



**Executive Council Meeting Minutes**  
**January 22, 2024, 4:00PM-6:00PM**  
**Virtual - Teams**

**Present:** *Nicole Fowler (Registrar/Executive Director), Angela Kaiser-Hansen (Past President), Odette Comeau Lavoie (Public Representative), Francisca Morneau-Rouleau (Treasurer), Laura Garland (President Elect), Dianne Silliphant (President), Paula Murray (Secretary), Miguel Leblanc (Public Representative), Valerie Caron (Deputy Registrar).*

**Invitees:** *Chantal LeBlanc (Office Manager)*

**Note Taker:** *Meeting Minutes taken by Chantal LeBlanc (Office Manager); reviewed and revised by Paula Murray (Secretary) as needed.*

**The meeting was called to order at 4:05 pm.**

**1. Approval**

- 1.1. Agenda – Motion from Angela to approve the agenda, seconded by Laura, motion passed.
- 1.2. Minutes from November 4, 2023 - motion from Angela to approve the revised minutes, seconded by Odette, motion passed.

**2. Registrar/Executive Director Report**

- 2.1. Discussed that the NBASLPA Lawyer (Sheila Mecking) received a letter from the Vice-President of the New Brunswick Hearing Aid Society (NBHAS) requesting a 1-month extension of the response deadline. The President of the NBHAS is reportedly unavailable to review the amended Act by the deadline due to a family emergency. We also received a letter from NBHAS in 2020 that was in response to a letter from the previous NBASLPA Registrar. **Action:** Registrar/ED to send letter from 2020 to Council and ask Sheila if they have any previous communication with NBHAS. We will need to wait for the response from NBHAS to see if there is an opposition and what the opposition is.

**3. Items Discussed**

- 3.1. Organization Name – Discussed the possibly to change the organization name from College to Regulator, Regulatory Body or Regulatory Agency but agreed to keep the name as College of Audiologist and Speech-Language Pathologist of New Brunswick.
- 3.2. Regulatory Newsletter Frequency – Discussed changing the frequency of the newsletter to bi-annually instead quarterly because of the limited amount of content availability. Proposed to send a monthly highlight page to stay connected with registrants. Motion from Dianne to change the newsletters bi-annually and details on the highlights to follow, seconded by Laura, motion passed. **Action:** Registrar/ED to make a proposal regarding sending monthly highlights.

**4. Items for Decision/Voting**

- 4.1. Registration & Competence Committee Appointment – One of the Audiologists has stepped down and a new appointment is required. Sent a call for a new volunteer but didn't get any response. The Registrar/ED was provided a name and will contact the person to confirm. If she wants to join the Committee, the Registrar/ED will send an e-vote for her appointment.
- 4.2. Code of Ethics – Motion from Dianne to approve the Code of Ethics, seconded by Angela, motion passed.

- 4.3. Organizational Chart – Discussed the chart and the difference between the Executive Committee versus the CASLPNB Council. Executive Committee is there for contingency purposes only and will be defined in bylaws. Motion from Paula to approved chart as presented, seconded by Francisca, motion passed.
- 4.4. Finance Committee Recommendations – Discussed the recommendations from Investment Advisor (Gilles Belliveau – Division Manager) to transfer one of lump sum of \$30,000 to the cash fund as presented in the Finance Committee meeting minutes. Motion from Dianne to approve the meeting minutes as presented, seconded by Paula, motion passed.
- 4.5. Rule Amendment – Supervised Practice Plan – Proposed bylaw and rule amendment to the supervised practice plan to harmonize with the other provinces. All new provisional registrants would be mentored immediately until they get the results of the CETP exam instead being supervised after failed the CETP exam. The intention is to protect the public. Motion from Paula to accept changes to rule 14.9.1 as presented with an editorial correction of the name Supervised Practice Plan to Mentorship Program, seconded by Dianne, motion passed.

## **5. Business Arising**

- 5.1. Review Executive Council Action Items Spreadsheet – Dianne presented the Executive Council Action Items Spreadsheet.
- 5.2. Organizational Closing Files – Discussed Early Childhood Development. Situation in Moncton with client and family referred to Family and Child Education(FACE). There was a miscommunication regarding Speech-Language Pathology services that are protected under our act which resulted in the child's file being closed at FACE. Suggested to refer the family to Early Childhood Development. Board member to contact Claire Archibald directly but as the patient's Audiologist and not on behalf of NBASLPA.
- 5.3. Branding/Logo – Tabled
- 5.4. Public Awareness poster campaign - Tabled

## **6. New Business**

- 6.1. Meeting Scheduling Frequency – Registrar proposed to meet quarterly instead of monthly. According to the bylaw Council can call a special meeting if needed. Tentatively book a meeting in case it is needed. Motion from Dianne move to quarterly meetings, seconded by Paula, motion passed. Schedule a tentative meeting for February 20, 2024, from 4 to 6 pm.
- 6.2. Finance Committee Meetings – Recommended to preschedule the Finance Committee meetings for the next year to occur two weeks before the Council meetings to ensure information is included in Council meeting package.

## **7. Financials**

- 7.1. 2023 Financials review – Presented the November 2023 Financial Statement Analysis.

## **8. Date & Time of Next Meeting: April 22, 2024 (4 – 6 pm)**

**Meeting adjourned at 6:26 pm.**