

**COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA**  
**BOARD MEETING – PUBLIC PORTION**  
**304 – 1212 WEST BROADWAY, VANCOUVER, BC**  
**FRIDAY, November 16, 2015 AT 1:05 PM**  
**MINUTES**

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**In Attendance:**

Cathy Ryan (in the Chair)  
Nicholas Aubin  
Lynne Harris  
Kathryn Hodgson  
Shoko Nagai

Brent Rowland  
Marilynne Waithman  
Michael Wiebe  
Perminder Tung

**Regrets:**

Claudia Lee  
Lorna Pawluk

**Also Attending:**

Susan Addario (Registrar/CEO)  
Annette Ruitenbeek (Deputy Registrar)  
Michele Gocolay (Legal Assistant)

GUESTS: College of Speech and Hearing Health Professionals of BC  
Diane O'Connor (Registrar/CEO)  
Cameron Cowper (Deputy Registrar)

**1. CALL TO ORDER**

The meeting was called to order at 1:05 pm.

**2. ROLL CALL OF MEMBERS PRESENT**

**3. APPROVAL OF THIS AGENDA**

**Motion:** To approve the agenda as circulated before the meeting. *Carried.*

**4. APPROVAL OF PREVIOUS MINUTES**

**Motion:** To approve the previous minutes as circulated before the meeting. *Carried.*

**5. BOARD MEMBER DECLARATIONS OF BIAS/CONFLICTS OF INTEREST RE AGENDA ITEMS**

None.

**6. CHAIR REPORT**

Ms. Ryan presented her brief report to the Board.

## 7. REGISTRAR REPORT

Ms. Addario presented her report to the Board, including the following topics:

- Two motions were passed during the *in camera* portion of the Board meeting: (1) Bylaw amendment to Schedule A (Recognized Educational Programs); and (2) A new Policy on Accommodation of Candidates with Disabilities and Special Needs for Registration Examinations;
- Progress towards CMTBC's strategic objectives, including Board and staff attendance at the BC Health Regulators' Forum on Right-touch Regulation, attendance at the recent CNAR conference, and the e-newsletter communication initiative;
- Work on managing costs which will be described in the report by the Finance Committee;
- The incorporation of the national alliance of massage therapy regulators (FOMTRAC);
- Various projects in collaboration with the CMTO;
- Launch of the online learning platform project, and the first offering of the *Law, Ethics, and Professionalism* course and exam;
- CMTBC contributions to the work of the National Accreditation Council;
- An update on registration renewal, now under way.

## 8. NEW BUSINESS

### 8.1. Committee Reports

#### 8.1.1. Discipline Committee Report

Ms. Waithman provided a summary of the report, including a review of hearings that took place in 2015 and those planned for 2016. The Board discussed options to collect fines/costs assigned during the penalty phased of hearings, and the process available to the College. Staff will conduct research on the available options and present those at the next Board meeting.

#### 8.1.2. Finance & Audit Committee Report

Mr. Astudillo provided a summary of the report of the Committee, on behalf of Mr. Crawford. He reviewed the 2016 Budget, including the special levy & fee increase. He also reported on the success of the Learning Management System, the Statement of Operations results and yearend forecast; and the Restricted Reserve Fund.

#### 8.1.3. Inquiry Committee Report

Mr. Rowland provided a brief summary of the report on behalf of Ms. Pawluk, including new complaints in 2015, complaint files closed in 2015, and the current caseload.

**8.1.4. Patient Relations Committee Report**

Ms. Addario provided a summary of the report, including two new courses in development for offer on the on-line learning platform, patient relations topics in the current and upcoming newsletters, and the Standards of Practice review.

**8.1.5. Quality Assurance Committee Report**

Ms. Waithman indicated that the Committee has not met since the last Board meeting.

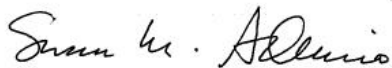
**8.1.6. Registration Committee Report**

Ms. Ryan provided a summary of the report, including the Committee's review of the recent examination results, a reminder of the new Policy on Accommodation of Candidates with Disabilities and Special Needs, and the Committee's review of two important documents: a draft Registration Committee Manual and the draft revised *Guidelines for Foundational Knowledge*.

**Motion:** Moved to accept all committee reports as presented. **Carried.**

**9. ADJOURNMENT**

**Motion:** To adjourn the meeting at 2:55 pm. **Carried.**



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**Registrar/CEO**



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**Chair**