



**Executive Council Agenda
December 15th, 2020
7:00PM-8:30PM**

Google Meet ID meet.google.com/prs-ropm-dcp

Attendees: Cathy Cormier, John Gillis, Paula Murray, Angela Kaiser-Hansen, Allison Bowes, France Gauthier

Absentees: Alisha Gaetz, Linda Walsh

1. Approval

- Agenda- Paula motioned to approve minutes, Angela seconded.
- Minutes from November 17th, 2020 – Allison motioned to approve, Paula seconded.

2. Business Arising

- Review Executive Council Action Items Spreadsheet

3. New Business

- Review Preparation for Special Meeting (Cathy)- Discussed Robert's Rules. **Action : Ask Fred to look at 6.1 of the Act.**
- Operational Plan (Cathy)- Defer for conversation with ED. France questioned if we should have a designated time to discuss Operational Plan as it can be time consuming. **Action : Review Operational Plan on a quarterly basis. First meeting would be in March 2021. There was a discussion regarding honorarium and that if it is paid at \$500 in line with the registration we pay, then it will be taxable income. In order to avoid taxable income, we need to cap the honorarium for EC members at \$499. Angela motioned to make honorarium at \$499, seconded by Paula. ACTION: This will be updated in the Operational Manual.**
- SAC Letter (Cathy)
- ECHO tribute for Karen (Cathy)- 'Karen's Books for Kids' will be an annual event. **Action: Cathy to speak with France regarding pushing ECHO until February to allow time to collect write-ups and tributes for Karen in the ECHO.**

- Q&A for clinical currency **(Cathy)**- Been through translation, but not sent out yet. **Action: Cathy to follow-up about this and have sent out for the Special Meeting.**
- Notice to members on change re: retention of files **(Cathy)** **Action: Cathy to put something in the ECHO about this.**
- How/When to use legal services **(Cathy)**- Anytime someone is considering speaking to the lawyers, there must have approval from EC. Angela stated that we are over-budget for this.
- Establish timelines for EC and employees to respond to members emails **(Cathy)**- **Action: Make an 'out of office' auto-response. EC should check their emails within two days. Also look to see if all emails from our association is necessary (lots of surveys being circulated) and possibly have email 'flag' to show importance of email. France will look into this and propose something at next EC meeting.**
- Discussed the frequency of updating the directory. Every member is supposed to have updated contact list, but this has not been received in years. **ACTION: Cathy to send email to Diane to ask process of how the directory list is updated if someone passes away or a new member joins halfway through the year.**
- **ACTION: France and Allison to discuss the purpose of the Membership Committee, how the Membership Committee can support the registrar more, and role in updating members throughout the year.**

4. Employee Updates (France 7:45pm/Linda 8:05pm)

- Online Renewal Update & Fee for Forms **(France)**- Prindham Group ran into troubles with translation. France asked Diane to send email to members to let them know there is a delay with the database online form. **Action : Angela requested that the bill in payment be to the 2020 budget, not 2021. France to ensure they are aware of this.**
- Special Meeting Logistics **(France)**- Reviewed as EC. **Action : Cathy to review with France. EC to attend Special Meeting on January 12, 2021.**
- Standard for Language Proficiency **(Linda)**- Deferred
- Hearing and Speech Nova Scotia Pending Request **(Linda)**-Deferred
- Change Timeframes for Registration Fees **(Linda)**- Deferred
- Conduct Form Pending Request **(Linda)**- Deferred
- CAASPR & NB Regulators Network Update **(Linda)**- Deferred

5. Member & External Correspondence

- Email on Fiberoptic Evaluation of Swallowing **(Cathy)**
- NBAOT Proposed New Act **(Cathy)**

6. Network & Committee Updates

- Pan Canadian Alliance (**Cathy**)

7. Special Projects

8. Date & Time of Next Meeting

Tuesday January 19th 7pm & every 3rd Tuesday of the month

Adjournment

The meeting was adjourned by Allison, seconded by Paula.