



Association des Orthophonistes & des Audiologistes du Nouveau-Brunswick
New Brunswick Association of Speech-Language Pathologists & Audiologists

Minutes

EXECUTIVE COUNCIL MEETING

Chair: Matthew Box, President

Location: Phone
conference

Date: December 08, 2014

Meeting Time: 7:00-8:00 pm

Attending: Matt, Rhonda, Michelle, Diane, Jean Marc, Mélanie, Debbie (minutes in place of Mary)

Regrets: Mary

- 1.0 **Call to Order** - Matt called the meeting to order at 7:04pm
- 2.0 **Motion to approve the Agenda** - Michelle moved to approve the agenda
- 3.0 **Approval of the Minutes of the last meeting (attached)** - Jean Marc moved to approve the minutes of the last meeting.
- 4.0 **New ED committee update.** Phone interviews need to be scheduled. Matt is trying to find a convenient time for the committee to meet to get things rolling. They will be interviewing a total of 5 candidates but it will likely be the new year before interviews happen. Rhonda recommended that the first interviews happen by telephone but subsequent interviews occur face to face.
- 5.0 **ED laptop:** It was reported that the ED laptop has been returned. Matt is currently in possession of the device and reports that Danielle's personal settings and his own have merged. It was recommended that passwords be changed for added security. Diane requested copies of some of the files, particularly meeting minutes from the past 2 years.



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6.0 Special Orders: **Strategic Plan 2014-2016**

6.1 Regulation

6.1.1 **Review registration process and requirements and change Bylaws/Rules Clarification of updates** - the committee met via teleconference rather than F2F. All of Michelle's action statements from the last meeting have been resolved.

6.1.2 **National Competency-Based Assessment Framework Project update and next steps** – Further discussion needed and possible face to face

6.1.3 **Reactivate Leg Committee** – they have had a teleconference meeting and plan to continue to meet at least once a month in order to touch base. Diane has updated the English Bylaws and the French translation is imminent.

6.1.4 **Update continuing competency program and audit process** - the one outstanding situation discussed at the last meeting remains but the member should be up-to-date by December/January. The plan for the new year is to audit the prescribed percent of membership according to the CEE cycle. It was recommended that we report back to members on how this process is going in the interest of good communication.

6.1.5 **Complaint process and complaint committee** - Theresa has found some useful links to complaint processes being used in other jurisdictions. **ACTION:** Matt will circulate this link (ref: project on happiness). **POINT FOR FURTHER DISCUSSION:** can we look to develop timelines with Theresa to make the system more transparent to members. **ACTION:** we need to check the rules for procedure re: complaints process with a view to possibly having a direct link on the website for members and public to access.

6.1.6 **Review audit process for SLP supervision of support personnel** - Diane and Rhonda report having received a number of questions since the registration packages have been sent. There seems to be considerable variability across membership in terms of what's been assigned and how the process is currently working. In NB, we have no specific rules although S.A.C. has membership categories for Communication Health Assistants. NS has requirements for HIS. **ACTION:** Michelle has the NS information and will forward to Matt who will review and we will discuss this matter further at our next meeting.

6.1.7 **Indebtedness Rule** - this matter has been completed and accepted by the Legislation Committee.

6.1.8 **Update and overview of CEE** - the forms have been updated as per discussion at our last meeting.

6.1.9 **Past concerns brought forward: Sign off on work. Guidelines to use of title Dr.** - each province has a slightly different perspective on this matter. We agreed that we should hold clear guidelines for NB. We need clarity and transparency - we want the public to have clear information. That is, it should be clear to the public who we are, what we do and what our educational background is.

6.2 Professional Practice

6.2.1 **Professional Practice Guidelines or Standards and use NB standards to complete what is not clear in our rules, bylaws.** This matter is incomplete. **ACTION:** Matt will deal with this.

6.3 Advocacy - there is no specific direction for this matter at present.

6.3.1 Develop advocacy plan and process/tools for activities

6.3.2 Develop strategy for third party payers

6.3.3 Identify strategic relationships and develop a strategy for leveraging influence

6.3.4 Others



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6.4 Public Awareness

6.4.1 **Increase public awareness of our professions, Provide direction for PR** - Debbie sent scopes of practice for Audiology and SLP to committee chair. As per discussion at last meeting, suggested generating ideas for May Month campaign.

6.4.2 **Making directory public** - Diane has not been able to address this to date.

6.5 Health Promotion

6.5.1 Develop and implement a health promotion strategy

6.5.1.1 early detection

6.5.1.2 seniors

6.5.1.3 occupational health and safety

ACTION: Matt will get a copy of the calendar used in Nova Scotia for families with newborns (see last minutes for discussion) and share at our next meeting. He will also check regarding permissions to use this information. He reported that in Woodstock, the Rotary Club pays for books and materials for high risk families and suggested that there may be some local partnerships available for information dissemination. Further discussion on 6.5 is tabled until next meeting.

6.6 Effective Organization - discussion tabled until next meeting

6.6.1 Increase number of volunteers, go over sign-up sheet from conference.

6.6.1.1 Echo Newsletter Committee Chair - update

6.6.1.2 Improve communication with members

6.6.2 Update all committees' Terms of Reference (TR)

6.6.3 Members Website potential

6.6.4 Non practicing member able to be on committee and vote

6.6.5 operation manual

6.6.7 **AGM and Awards as one committee** - Jennifer O'Donnell requested feedback from the Executive re: financial details of the upcoming AGM. In particular, she is looking to confirm that Exec is okay with the AGM to not "make back" what was budgeted. In addition, she is looking for confirmation of the Awards budget.

ACTION: Debbie will request information in writing then forward to Executive for feedback.

7.0

New Business (outside of Strategic Plan Categories) - on hold until next meeting

7.1 Update that a discussion with the lawyer advised against translation on legal documents from our NBASLPA translators as it could have errors and cause a case to be thrown out. So moving forward, the translations for any complaint committee documents will be done through his office.

7.2 **letter from a lawyer stating a summons to testify in a civil case** - on hold until next meeting

7.3 **Pan-Canadian Alliance** - on hold until next meeting

Adjourn: Jean Marc moved to adjourn the meeting. **ACTION:** Matt will try to arrange for a teleconference meeting in January '15. Our next Face2Face meeting will be in Moncton on February 21, 2015. The meeting was adjourned at 8:21pm.