



Executive Council Minutes

March 16, 2017

Teleconference Meeting 8:30-9:30PM

Teleconference #: 1-888-882-9090 (participant #9845752; chair #5008760)

In Attendance: Darin Quinn, Kari Clark, Mike Harvey, Rhonda Rubin, Diane Decoste, Melanie Chiasson.

Regrets: Debbie Maund, Linda Walsh, Claudine Godbout

1.0 Approval

1.1 Agenda

Motion to accept Agenda: Kari; seconded by Melanie.

1.2 Minutes from Oct 21, 2016 AGM

Action: Diane to add information and send to Kari for review and redistribution.

1.3 Minutes from Feb 4, 2017 EC face to face meeting

Motion to accept minutes: Melanie; seconded by Kari; motion carried.

1.4 Minutes from Feb. 2, 2017 EC teleconference - deferred.

2.0 Business Arising

2.1 See appendix EC Master To-Do List Feb 4, 2017

3.0 New Business

3.1 Strategic Plan 2017-19 (Darin)

- Linda provided feedback on Strategic Plan and sent it to the EC tonight. Mike put most recent versions on Google Docs and share the link with the EC.

Action: EC to review final draft one last time and give ok/feedback to Darin by March 20/17 so it can be sent to translation.

3.2 June 27th 2017 – NBASLPA 30th Anniversary (Darin)

- 30th Anniversary of the Act being signed in NB. Darin suggested that we should mark this milestone in a more formal manner.
- Darin suggested we look at current members who helped bring the Act to fruition and recognize them for their accomplishments.

Action: EC to brainstorm ideas of how to celebrate this milestone. Diane to get the names of the members involved at that time. Mike to let the PR committee know about this so they can start generating ideas for events and communications.

3.3 May Month – \$ for PR Ctte? (Claudine) / PCA initiative (Kari)

- Rhonda indicated that the PR committee would like some direction in things to be working on. Darin indicated that the Strategic Plan will

hopefully help with this.

- Kari reviewed the PCA initiative for May month which involves a social media blitz. (see attached)
- Worksafe NB let us know in December that they are planning a PR campaign on noise induced hearing loss in the workplace - considering posters, radio ads, etc. Darin contacted them to try to coordinate the launch with May month.
- Darin reported on the initiative in Horizon Health regarding sudden onset hearing loss. Communications department at Horizon is working on an education package to provide information to the public and Darin is looking at collaborating with them in terms of May Month.
- Mike had shared information regarding the Brunswick News Health Care newspaper and the EC agreed that the association should plan on paying to

Action: Kari to send the PCA document to Stephanie Tinker and Michelle Lanteigne (and the rest of the EC) so the PR committee can tag onto this for May Month. Mike to send Health Care Brunswick News information to the PR committee.

3.4 ED updates (Global calendar, payroll, liability insurance, strat plan, etc.)

- Mike has initiated meetings with committees and has given them access to google calendar to coordinate schedules.
- Payroll is setup and working well.
- Mike discussed the liability insurance which is good for 3 years. The coverage was reduced from \$5million to \$1million. Mike is investigating with other associations what sort of insurance they are dealing with.
- Mike has attended 2 NB Family Plan summits and has been networking at these meetings.
- Mike looking into a tool to show documents during meetings. Mike suggested trying out Join Me - he will send a link for the EC to try out at the next teleconference meeting.

Action: Mike to organize the link for Join Me for the next teleconference meeting.

3.5 TTF Ctte TOR

- The TTF committee terms of reference were not on the website and wondering what had happened to finalizing the details. Darin reported that the suggested changes by the EC were sent back to the committee but they never let the EC know if the changes were acceptable. TTF will be getting in touch with Darin.

3.6 Echo status chair

- The Echo hasn't been sent out recently. Diane received Echo from Sarah Feltmate today. Darin will review it and rewrite the President's message before sending it out. The EC had discussed the concept of discontinuing this method of sharing information and considering a different

3.7 Fredericton private / Home school SLP concerns (Darin)

- Darin reported that Kathy Pader had contacted him regarding inadequate resources in the schools. She is wondering if the association can support the school SLPs in some fashion. Darin offered to have data compiled from NBASLPA registry on numbers of

SLPs working in the school to give them an objective sense of what the ratios are like from district to district across the province and to use if useful with school administrators. Mike and Diane are working on this. Rhonda concurred that the ratio of SLPs to students is very low, particularly compared to national standards. Rhonda suggested that we help with educating the school districts, particularly in regards to ratios as compared to other provinces.

Action: Darin to ask the SLP committee to investigate if SLPs working in schools have been involved or will be involved with ISD clients.

3.8 RD Scope of Practice

- PCA brought to our attention the RD scope of practice regarding the inclusion of all aspects of dysphagia assessment including clinical swallowing evaluations, VFSS and FEES. Concerns regarding whether or not these areas should be included in their scope of practice were discussed, particularly whether or not the university RD curriculum includes the content essential to this area of practice.

Action: Kari to send out PCA document regarding the RD Scope of Practice to the EC to review.

3.9 IDDSI

Horizon is looking at adapting the IDDSI on a health region level. A workshop will be provided in June 2017

4.0 Committee / Network Updates (see appendix) - deferred

5.0 Round Table - deferred

6.0 Date & Time of Next Meeting – April 6, 2017 8:30-9:30PM (teleconference)

7.0 Adjournment at 9:42pm



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

Executive Council Master To-Do List Appendix Minutes – March 16, 2017

1.0 Executive Council (Miscellaneous)

1.1 Making member list public/searchable (Debbie) - deferred

1.2 Operations Manual (Debbie) - deferred

1.3 Banking (Debbie)

- Debbie received the cheque that Mel sent and deposited it in our RBC account (see attached receipts). A bank card has been ordered and will be delivered to NBASLPA office. This will allow DEPOSITS only through ATM. Since it takes 2 signatures for transactions, withdrawals are not possible. We need to order cheques and deposit slips. Debbie indicated that Mel & Diane probably know how many you would typically use in a year and, therefore, how many we should order. Debbie believes that the deposit slips need to be order through the bank, We can order cheques through the bank too but we may find a better price through other sources.

[Action: A letter of direction has been drafted and is awaiting Darin's signature \(see attached\)](#)

2.0 Planning for the future

2.1 Strategic Plan 2017-19

2.2 Practice Standards - Karen Luker

- update from Karen Luker: "We are on track with the project. I've pretty much completed the inventory of standards and guidelines as well as the review of foundational documents. I'm resisting getting into a review of other professions' frameworks, but admit it's been tempting - this would just take us too far beyond the scope of the project, I'm afraid. One very useful tool I am trying to get my hands on is the result of similar work which was completed by ACSLPA a few years ago. I'm meant to speak with their new Registrar, however he is away until next

week. The OOAQ is also considering my request for same, as they changed their framework significantly in the last few years. Overall, the project is going well and I'm confident we will get to the finish line in time and with a good result."

Our next teleconference is scheduled for Wednesday April 5th at 1pm.

- 2.3 Web portal (e.g., Leading Boards) - deferred
 - 2.4 Investments / Contingency Fund plan (consult with lawyer + new ED to review) - deferred
 - 2.5 Consider fund/plan for honoring members that pass away (recently Sheelagh) - deferred
 - 2.6 Succession planning for association roles - deferred
- 3.0 Recruitment**
- 3.1 Layperson Rep
 - Lay Rep - no word yet from Minister of Health
 - 3.2 Summer Student (if funding received) - deferred
- 4.0 Networks**
- 4.1 Pan-Canadian Alliance (reps = Kari C / Debbie M)
 - Joanne Charlebois sent an update from the National Project - see attached.
 - Debbie wondering if Mike should be present at the PCA meetings.
 - 4.2 CAASPR (rep = Linda Walsh)- deferred
 - 4.3 NB Health Profession Regulators Network (rep = ED?) - deferred
 - Next meeting: May 2 from 10-4pm in Fredericton
- 5.0 Standing Committees**
- 5.1 Public Relations - deferred
 - Echo
 - o Dates for 2017
 - o January edition
 - Webpage / Social Media
 - May Month
 - TOR update – see emails from Michele
 - 5.2 Audiology - deferred
 - WorkSafeNB
 - 5.3 SLP - deferred
 - SLP member survey
 - TWM/PM SLP Ad Hoc Committee: (supervision of CHAs)

- o working on a teleconference date/time for after Debbie's return from holidays.)

5.4 AGM / Awards / Conference

- AGM / Conference 2017 - deferred

5.5 Complaints

- SLP-A Title Concern (Darin) - deferred

5.6 Discipline - deferred

5.7 Finance - deferred

5.6 Legislation - deferred

5.7 Membership and CEE - deferred

5.8 Translation - deferred

5.9 TTF - deferred