

# NBASLPA Executive Council Meeting Minutes

Date: July 15, 2024

Time: 4:00 – 6:00 pm

Location: Virtual - Teams

## Council Attendance

<input checked="" type="checkbox"/>	<i>Dianne Silliphant - President</i>
<input type="checkbox"/>	<i>Laura Garland – President Elect</i>
<input checked="" type="checkbox"/>	<i>Angela Kaiser-Hansen – Past President</i>
<input checked="" type="checkbox"/>	<i>Paula Murray – Treasurer</i>
<input checked="" type="checkbox"/>	<i>Francisca Morneau-Rouleau – Secretary</i>
<input checked="" type="checkbox"/>	<i>Odette Comeau Lavoie – Public Member</i>
<input checked="" type="checkbox"/>	<i>Miguel LeBlanc – Public Representative</i>

<b>Regrets</b>
<input type="text" value="Laura Garland"/>
<b>Absent</b>
<input type="text"/>

Quorum Met

## Ex-Officio Attendees

<input checked="" type="checkbox"/>	<i>Nicole Fowler – Registrar/Executive Director</i>
<input checked="" type="checkbox"/>	<i>Valerie Caron – Deputy Registrar</i>
<input checked="" type="checkbox"/>	<i>Chantal LeBlanc – Office Manager (Minute Taker)</i>

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## Call to Order -President (Chair)

Welcome Executive Council members and invitees. The meeting will come to order at  pm.

## Declarations – President (Chair)

Are there any conflicts of interest to declare?

Topic	Facilitator	Question/Motion/Discussion	Outcome	Action Items
<b>1. Approval of Agenda and Minutes</b>				
1.1 Adoption of Agenda	President (Dianne)	<i>Motion made by Paula to approve the agenda as presented. Seconded by Odette. Vote obtained.</i>	<i>Motion Carried</i>	<i>None.</i>
1.2 Adoption of Minutes	President (Dianne)	<i>With no corrections to the minutes from April 22, 2024, the minutes stand approved as distributed.</i>	<i>Minutes accepted as circulated.</i>	<i>None.</i>

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<i>Topic</i>	<i>Facilitator</i>	<i>Question/Motion/Discussion</i>	<i>Outcome</i>	<i>Action Items</i>
<b>2. Reports</b>				
2.1 Registrar/ED Report	Registrar/ED (Nicole)	<i>Motion made by Paula to accept the report as presented. Seconded by Miguel. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>
<b>3. Unfinished Business</b>				
3.1 Name / Logo	President (Dianne)	<i>Discussed the possibility of changing the name to 'Regulator' instead of 'College' based on new information that some regulatory bodies outside of NB may be adopting this approach. After discussion, a consensus was reached to retain the name College of Audiologists and Speech-Language Pathologists of New Brunswick, as a name change would further delay the amended Act from passing the NB Legislative Assembly and incur further costs with respect to legal counsel.</i>	<i>Consensus to retain the college name as presented in the amended Act currently at the King's printer.</i>	<i>None</i>
<b>4. New Business</b>				
4.1 Indian Status Card  Rule 14.9.1 (f)(v)	Registrar/ED (Nicole)	<i>Motion made by Miguel to accept the Rule amendment as presented. Seconded by Paula. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>

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4.2 HSNS Letters	Registrar/ED (Nicole)	<p>Discussed the letters sent by HSNS to their audiologists and speech-language pathologists and NB patients/clients with respect to NBASLPA's stance on locus of accountability and follow-up services upon the patient/client's return to NB.</p> <p><i>Motion made by Miguel to direct Nicole to send a letter to NSCASLP regarding the letter received from HSNS. Seconded by Paula. Vote obtained.</i></p>	<i>Motion Carried</i>	Nicole to send a letter to NSCASLP to ensure they are aware of the letter sent by HSNS to NSCASLP registrants and clarify misinformation presented in the letter.
4.3 AGM 2024	Registrar/ED (Nicole)	<i>Motion made by Miguel to set date for the AGM to November 14, 2024, from noon to 1 pm. Seconded by Angela. Vote obtained.</i>	<i>Motion Carried</i>	Nicole to contact Sheila with respect to the upcoming appeal and new Council composition post AGM.

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4.4 Council Day	Registrar/ED (Nicole)	Consensus obtained to procure Julie Maciura again this year for Governance training during Council Day on November 16, 2024, to be held in Fredericton.		Nicole to confirm the date with Julie Macuria and finalize procurement for Governance training.
4.5 Strategic Plan	Registrar/ED (Nicole)	The Registrar/Ed will lead a Strategic Plan review with the Executive Council on November 16, at which time the organization's values, missions, and goals will be reviewed and updated to reflect the mandate of the new College.		Executive Council to review the Strategic Plan during Council Day on November 16.
4.6 Request for Continuing Education	President (Dianne)	<p>Nicole requested approval to take a 3-day training program (Fundamentals of Regulatory Investigations) during business hours as the training program is for the benefit of NBASLPA. The training program is held virtually and offered in September of 2024.</p> <p><i>Motion made by Odette to grant Nicole the 3 days to participate in the training program and for NBASLPA to reimburse the cost or partial cost if the budget allows at the end of the fiscal year. Seconded by Francisca. Vote obtained.</i></p>	<i>Motion carried</i>	Reimbursement for the course to be reevaluated at year-end.

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<b>5. Financial</b>				
5.1 Budget 2025	Treasurer (Paula)	<i>Motion made by Paula to approve the 2025 budget proposal as presented. Seconded by Odette. Vote obtained.</i>	Motion Carried	None
5.2 Financial Review	Treasurer (Paula)	<i>The Finance Committee will meet quarterly 2 weeks prior to the Executive Council meetings. Nicole and Richard (Finance Committee Public Rep) are working on a Financial Analysis Report template to assist the Finance Committee in preparing quarterly reports to present to the Executive Council.</i>		None
5.3 Investments/Risks	Registrar/ED (Nicole)	<i>Motion made by Paula to move investments from high risk to moderate risk. Seconded by Francisca. Vote obtained.</i>	Motion Carried	None
<b>Financial Policies</b>				
5.4 Financial Conflict of Interest	Registrar/ED (Nicole)	<i>Motion made by Odette to accept the Financial Conflict of Interest policy. Seconded by Paula.</i>	Motion Carried	None
5.5 Financial Planning Principles	Registrar/ED (Nicole)	<i>Motion made by Paula to accept the Financial Planning Principles policy. Seconded by Angela. Vote obtained.</i>	Motion Carried	None

<b>Topic</b>	<b>Facilitator</b>	<b>Question/Motion/Discussion</b>	<b>Outcome</b>	<b>Action Items</b>
5.6 Budgeting and Reporting	Registrar/ED (Nicole)	<i>Motion made by Odette to accept the Budgeting and Reporting financial policy. Seconded by Angela. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>
5.7 Internal Controls	Registrar/ED (Nicole)	<i>Motion made by Angela to accept the Internal Controls policy. Seconded by Paula. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>
5.8 Procurement	Registrar/ED (Nicole)	<i>Motion made by Odette to accept the Procurement financial policy. Seconded by Paula. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>
5.9 Repeal of Former Financial Policies	Registrar/ED (Nicole)	<i>Motion made by Paula to repeal all former financial policies approved prior to July 15, 2024. Seconded by Odette. Vote obtained.</i>	<i>Motion Carried</i>	<i>None</i>
<b>6. Adjournment</b>	President (Dianne)	There being no further business to come before the Executive Council, this meeting was adjourned at <input type="text" value="6:00"/> pm.		
<b>7. Next meeting</b>	President (Dianne)	2024-10-28 4:00 – 6:00 pm		

Francisca Morneau-Rouleau  
NBASLPA Secretary

Date reviewed: **2024-10-16**