



Executive Council Agenda
November 15th, 2019
Face to Face Meeting 6:00PM-9:00PM
Location: Moncton Hospital G1

Teleconference # 1-888-882-9090 (participant #9845752; chair #5008760), as required

Present: Diane, France, John, Darrelyn, Linda, Cathy, Angela, Alisha, Shelley

1. Approval

- Agenda
Additions to the agenda: Under business arising, Linda will update on Ears 4 U, the complaint from the previous agenda, AIS, and the mentorship program.
New item: draft letter to audiologists.
Approved: Darrelyn Seconded: Angela
Motion carried.
- Minutes from September 5th, 2019
Corrections or additions: None
Approved: Darrelyn Seconded: Shelley
Motion carried.
- Notes from September 26th, 2019
To be looked at next meeting.

2. Business Arising

- Ears 4 U: Update – at the meeting on Sept 26th, the concerns were discussed. Linda recapped the issues for John’s benefit. Linda has a draft letter to audiologists.
- Complaint against a member has been resolved and this matter is closed.
- AIS – spoke about getting a group together. EECD were looking at revising their program for children with autism. This was happening in the Fall. Linda had recommended getting a group of members together to provide information to AIS to help them revise their program. Darrelyn was going to talk to Jen O’Donnell. Cathy’s SLPs (Donna Carter and Karen Baird) to contribute possibly. **Action item: Darrelyn to take over getting this group together.**
- Mentorship: There is a non-practicing member who requested to become a

fully practicing member. Linda is developing a mentorship program for this member, which will hopefully be completed by next week.

3. New Business

- NBASLPA Financial Update (France)
 - The financial security of the Association needs to be discussed and a plan created to ensure this security. This will be addressed in the strategic planning meeting. John recommended that we have enough money in the reserves as a contingency plan, for unexpected emergency expenses. Action item: France will review the contract with the website to see if there are any further costs associated with it.
- Review Budget 2020 (France)
 - Discrepancies were discussed and the need for a bigger reserve fund.
- Conference Committee Report (France)
 - The audio-visual charges for the conference was \$6000. The food cost \$10,000. Comments from members were that the amount of food that was served was not necessary. The contract was such that if the food amounts were not as much, then there would have been charges for the rooms. Guest speakers cost \$8000. The Association had an approximate \$10,000 loss on the conference. Positive feedback on the presentations, especially the Hot Topics. Members appreciated the Registrar's presentation on Regulation. Networking and connecting with fellow professionals was appreciated. Lessons learned: we need to look at where we can save money on expenses, conference invitations need to be sent out before members have spent their education dollars, can we get CEEs with webinars/online PD? The AGM needs to be better organized. Awards Committee needs to have a process for recognizing member's achievements.
- Review Strategic Plan Outstanding Items (France)
 - Items to discuss: Operations manual needs to be complete with more details and processes. Terms of Reference need to be updated for Conference Committee and Finance Committee. Orientation package and succession planning: needs more content. Better use of technology to facilitate meetings. We need to develop a plan for better communication with members.
- Association credit card - increase amount (Darrelyn)
 - Darrelyn believes that the \$2500/card is not enough. Could the Finance Committee look into if an increase in limit is needed based on the expenses of the ED and Registrar? Need a process for this.

- Directors and Officers PLI (France)
 - Action item: France will renew this on time. \$1800/year.
- Membership Mailing List - Owl Practice & Northern Speech Services (France)
 - We DO NOT sell our membership list. We need to create a policy to what information is sent out to the membership.
- Pan Canadian Alliance Representative (Alisha)
 - We need a representative on the PCA. Cathy has been appointed and agreed to be the new PCA representative.
- 2020 Renewal – Required Practice Hours (Alisha) and PLI for members
 - 750 hours required over a 3 year period – this needs to be discussed by the EC and an informed decision made with rationale provided. PLI requirements for members to be discussed at another meeting. Action items: The Executive Director will communicate this to the membership. Diane will email out last year’s Conduct Form to the membership for this year. The EC will send their questions regarding this proposed policy to Linda.
- WSNB Audiometric Forms and Hospital Audiogram (France)
 - Angela attended two meetings to discuss this. If the audiologist is not contracted to WSNB to fill out these forms, then it is not the Horizon or Vitalite AUDS’ responsibility to complete them. NBASLPA does not have a role in this.
- 2020 AGM – Date & Location (France)
 - September 25th in Moncton, NB. Diane will book room (6A) at The Moncton Hospital. 10:30am – 12:00pm. France to check with Conference Committee to see if they can make any recommendations for PD that could be attached to the AGM. The EC will review and approve.
- Exit Interview (Alisha)
 - Occurred at the end of June with Alisha and Mike. Previous ED had some concerns with communication, governance, and roles and responsibilities of members and volunteers. Outline of roles and responsibilities and clear definition and explanation of what everyone’s position is will be further clarified though strategic planning session.

4. Network Updates

- Draft Letter to Audiologists

- Action item: Linda will send the letter to audiology members, HIS, providers contracted by WSNB, and providers contracted by DVA, and insurance companies that have contracts with audiologists
 - If there are any suggestions on the draft letter, please send to Linda. Linda will send out the final version of the letter to the EC before it goes out to audiologists. Motion put forth: Angela. John seconded. Motion carried.
- Pan Canadian Alliance (Cathy)
 - NS is no longer SHANS, it is a regulatory body. 3-4 meetings per year.
 - CAASPR (Linda)
 - New project consultant has been hired. Two meetings per year: May 5 – 6th in Ottawa. Registrar and President usually attend (Linda and Alisha).
 - NB Health Profession Regulators Network (Linda)
 - Network of other regulatory body of professions. Linda did not attend the last meeting. Formalizing the group is being considered in the event that matters need to be brought to the government.

5. Date & Time of Next Meeting

Tuesday, December 10th, 7:30pm-9:30pm

Tuesday, January 7th, 7:30pm-9:30pm

Tuesday, February 4th, 7:30-9:30pm

Saturday, March 14th F2F, in Fredericton

Tuesday, April 7th

Tuesday May 19th