



Executive Council Meeting
Tuesday January 31st, 2023
4:00PM-6:00PM

Google Meet: meet.google.com/nhc-skio-fzy

Attendees: [Nicole Fowler](#), [Paula Murray](#), [Francisca Morneault-Rouleau](#), [France Gauthier](#), [Lucie Boucher](#), Odette Comeau, [Laura Garland](#), [Dianne Silliphant](#), [Angela Kaiser-Hansen](#), [Valerie Caron](#)

1. Approval

- Agenda – Paula approved, Dianne seconded. Valerie to add cybersecurity.
- Minutes from November 7th, 2022 – Dianne asked about withdrawals from investments. **France will send a rewritten email with the paragraph rewrite. Approved, contingent on wording change:** motion by Laura, seconded by Francisca.

2. Business Arising

- Review Executive Council Action Items Spreadsheet (**Angela**) n/a

3. Executive Director Report – reviewed by France Gauthier. Changes to renewal process for 2024; Nicole explained new CEE submission process. Bottom line: moving to declarations. Angela asked about credit card payments. **ACTION: research possibility of credit card payments.**

4. New Business

- Update on Decoupling Implementation Plan (**France**) (Lawyer's hourly rate: Sheila \$345, Evan \$290/hr, both 10% discount.)
 - Next step is sharing with members and stakeholders, then Dept. of Health, then translation. Bylaws will be starting shortly.
 - New Org Chart complete. Paula questioned if Registrar should report to ED. **ACTION: France will do research / landscape scan.**
 - TOR for 3 committees are complete; once approved, will approach membership to fill vacancies. France said Council TOR will be prepared when Bylaws are complete.
 - Logos: Nicole's husband (artist) has offered to submit logos for no charge.
 - Regulatory newsletter will go out in February, to include definition of College, new strategic goals, new lay rep Odette bio, bio for lawyer (Sheila), new College Cttees and TOR and recruitment, new Code of Conduct for committees, new Act complete, registration process for 2024, and what we're currently working on. **France will send a copy to council before membership.**
 - Association Steering Committee is waiting to hear from SAC to see if transfer is viable.

- France to send Business Case to define difference between Council and Executive Committee.
- New Committee TOR (**France**) Nicole has drafted changes to Rules which would impact new committee TOR. These TOR will be a map for bylaws.
 - Registration & Competence: use the word Council (not Executive Council).
 - Practice Advisory Committee – no questions.
 - Audit and Risk Management – grey areas – info provided from Alberta how this would be operationalized. Can still operate if waiting for Public Member to be appointed by the Minister. Proposed increase term from 1-year to 2-year as has a big learning curve.
 - Motion to accept TOR: Angela; seconded by Dianne; motion passed.
- New Registration Rules – reviewed by Nicole. Revised wording for situations when members have not completed 45 CEEs. Added provision that Competence Committee could give extension before members referred to Complaints. Motion to accept amendments to rules include changes discussed: Angela motioned to accept, Dianne seconded, motion passed.
- Vision/Mission/Values reviewed by France. Proposed: remove “maintaining a Professional Association to benefit members and the public” from our website. Approved and decided vote was not necessary.
- CNAR Membership (**France**) EC members interested in learning about regulation are invited to contact EA to set up an account (6 available).
- Staff Ergonomic Assessments (**France**) \$250/person, \$200 virtually, and would entail hardware changes.
- Cybersecurity review: Valerie. PowerPoint will be shared with all as a review.

5. Member & External Correspondence

- None

6. Financials

- Review of 2022. Approx \$10k over, after we take into consideration expenses that were not part of operations (ie. Discipline and Decoupling). Losses in investments. France will invite investment representative to speak to the council in March.

7. Network & Committee Updates (n/a)

8. Date & Time of Next Meeting

Monday March 20th, 2023

Meeting ended at 6:05 pm.