



**Executive Council Meeting Minutes**  
**June 12, 2023, 4:00PM-6:00PM**  
**TEAMS Meeting**

---

**Attendees:** Nicole Fowler, Paula Murray, Francisca Morneault-Rouleau, Lucie Boucher, Dianne Silliphant, Angela Kaiser-Hansen, Odette Comeau Lavoie, Valerie Caron (Recording Secretary). **Absent:** Laura Garland. **Observer:** Richard Novlesky

Meeting started at 4:35 pm.

### 1. Approval

- Agenda - motion to approve by Paula seconded by Dianne.
- Minutes from May 15, 2023 - motion to approve by Francisca seconded by Lucie.

### 2. Registrar/Interim Executive Director Report

- We are members of Volunteer Canada to be able to take advantage of BMS insurance reduced rates.
- Emergency Class category group. Government will be reaching out to setting this up.
- International applicants may be increasing due to government recruitment. There is a national push to speed up approvals. Funding will be needed to support reviews and government audit of processes.
- Association property (award plaques, posters, etc.) Keep everything until we are a College, give presentation stands etc. to the NB rep.
- Association committees dissolution: **Action:** president will prepare a message to past committee members advising of dissolution and thanking them for their volunteer service.
- PR Committee: CASLPO has a Patient Relations Committee that provides beautiful material that is not advocacy for members but public protection. Proposal to keep committee with adjusted mandate / TOR. **Action:** Nicole will send TOR for Dianne Silliphant consideration.

### 3. Business Arising

- Review Executive Council Action Items Spreadsheet (**Angela**) - no active items.
- Contingency/Reserve Funds (**Nicole**) Will keep contingency separate. Finance committee will meet again to decide the exact amounts.
- Registrant Fee increase (**Nicole**)
  - Lucie suggested removing the reference to member fee increase savings from absorbing the TTF fund from the newsletter. **Action:** Nicole to amend Newsletter.
  - Registrar/ED full-time (37.5 hrs) and part-time Deputy Registrar (18.75 - 20

hrs). Total staffing 2.1 FTE. **Action:** Nicole will calculate and adjust the budget accordingly.

- Paula makes the motion to increase fees to \$850, seconded by Angela. All in favour, motion carried. If it gets voted down by members at AGM, can send out a special assessment levy in November. Dianne made a motion to increase non-practising fees to \$500, seconded by Paula, motion carried.
- NBCASLP Logo Update (**Nicole**) postponed to a future date.

#### 4. New Business

- Rule amendment (14.2.1 - 14.2.16) - CEE submissions (**Nicole**) **Rationale:** in past, you don't have to submit CEEs until January 31<sup>st</sup>, but give them their license before they fulfill this requirement. December 1<sup>st</sup> new deadline – very few do continuing education in December. If a registrant is short, they can submit up to Dec 31<sup>st</sup> and pay a late fee. Odette moves to proposed rule amendment to CEE rules, Paula seconded motion, motion carried.
- Bylaw amendment – Provisional Members and CEE requirement (**Nicole**) It was an oversight in rules that provisional members did not have to submit CEE. Paula makes motion to add CEE requirement for provisional members, seconded by Angela, motion carried.
  - Public Rep appointment – Submission of names to DOH / advertising (**Nicole**) GNB would like to have 3 submissions by mid-August. Option to advertise on [Current Opportunities \(gnb.ca\)](http://CurrentOpportunities.gnb.ca). Odette suggested to advertise Treasurer and President-Elect in the newsletter. **Action:** Nicole to amend Newsletter to include call for Treasurer and President-Elect.
- Dalhousie University request for collection of registrant demographics (**Nicole**)
  - Collection through registration Database. Ethnicity, gender, etc. SAC sent out a big form to collect data. CASLPO collects this at registration renewal. Decision made to wait until Alinity.
- AGM Date (**Nicole**) September 21, 2023, 4 – 5 pm. **Action:** Nicole to contact lawyer and accountant to confirm availability for AGM date. Alternative date: September 20, 2023.
- Code of Ethics (**Nicole**) New act refers to all as registrants (members until we have the new act). Paula moves to move forward with Code of Ethics, seconded by Dianne.

#### 5. Financials

- 2023 Financials review (**Francisca**) – statements reviewed.

**6. Network & Committee Updates** – orientation done this week. Dr Kiefe will be chair for Registration and Competence, Stephanie Tinker will be secretary; 1-year terms; will need more training to approve applicants from international programs. Practice Advisory Committee anxious to get started on Code of Ethics. Finance Committee will move forward with policy development.

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

- July 17 (4 – 6 pm)

Meeting adjourned at 6:22 pm by Francisca, seconded by Lucie.