



Executive Council Meeting Minutes

July 17, 2023, 4:00PM-6:00PM

TEAMS Meeting

Attendees: Nicole Fowler (Registrar/Executive Director), Paula Murray (Past President), Lucie Boucher (Public Representative), Dianne Silliphant (President Elect), Angela Kaiser-Hansen (President), Odette Comeau Lavoie (Public Representative), Laura Garland (Secretary), Valerie Caron (Recording Secretary).

Absent: Francisca Morneault-Rouleau (Treasurer)

The meeting was called to order at 4:02 pm.

1. Approval

- 1.1. Agenda – Paula adds recruitment; motion to approve the agenda, seconded.
- 1.2. Minutes from June 12, 2023 - motion to approve the minutes, seconded.

2. [Registrar/Interim Executive Director Report](#)

- 2.1. EC requested to choose from 3 options for Governance Training. The proposal from SML ([Steinecke Macuria LeBlanc](#)) – Julie Macuria was accepted.

3. Business Arising

- 3.1. Review [Executive Council Action Items Spreadsheet](#) (Angela) – reviewed
- 3.2. Decoupling update (Nicole) – Revised implementation plan reviewed;
- 3.3. CASLPNB Logo/Branding Update – MDR Strategy Group (Nicole) branding pushed to January 2024

4. New Business

- 4.1. Strategic Planning (Nicole) – no funds budgeted to hire planning consultant as current plan can continue for at least 2 years. **Action:** review with new council in November
- 4.2. Employment Contracts and job descriptions (Angela) – to find room in budget for Deputy Registrar, Nicole offered to reduce hours by 5/week. Employment contracts to be reviewed by Stewart McKelvey. According to the amended Act, ED/Registrar does not need to be an Audiologist/SLP, opinion offered that Deputy Registrar have this background as a qualification. **Action:** Nicole to prepare Deputy Registrar job posting by July 21 and Council feedback by July 28.

5. Financials

- 5.1. 2023 Financials review (Nicole) – statements reviewed. The current 3 complaints will not deplete Restricted (Contingency) funds.
- 5.2. 2023 Revised Budget Proposal (Nicole) – will go to Finance committee for review.

6. Recruitment

- 6.1. Currently there are no positive responses to offers. Laura offered to work on recruitment. Possibility of having Council Members that would attend meetings to participate and vote. Council composition may change after revision of Act. Action: Nicole will investigate Harry Cayton's best practices for governance board structure and confirm that NBASLPA can function without a treasurer and a secretary. A consultant (governance specialist) would be helpful to create a good foundation. If positions are not filled, we may still be able to function if there is a quorum. Action:

Nicole to confirm in the Act and Bylaws. Council can appoint those positions if not filled at AGM.

7. Network & Committee Updates

7.1. Collaboration Corner (Dianne). Functions of boards illustration: board's responsibility to ask ED to make coffee, ED prepares, choose grinds, choose coffee maker, brings/presents coffee to EC. Their knowledge is broad and not specific to NB, not necessarily for therapeutic groups.

8. Date & Time of Next Meeting

8.1. August 21, 2023 (4 - 6 pm)

Meeting adjourned at 5:27 pm.