6 S-LP**

**10.7 Audiology - not active**

**10.8 Echo**

**10.9 Membership - 1 new membership request received**

**10.10 Website - Danielle is the committee**

**10.11 Regional Reps.**

**10.12 Complaints**

**10.13 Discipline**

**10.14 Translation**

**11. Varia:** If time permits, Nadine will attend Federal Healthcare Partnership (FHP) Meeting as part of CASLPA in order to bring representation from NB.

**12. Date and time of next meeting:** The next meeting will be face to face in Moncton. Danielle will send a Doodle Poll to determine best date (May 18 or May 25th).

**13. Adjournment: The meeting was adjourned at 6:04pm**

**APPENDIX A**  
**Executive Director's Report**  
Executive Council Meeting  
April 4, 2013

**Website**

The plan is to have a “soft” launch of the new website on April 17<sup>th</sup> and after the trip to Victoria, fix a few things and have an official launch announced to all members on Monday, May 13. I have planned to work extensively on finishing the new website during the period of April 9 to 16. Diane has been asked to assist our contact at the website company, and to provide the list of members, so that login passwords can be created.

**Meeting opportunity with the new President of the Teachers' Association**

Darrellyn and I have asked Heather Smith for some dates when she would be free to meet with us. We are awaiting her reply.

**CAASPR**

I attended two Governance Committee meetings and have provided NB's feedback on the portfolio indicators on May 29<sup>th</sup>.

**CASLPA**

Attended a PCA teleconference on January 29. One part of the discussion was in relation to May Month. PCA members would like to see provinces work in collaboration for the creation of PR material that can be used nationally. NB has been asked to help and translate two documents: 1) communication tips for politicians and 2) audiology tips (on the agenda).

**Act**

I have found five different versions of the Act and have consulted our lawyer as to why that is. The last version is dated 2000 and is in a draft form. He is working on figuring out the details. I will update you on his findings as soon as I hear back from him. Let me know if you are aware of any information on this subject that could be of assistance.

**Lay Rep**

I submitted two names to the government (Danielle Pieroni and Jean-Marc Morneault. Still waiting for an answer.

**Director's Insurance**

I have asked our broker to submit other quotes as per the details in my recent e-mail. Our lawyer suggested that we consult someone who is an expert on such matters and will provide me with a name soon. If there is a cost associated with this consultation, I will inform the treasurer.

### **NB Competency Project**

The Department of Labor and Higher Education has hired a consulting firm to work (as needed) on building competency profiles of 48 legislated professions in NB. I attended a teleconference on the subject.

The overall goal is to build a database of all the competencies of all the professions, included the SLP and Audio competencies (already worked on by CAASPR). The database for those competencies will be built by the CCNB. The project is mainly to assist disciplines that are not as far ahead with the development of competencies for their profession. Permission will be required from CAASPR to include the competencies in the NB database. I will be working on providing this when the time is right.

### **Meeting with President**

Met with Darrelyn to go over a few matters and prepare for the Victoria trip.

### **Strategic Planning session**

Obtain quotes for facilitator and venue. To be discussed at the meeting. If time does not permit, the info will be sent by e-mail.

### **Committees**

Attended two PR committee meetings and one TTF committee. Assisted the SLP committee in submitting a request to the CISG for a possible project on AAC.

Respectfully submitted,



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Danielle Arsenault

## APPENDIX B

The NBASLPA Membership Committee has met and has reviewed the current membership application requirements for NBASLPA. Part of this process included reviewing not only our own requirements but also the current requirements in other Canadian jurisdictions as we feel that it is important to maintain a certain level of consistency with our Provincial counterparts. This email contains our proposal for recommended changes to the NBASLPA Rules & ByLaws as they apply to membership applications. We recognize that any changes made here will also necessitate changes made to our application forms both print and online versions.

We propose the following changes be implemented:

- a. Change the minimum degree requirement in ByLaw 14.02 (vi) to read minimum masters degree (rather than masters degree or equivalent)
- b. For Speech Language Pathology and Audiology applicants trained outside of Canada we recommend that the applicant must meet membership requirements for CASLPA, including passing the CASLPA Certification examination. **NOTE** that we share reciprocity with ASHA therefore facilitating the application process for US applicants from accredited University programs.
- c. For Canadian trained Speech Language Pathology and Audiology applicants re-locating from another regulated jurisdiction, in addition to the other application requirements, the applicant is required to provide a letter confirming good standing as a fully practicing clinician within said jurisdiction.
- d. For Canadian trained Speech Language Pathology and Audiology applicants re-locating from another un-regulated jurisdiction, in addition to the other application requirements, the applicant is required to provide a letter of good standing from their current licensing body, a current CV, at least 2 professional references and proof of CEEs.
- e. For all applicants a current Criminal Reference check is required.

Respectfully submitted,

Debbie

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## APPENDIX C

### Audiology Communication Tips

#### The Listener

You are in a frequent and familiar setting interacting with constituents or colleagues in a large room.

Music is playing.

People around you are having different conversations.

It is very hard to hear every second word your "boss" (constituent or Premier) is saying.... :)

#### TO HEAR BETTER...

##### a) Control the environment

if possible move to quiet area  
reduce the distance between you and the speaker/get closer  
use a barrier between yourself and the noise  
move against the wall instead of being in the middle of the room

##### b) Make use of what can be seen/use visual cues

face the speaker or sit across from each other,  
stay in an area with good lighting to see facial cues

##### c) Repeat and rephrase

repeat what you think you heard to prevent misunderstandings

#### The Speaker

You are speaking with a constituent in your office who is wearing hearing aids or is known to be hard of hearing.

Use the above strategies to create a respectful, easy environment to hear

#### TO COMMUNICATE YOUR MESSAGE EFFECTIVELY...

##### a) Manner of speaking

slow your rate of speech but do not exaggerate  
do not shout  
speak naturally, clearly and distinctly

##### b) In a group of people

take turns speaking, avoid interrupting others  
indicate and identify any change in speaker  
indicate change in topic/repeat what was said

##### c) Use additional modes of communication


provide written information that can be used for later reference



## APPENDIX D TALKING TIPS FOR POLITICIANS

***Ever had trouble remembering the name of a constituent? Or how about the chairperson at a community meeting?***

You're not alone! Word finding challenges can occur with names, locations, the titles of books, or even important documents. And let's face it; word finding challenges usually happen when we most want to make an impression. Here are some quick and easy tips on word finding brought to you by your friendly neighborhood speech-language pathologists (SLPs), the communication experts!

	<p><b>Follow these steps:</b></p> <ul style="list-style-type: none"> <li>• Identify the specific name that you have difficulty remembering</li> <li>• Establish and apply the word finding strategies as soon as you identify the target name</li> <li>• If this is a name that is new to you, implement the word finding strategy as soon as possible</li> <li>• When you apply the word finding strategies, always rehearse by first thinking of the cue (do not say the cue out loud) and then saying the target word aloud, first in isolation and then in a sentence.</li> <li>• If you want to prevent a “tip of the tongue” experience from happening, practice using the strategy the night before or on the way to an event.</li> <li>• Reapply and rehearse the chosen strategy as necessary</li> </ul>
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### Same-Sounds Meaning and Familiar-Word Cue Strategies

Identify the target names	<i>Paul and Dan</i>
Associate the target name with a prompt word or phrase that both sounds like the target name <b>and</b> is linked in meaning to it	<p><b>Same sounds cue:</b> <i>Link Paul with the musician Paul McCartney because the name Paul is repeated.</i></p> <p><b>Meaning cue:</b> Paul McCartney is also a meaning cue because Paul performs in a local band that is playing at a fundraiser you are attending.</p> <p><b>Same sounds cue:</b> <i>Link Dan with the word dance because Dan and Dance have the same sounds in them.</i></p> <p><b>Meaning cue:</b> Dance is a meaning cue because you met Dan at a local festival where there was a lot of dancing.</p> <p><b>Familiar Word cue:</b> <i>Link Dilbert Street to Dill Pickle because they sound the same.</i></p>
Associate the target name with a prompt word that frequently co-occurs with the target name in other contexts	
<p><b>Think</b> of the cue phrase (Paul McCartney) before <b>saying</b> the target name (Paul) aloud or writing it down in three sentences. (Paul McCartney) <b>Paul</b> is playing at the fundraiser; (Paul McCartney) <b>Paul</b> is a good singer; (Paul McCartney) <b>Paul</b> is helping us out; (Dill Pickle) <b>Dilbert Street</b> is where the meeting is being held; (Dill Pickle) <b>Dilbert Street</b> has lots of trees; (Dill Pickle) <b>Dilbert Street</b> is 15 minutes away.</p>	

***"If you want to win friends, make it a point to remember them. If you remember my name, you pay me a subtle compliment; you indicate that I have made an impression on you. Remember my name and you add to my feeling of importance." Dale Carnegie***

## APPENDIX E



### AUTHORIZATION TO USE INFORMATION

I, the undersigned, do hereby authorize the New Brunswick Association of Speech-Language Pathologists and Audiologists (NBASLPA) to take, obtain, create, publish, reproduce and use photographs, films, video/digital recordings and audio recordings of me as well as my name (the foregoing and my name hereinafter collectively referred to as the "recorded information") for the purposes of publicity, promotion and publication in any form or format in any media.

I understand that the recorded information may be published, reproduced, broadcast or used by other individuals, organizations, or media outlets at the direction of NBASLPA. I forever release and discharge NBASLPA from any financial or legal claims, demands or actions in relation to the creation, use, publication, reproduction or display of the recorded information in any form.

This authorization is given only for the purposes mentioned above and any other use by NBASLPA or its members is hereby prohibited. This authorization shall remain valid indefinitely until revoked in writing by the undersigned.

\_\_\_\_\_  
Signature of Person Consenting

\_\_\_\_\_  
Printed Name of Person Consenting

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Date