



**Executive Council Face to Face Minutes**  
**October 25<sup>th</sup>, 2020**  
**9:00AM-12:00PM**

**Google Meet ID** [meet.google.com/vui-zuzp-vjv](https://meet.google.com/vui-zuzp-vjv)

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Attendees: Allison Bowes, Cathy Cormier, Diane DeCoste, France Gauthier, John Gillis, Angela Kasier-Hansen, Paula Murray, and Linda Walsh.

Absentees: Alisha Gaetz.

- 1) Review/Approve Strategic Plan wording suggested by lawyers:  
Lawyers encouraged moving away from wording 'regulatory and professional association' to statutory body. They suggested the word 'advancement' instead of 'advocacy'. France would like to keep the word advocacy, but in the definition be very clear on advancement. Linda detailed importance of using 'advancement' as it is in the act. Paula and Cathy agreed with the lawyers' suggestion of using 'advancement'. Motion to approve strategic plan as modified by the lawyers by Paula seconded by Cathy. Motion carried. **Action: France will send changes to translation. When ready, it will be sent to members and be put on the website.**
  
- 2) Finalize Operations Plan  
Reviewed Operations Plan actions line by line.  
EDUCATION: France reviewed that when the operational plan was done, the structure of it was provided by Bev who completed the strategic plan with us. Many action plan items were from the member survey and from discussions at strategic plan meeting. Action items are what we will focus on for the next three years. Increasing public awareness of our profession- actions will be included in the annual PR plan and belong to the Public Relations.  
Linda suggested moving beyond only making the public aware of our profession, but also ensuring that the public is aware of the questions to ask when they are involved with S-LP or Audiology, especially that they are a regulated professional. France agreed and reviewed that there is an action item under regulation to increase awareness of this. Paula explained that PR committee is working on an online PSA introducing NBASLPA as a regulatory body and directing them to the website and determine who is regulated learning more about how they can access services. PR also looking to put up some Audiology PSA posters for doctors' offices and online (i.e. impact of hearing loss on the elderly). France blended initiatives of public awareness and public knowledge.

-Continuing Education initiative: France reported that education committee has been developed, meeting on regular basis, and are working to provide innovative ways to facilitate CE to members. Not making a long-term plan at this time due to COVID. Next year will be virtual.

-Provide opportunity for members to network- France questioned if this was something we want to keep in the action plan. France asked if we should make a tab on the website for networking/sharing. Unsure how much it would cost. Cathy reported that this would be something that would need parameters and guidelines set up for this. Paula said that Horizon already has a website with shared materials. Only accessible to Horizon employees and is managed by a Clinical Practice Committee. Paula suggested having S-LP and Audiology Committee send out information, but also said that a lot of information is shared by NBASLPA Facebook page. Paula suggested that it should be a committee that takes on this instead of EC. Cathy thought the goal might be a bit ambitious. If anyone in membership is interested, they could join that committee. Linda suggested organizing website so that if committees want to post, they have an area for this. Linda said a good goal would be to have members more aware of information on website. France said that members really emphasized desire for networking. She thought Zoom meetings would be good idea. Paula suggested having regional representatives get more involved and organize networking events over Zoom and bring questions forward to EC. Paula recommended EC meet with regional representatives and provide them with guidance. Could also this with the chairs of the committees as well. France said this action item will be kept.

-Facilitate collaboration and sharing meetings with school/health/private and English/French S-LPs and Auds – Paula said to meet with head of committees to make goals and also trying to get more people into the committees. She also said to set deadline for talking to regional representatives. France said that we are blending action items 1 and 4. Linda said that maybe the school district S-LPs begin collaborating with members of other school districts. School S-LPs seem to have different guidelines in each district

#### ADVOCACY:

-“Meet with the Department of Health & the Department of Education annually to discuss key issues (ie. Acceptable caseloads in school system, patient/clinician ratios, waitlists) & challenges of professions”- Wording of this has changed based on conversations with the lawyers- France asked who “owns” this relationship? Linda thought it should be Executive Director. Cathy thought the Executive Director as well. Angela wished to set up meeting once a year to speak with WorkSafe New Brunswick. She wants us to have a voice as WorkSafe is doing an industrial noise program and they have not consulted Audiologists. **Action: Meet with Department of Health, Department of Education, WorkSafe NB, and Social Department and meet with them annually.**

### INTERNAL PROCESSES-

-Roles and responsibilities- France has tried to make more clarity with roles and responsibilities of EC. She has made slight changes to Diane's position description. France reported that her and Diane's positions are very clear. Linda requested France send her the changes. France made changes with the ECHO editor as there was overlap with the Executive Director. We will add the job descriptions to the website under the EC section. Linda suggested putting it in the Members section as well. France said that something that keeps getting bumped: Creating a presentation for EC councillors, staff, and volunteers to teach them about how a governance structure works and the responsibilities and duties of stakeholders, etc. Also brief them on NBASLPA's operational structure and responsible parties. France said that this is now in the orientation process and manual. Paula said that there is a note in manual that all media put out must be approved by EC, but the PR Committee does this now without approval- they manage Facebook. Cathy said that since Paula is on PR Committee and EC she could act as approval. Linda suggested having a disclaimer that "this is a credible source" and put this in the ECHO as well. **Action: Linda will send the disclaimer to Paula and France. Also add to bottom of Diane's email as well. France to add job descriptions to website.**

-Develop and improve policies/procedures- in agreement to keep this as a goal.  
-Ensure effective financial management. Angela says that Finance Committee reviews monthly.  
-Improve committee effectiveness- Bev felt we had a lot of committee and wondered if they were necessary. Paula said Terms of Reference was not included in the manual for the Finance Committee. **Action: France to add Term of Reference to the manual for Finance Committee. Diane to remove Conference Committee for now. Paula will be reaching out to committee chairs and talk to them about what the members are requesting and see if they are willing to take that on. Make goals with the committees. Committees should be looking at Terms of Reference and evaluate annually. Executive Director to get involved with S-LP and Legislation committee and help provide structure and reactivation.**  
-Network with external stakeholders (other associations)- work on building relationships with other associations across Atlantic Canada and Canada. France said that a CSAE membership for the ED may be helpful.  
-Increase member engagement and involvement- Action plan 1- Develop a communication plan with calendar and checklist to keep on track. Cathy thinks you may need two years of experience. Paula- send a handout for when someone has two years in and send out handout. Diane thought it only two years for executive positions. Send a handout for what committees you can become member of (disclaimer of needing two years for certain committees). Action plan 2- Promote participation of both official languages and professions in committees- Linda said that Francophone people feel they don't feel welcome to join. Linda said there should be a way to engage and welcome them to committees. She said they are acting separately in some parts of the province. Cathy said we could require spot for someone that speaks French and fill it with someone else if it can't be filled. Linda suggested to reach out to Claudine Godbout-Lavoie. Cathy

also said there are bilingual S-LPs at George Dumont that would be a good resource. Talk to francophone school districts and ask if they have a network.

-Action plan 3- Provide opportunities to showcase and celebrate member involvement and explore innovative ways to reward volunteers- France said we could showcase a volunteer in the ECHO for recognition. Paula said that volunteers get education hours as well.

-Improve communication with members- Action plan 1- Develop a communication plan for association. France put high priority on this and scheduled time for us to discuss. Action plan 2- Implement online renewal process & online CEE hours reporting – France and Linda didn't think it would be too much work. Could ask the Printum Group about this. Removed action 3. Action 4- increase member consultation on key issues. France felt this was a bit vague. This could fall on regional representatives. Assume this will be resolved from committees and regional representatives. Add more definitive statement: "increase member consultation on key issues through engagement of committees and regional representative". Combined Public awareness and knowledge: Increase public knowledge on legislation and regulatory matters. **Action: Removed Action item 3. Rewrite Action item 4 as "increase member consultation on key issues through engagement of committees and regional representative".**

Commented [AB1]: Not sure how to spell this.

#### REGULATION:

-Educate members, staff, and the public regarding NBASLPA's regulatory responsibilities. Linda reported that the following has been completed: 1. Lawyers spoke with staff and EC. 2. Lawyers spoke to members at AGM.

-Create mandatory e-learning for new member orientation and include in annual renewal. Not sure if this will be a requirement or mandatory yet. Paula suggested getting the video up and then EC can discuss what we would like to do with it after. If it is mandatory you would have to have a way of tracking which involves money.

-Collaborate with other Aud and S-LP regulators across Canada and other health care regulators in NB. **Action: Edited to "Participate in CAASPR (Board and Registrar Committee) and NB Health Professions Regulatory Network." Updated to high priority.**

-Create association guidelines about PPE use- not the job of NBASLPA- removed.

-"Ensure Audiology and SLP services are provided by members of NBASLPA".

**Action: Review priority ranking and target dates at next meeting.**

- 3) NBASLPA Policies & Procedures (Identify which ones need to be created)  
(Cathy- 45 minutes)

-Cathy explained that most provinces have currency rule. Manitoba is the only other province that defines between direct and indirect, which is what NBASLPA went with before.

Linda suggested making 'practicing S-LP' but administrative role. Title may be a bit problematic for "non-practicing". Want to make sure we are protecting the public. Linda described mentorship – find two people on site and the S-LP is responsible to find two mentors. It is two hours a week for each of the two mentors- one hr of observed with patient and one hr to discuss (4 hours total per week). There are not a required amount of hours, it's when your mentor thinks you are competent. Program depends on the skills of the person you are mentoring. Linda and Diane created a plan that needs to go through translation and will be sent out. Linda said that it would be self-declaration, similar to CEEs and there will be audits. Most other provinces require police check. A person would have a condition on their licence to show they are retired or not practicing clinical. The mentor and mentee will discuss how many hours are needed to be competent and then it is approved by the registrar.

Discussed amount of hours required to maintain clinical competency. Currently it is 500hrs. Paula said she is more comfortable with 250hrs. Suggested 250hrs over three years and if member does not meet the requirement, go with mentorship program.

Motion to change back to 250 hours out of 750 hours as it is in alignment with Manitoba that has requirement of direct clinical hours by Angela Kaiser-Hansen, seconded by Allison Bowes. Motion carried.

Rescind motion of 500 hours from previous EC Meeting on October 13, 2020.  
Information to be sent by Cathy Cormier.

**Action- Cathy and Linda to send information out from registration package. France meeting with Printam Group this upcoming Thursday. Linda is meeting with the Dalhousie program director. Cathy and Linda have CAASPR meeting on Tuesday and Wednesday.**

- 4) Communication Challenges (Discuss current communication gaps to help the ED form the Communication Plan identified in the Strategic Plan) - **Tabled**

#### **Operational Items:**

- 5) Board Self-Evaluation Questionnaire - **Tabled**

#### **Adjournment**

The meeting was adjourned 12:15pm. Motion to adjourn by Paula and seconded by Cathy.

#### **Date & Time of Next Meeting**

EC Meeting – November 17<sup>th</sup> 7pm