

**Board Meeting Minutes
December 18, 2019
College Board Room**

1. Welcome, Introductions, and Call to Order

PRESENT: Myrna King
Cherie Lewis
Sean Ponnambalam
Phoebe Rai
Dominique Shephard
Kevin Wong, Registrar
Jenn MacKay-Myra, Recorder

REGRETS: Gerald Johnston

Cherie Lewis, COTNS Board Chair, called the meeting to order at 6:11pm.

First Peoples and Traditional Territory Acknowledgement:

The College of Occupational Therapists of Nova Scotia would like to acknowledge that we are on the ancestral and unceded territory of the Mi'kmaq people.

2. Approval of Agenda

It was agreed to remove item 8.3 and renumber 9.0 to 8.0. Kevin Wong requested an addition to the HR discussion.

Motion: to approve the Agenda as amended: Sean Ponnambalam, seconded by Phoebe Rai.

3. Declaration of Conflicts

Kevin Wong declared a conflict of interest in relation to the HR discussion.

4. Review of Minutes

Motion: to approve the November 20, 2019 Board Minutes as presented: Myrna King, seconded by Dominique Shephard.

5. Consent Agenda

Motion: to approve the Credentials Committee Report as presented: Dominique Shephard, seconded by Sean Ponnambalam.

Motion: to approve the Honorarium Policy as presented: Sean Ponnambalam, seconded by Phoebe Rai.

6. Human Resources – In Camera

The Board meeting went in camera at 6:22pm.

The Meeting resumed at 7:40pm.

The Board agreed to update policy 106.1 to reflect the meal allowance to be redeemed on as a daily allowance up to \$45.00, with the 20% out of province increase, with receipts.

Motion: to approve the per diem amount in policy 106 Allowable Expenses: Phoebe Rai, seconded by Dominique Shephard. Motion carried.

7. Financial Matters

a. Fund Account

Kevin Wong spoke to the College's need to create an operating reserve.

Motion: To create an operating reserve equalling 3-months operating costs (\$60,000): Sean Ponnambalam, seconded by Dominique Shephard. Motion carried.

b. Fees

Kevin Wong reviewed his briefing note discussing the need to increase the administrative and registration fees; the last registration fee increase was 2016 and administrative fee increase in 2007. Kevin informed the Board that upcoming expenses including the ongoing investigation and Judicial Review finding may utilize the related fund accounts and will need to be replenished.

Q. How much of the need for increases is the continuing competency program costs? What happens if someone fails the exam?

A. The proposed fee increases are not for costs associated with the Continuing Competency Program. The roll out of the Continuing Competency program should be fully funded by the current restricted fund allocated to the program. There are funds set aside for the continuing competency review, which should cover all costs associated with the review side of the program.

The Board discussed the proposed administrative fee increases and agreed to the following fees: LMSA and re-registrant application fee to increase to \$50.00, the Canadian Education application fee to increase to \$100.00, the re-entry application fee to increase to \$125.00, and the Internationally Educated application fee to increase to \$150.00.

The late renewal fee to increase to \$100.00, and reverse payments and NSF fees were increased to \$30.00. These fee increases are to take effect on January 1, 2020.

The board discussed the increase in the registration fee, and agreed that it would increase by \$40.00 to \$490.00, to take effect in the 2021 budget year, starting April 1, 2020 for new registrants and April 2021 for current registrants renewing registration.

Motion: to approve the increase in administrative fees to start January 1, 2020, the registration fees to start April 1, 2020 and current registrants renewing registration in April 1, 2021: Sean Ponnambalam, seconded by Phoebe Rai. Motion carried.

8. Communications Campaign

Kevin Wong briefly presented options for the communications/public awareness campaign to increase awareness to all areas of the province. This campaign was designed to meet our legislative mandate and strategic plan priorities. Kevin met with a radio station to discuss advertising options and recommending that the College advertise on the Breeze 96.5 radio station for a 6-month contract starting January 2020.

Q. Who is our target audience? Is it members of the public who have been served by an occupational therapist? Does this radio station's audience reflect our target audience?

A. This radio station's listeners represent more women than men (60/40) and are a growing clientele of OT services is likely over the age of 65. This radio station covers a broad area of Nova Scotia covering HRM, into the South Shore, and Colchester, covering 70-80% of our registrants and therefore a large portion of clients accessing OTs. A broad campaign targeting more than current direct clients of OTs may be more effective and capture more people in our target group.

Q. If we advertise for 6 months what happens the next year and the year after that?

A. The College is not committed to the use of radio on an ongoing basis. We can continue to advertise on the radio, but at a reduced cost and/or frequency in subsequent years or select other options.

Kevin reviewed the other communication options including advertising in Tim Hortons' locations, sponsored article on the Chronicle Herald and general digital web advertising. He did not recommend the use of newspaper advertising at this time.

Due to time constraints, the Board was not prepared to make a decision and will continue the discussion on the communications campaign at the January 2020 Board meeting. The Board agreed to make a decision at the next board meeting.

9. Policy Amendments

This item was deferred to the January 2020 meeting.

10. Continuing Competency Program Update

This item was deferred to the January 2020 meeting.

11. Regulations Review

Kevin Wong and COTNS legal counsel Marjorie Hickey recently met with the Department of Health and Wellness, and a representative from the Department of Justice to discuss our request for changes to our current legislation and regulations. The College was invited to submit our formal request before the end of January 2020. The government indicated that changes to our current regulations will be reviewed for possible introduction by June/July 2020.

The College's Act could be before government as early as 2021. Any changes to the COTNS Act would need to be reviewed and submitted in 2020.

12. Dates and Times of Upcoming Meetings:

The next Board Meetings will occur on:

- i. Wednesday, January 22, 2020
- ii. Wednesday, February 19, 2020
- iii. Wednesday, March 11, 2020
- iv. Wednesday, April 15, 2020
- v. Wednesday, May 27, 2020
- vi. Wednesday, June 17, 2020

13. Adjournment

The board was adjourned at 8:36pm.

Approved January 22, 2020