



**Executive Council Minutes  
November 24, 2018  
Face to Face Meeting 9:30AM-2:00PM  
Moncton Hospital (room 6-A, beside cafeteria)**

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

Present: Darrelyn, Angela, Alisha, Linda, Diane, Shelley, Mike H., Kim  
 Regrets: Claudine, Mike G  
 Call to order: 9:35

<b>1.0 Approval</b>	0930-0935	<b>Owner</b>	<b>Time</b>
<b>1.1 Agenda</b> Motion: To approve. Moved by Angela, Seconded by Shelley. Motion carried.		Claudine	2
<b>1.2 Minutes from September 13, 2018</b> Motion: To approve. Moved by Angela, Seconded by Alisha. Motion carried.		Claudine	3
<b>2.0 Business Arising</b>	0935-1205		
<b>2.1 Strategic Plan 2017-19 update/follow-up</b> <ul style="list-style-type: none"> <li>● <b>ECHO Update (Content for Dec issue, contract signing)</b>                Kim: Has met with web developer, spent approx 33 hours on ECHO. Requires pictures and deadlines for submissions. Has emailed regional reps, waiting for responses. Reviewed and discussed content.                Discussions ensued about creating a service agreement vs. an employment contract. The intent will be for Kim to submit invoices when issues are completed and disseminated.                Action: Mike will draft an agreement for delivery of services, rather than an employment contract.                Motion: To approve the use of a service delivery agreement versus an employment contract for the publishing of ECHO. Moved by Shelley, seconded by Alisha. Motion carried.             </li> </ul>		Mike/Kim	30

	<ul style="list-style-type: none"> <li>● <b>Op Manual review (Part IV review &amp; approval)</b>  Part IV was reviewed by the EC.  Linda: liability insurance covers errors and omissions only.  Action: Mike will review and report back.  Mike will also investigate acquiring a credit card for the Registrar. Mike will review the Treasury Board rates, and per diems for other regulators and edit suggest a direction for NBASLPA. Mike will also revise Part IV based on feedback and discussions and sent out for review/approval.</li> </ul>	All	30
	<ul style="list-style-type: none"> <li>● <b>Website Project – Update (Quick demo, Content, Membership renewal, Survey)</b>  For public protection, restrictions on license need to be included for applicable professionals. Send email to verify contact information on the website in the future. New membership applications will need hard copy with signature.</li> </ul>	Mike	15
	<ul style="list-style-type: none"> <li>● <b>AAC Survey - Update</b>  Deferred</li> </ul>	Mike	2
	<ul style="list-style-type: none"> <li>● <b>TTF Investments &amp; Banking</b>  Motion: EC approves the TTF's recommendations to transfer investments from CIBC to RBC, and to utilize NBASLPA's signing authority to affect future transactions on behalf of the TTF Ctte. Moved by Angela, seconded by Alisha. Motion carried.</li> </ul>	Mike	5
2.2	SLP Employment in School Districts - Update Mike will provide updates as they arise.	Mike	1
2.3	Audiology issues/concerns – Update		
	<ul style="list-style-type: none"> <li>● Preschool Letter – Schedule meeting in 2019 (HHN/Vitalite rep req'd)  Next year, health authorities need to be engaged regarding what goes out in this letter. Agenda for February. Darin (HHN) will be invited to discuss.</li> </ul>	Mike	2
	<ul style="list-style-type: none"> <li>● Hearing Aids Funding Program – Update  Audiology committee drafting letter to Minister to raise priority of that program.  The EC also discussed <u>Direct Referral to ENT</u>:  Close to having details worked out so that this will be available through medicare.</li> </ul>	Mike	1
	<ul style="list-style-type: none"> <li>● Premier's Council on Disability (PCD) Support  PCD reached out to acquire stats related to how many cases of low-income families have been</li> </ul>	Mike H.	2

	affected by the lack of funding in order to help. Mike is awaiting info from the AUD Ctte.		
<b>2.4</b>	<b>Preschool Autism Program – Fall meeting update</b> Deferred	Claudine	2
<b>2.5</b>	<b>Regulation:</b>	Linda	60
	<ul style="list-style-type: none"> <li>● CAASPR Language Proficiency Standard for EC approval Motion: NBASLPA to adopt language proficiency standards from CAASPR. Moved by Angela, seconded by Alisha. Motion approved.</li> <li>● Revised Guest Lecturer Application Form for EC approval</li> <li>● Focus Groups on CHA Supervision Rule update Provided an update on CHA focus groups</li> <li>● Revised Rules for EC Approval Professional Liability insurance for new members (include proof with application). For current members, prof liability insurance required to renew registration for 2020. Linda will revise the student supervision sections. Motion: the EC approves revised rules (14.6, 9 and 10) with the exception of the item regarding member time requirements for student supervision. Moved by Alisha, seconded by Angela. Motion carried.</li> <li>● Autism Intervention Services communication Concerns regarding supervision of behaviour interventionists. Linda will draft a letter explaining the rules regarding supervision of those working under SLPs, doing SLP work. Failure to comply will result in a complaint being lodged with the Association.</li> <li>● CFTA applicant communication Currently one case to be handled by the Registrar, related to not fulfilling requirements/being a member in good standing in their province and attempting to gain employment in NB.</li> </ul>		

**Working Lunch**

<b>3.0</b>	<b>New Business</b>	1205-1255	
<b>3.1</b>	<b>Google Suite &amp; RBC Express transition - Update</b> Only Alisha left to setup on RBC Express.	Mike	5

<b>3.2</b>	<b>Governance vs. Management/Ops – Presentation by ED</b> Organizational chart needs to be revamped (at next F2F meeting) and reviewed at our next F2F meeting. Action: Mike to revamp and send to EC prior to next F2F meeting.	Mike	30
<b>3.3</b>	Emails to the membership – Format issues Mike will send Pure Text to Diane and brief her on its uses.	Mike	5
<b>3.4</b>	Financials – Review (30 Oct 2018) Mike provided update on the financial position.	Mike/ Angela	10
<b>4.0</b>	<b>Network Updates</b> <span style="float: right;">1255-1305</span>		
<b>4.1</b>	Pan Canadian Alliance Representative to be determined, email to follow.	??	2
<b>4.2</b>	CAASPR Blueprints for new exam going to SAC, then they will develop the questions Linda has volunteered her name as Chair Elect (NB has never held this position, all other provinces have)	Linda	5
<b>4.3</b>	NB Health Profession Regulators Network Linda to take over as representative for this group. Mike to back her up when she is not available. The group is to meet in the Spring of 2019 to decide on the future of the group.	Mike/ Linda	3
<b>5.0</b>	<b>Committee Updates</b> <span style="float: right;">1305-1405</span>		
<b>5.1</b>	Audiology ● Discussed at item 2.3 above	Mike	
<b>5.2</b>	SLP ● Discussed at item 2.2 above	Mike	
<b>5.3</b>	<b>Public Relations</b> ● 2018 PR Plan – Year In Review Report Mike provided a quick overview of the report, which was already sent to the EC. Action: Mike to prepare a PR Plan for 2019, which will include the ctte’s recommendations, and send to the EC for review.	Mike	20
<b>5.4</b>	<b>AGM / Awards / Conference (Chair to dial-in at 1:15 PM)</b> Numerous challenges around organizing the conference. Gloria recommended a change in format for the conference (one day conference, breakout sessions, speakers, AGM at lunch, market, social in the evening).	Gloria/ Mike	20

EC encouraged committee to continue with 2 day conference for this year with possible change for next year. Linda will send Gloria names of Francophone speakers. They are going to try to secure Stephane Bourassa for a full day.

- Guest Speakers
- Venue, meals, etc.
- Membership

<b>5.5</b>	Complaints	Mike	2
	● Process (if required; discussed at item 3.2)		
<b>5.6</b>	Discipline	Linda	2
<b>5.7</b>	Finance	Angela	10
	● Ctte reinstated (3 people on committee)		
	● Meetings		
	● Other		
<b>5.8</b>	Legislation	Claudine	2
<b>5.9</b>	TTF	Mike	
	● Investment & banking (Discussed at item 2.1 above)		
<b>5.10</b>	Membership and CEE	Shelley/ Linda	2
<b>5.11</b>	Translation	Mike	2
	Ctte busy with Dec issue of ECHO.		
<b>6.0</b>	<b>Round Table</b>	1405-???	All ?
<b>7.0</b>	<b>Date &amp; Time of Next Meeting</b>		
	● Dec 6, 2018 teleconference, 7:30 PM;		
	● Jan 3, 2019 teleconference, 7:30 PM		
	● <b>Doodle poll to be sent for each 2019 F2F meetings (Feb, Apr, and Jun).</b>		
<b>8.0</b>	<b>Adjournment 3 PM</b>		