



COLLEGE of OCCUPATIONAL
THERAPISTS of NOVA SCOTIA

**Board Meeting Minutes
October 22, 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 Chair, called the meeting to order at 6:11pm.

2. Approval of Agenda

There were two additions to the Agenda:

- i. Policy 413.1 – Review of the Registration Decision to be added after the Communication Strategy
- ii. One addition to the In Camera section of the meeting

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

3. Declaration of Conflicts

There is one conflict declared during in camera session of the meeting.

4. Review of Minutes from September 18th, 2019

There was one addition to the September 2019 Board Minutes: Gerry Johnston left at 7:30pm.

Motion: to approve the September 18, 2019 Board Minutes as amended: Phoebe Rai, Myrna King.

5. Board Officers Role Selection

Sean Ponnambalam agreed to remain as COTNS Board Treasurer.

Motion: to confirm the appointments of Cherie Lewis as Chair, Myrna King as Vice-Chair, Phoebe Rai as Secretary, and Sean Ponnambalam as Treasurer: Sean Ponnambalam, seconded by Phoebe Rai. Motion carried.

6. Registration Fee Refund Policy

The board reviewed the two refund options provided by the registrar for the refund policy. The Board discussed how the timing of registrants leaving would affect the registration revenue, whether refunds would be considered at any time of the registration year, and how much of the registration fee would be refunded. The Board also discussed when the registration refund would start.

The board agreed to impose option 1 – Registrant requests for a refund, will be honoured within the first three-months of any registration period to half of the registration fee(Temporary Registration category), minus an administrative fee.

Requests are denied outside of the three-month period. Registrants have the opportunity to appeal to the Board.

Motion: to approve the Registration Fee Refund Policy as amended: Phoebe Rai, Myrna King. Motion carried.

7. Communication Strategy – Public Awareness

Kevin Wong presented the information he received about advertising on radio stations Q104 and 96.5 and newspaper advertisement pricing. The Board discussed the advantages of addressing the public through radio and print mediums, who the College's target audience would be, and how to determine the effectiveness of the campaign. The Board discussed the idea that instead of targeting the Nova Scotian population as a whole, it may be appropriate to target members of the public that have previously accessed occupational therapy services.

Kevin Wong requested an increased to the \$2000.00 budgeted amount for public awareness, to include an additional \$8000.00 from the special projects fund. The Board agreed on the understanding that this amount will be used as a budget framework to price different media forms, plans and outcomes. The Board discussed collaborating with other groups to reduce costs, but one disadvantage discussed included the public's confusion of the College's role, whether working with other OT groups, or another regulatory body.

The Board agreed to increase the public awareness budget, allowing the registrar to explore various mediums, including posters and advertising on the screens of the hospitals. The Registrar will report back to the Board with a plan in the future.

Motion: to increase the public awareness budget to \$10,000, including \$8000 from the special projects budget: Sean Ponnambalam, seconded by Dominique Shephard. Motion carried.

8. Policy 413.1 Review of Registration Decision

Policy 413.1 stated that a written decision would be provided to the registrant within 5 days. It was agreed to change the policy to 30 days to make it more consistent with our website.

Motion: to approve the change to the decision timeline to 30 days within Policy 413.1 Review of Registration Decision: Sean Ponnambalam, seconded by Myrna King. Motion carried.

The Registrar brought out the current Registration Appeal process with the Board. This current process involves a second review of information at the Credentials Committee level. The Board discussed the advantages of a registration appeal going before the Committee a second time, or whether it should be brought forward to the Board. The Board agreed that this discussion would be brought forward another time and to not make changes to the process at this time.

9. Continuing Competence Program - Competence Examination Security Features

Guild, the College's database provider, has provided a quote for just under \$18,000.00 to build the platform for the continuing competence assessment with required security and privacy features requested by the Continuing Competence Committee. The Continuing Competence Committee has approved the quote and request. The board discussed the proposal, the \$18,000.00 cost, and what security is needed for the exam.

Motion: to approve the \$18,000 quote provided by Guild to build the platform that the Continuing Competence Exam will be hosted: Sean Ponnambalam, seconded by Dominique Shephard. Motion carried.

10. In Camera

At 7:40pm the Board went In Camera at this time. It was agreed that the motions contained in the in camera session would be included in these minutes.

Cherie Lewis declared a conflict of interest in respect to the discussion on additional board compensation and recused herself from the discussion.

Motion: to give a \$150.00 honorarium to a Board member who writes a decision on a hearing or registration appeal, if there is more than one person, the honorarium will be shared between them. This honorarium would be retroactive to the start of the current fiscal year (April 2019): Sean Ponnambalam, seconded by Phoebe Rai.

Motion: to approve the registrar participation on Dalhousie University School of Occupational Therapy Council: Myrna King, seconded by Phoebe Rai. Motion carried.

11. Dates and Times of Upcoming Meetings:

The next Board Meetings will occur on:

- i. Wednesday, November 20, 2019
- ii. Wednesday, December 18, 2019

12. Adjournment

The board was adjourned at 8:23pm.

Approved November 20, 2019