

**COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA  
BOARD MEETING – PUBLIC PORTION  
304 – 1212 WEST BROADWAY, VANCOUVER, BC  
FRIDAY, April 15, 2016 AT 11:25 AM  
MINUTES**

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**In Attendance:**

Cathy Ryan (in the Chair)  
Nicholas Aubin  
Lynne Harris  
Claudia Lee  
Shoko Nagai

Brent Rowland  
Lorna Pawluk  
Marilynne Waithman  
Michael Wiebe

**Regrets:**

Kathryn Hodgson  
Perminder Tung

**Also Attending:**

Susan Addario (Registrar/CEO)  
Michele Gocolay (Legal Assistant)

**1. CALL TO ORDER**

The meeting was called to order at 11:25 am.

**2. ROLL CALL OF MEMBERS PRESENT**

**3. APPROVAL OF THIS AGENDA**

**Motion:** To approve the agenda as amended 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 had no report for the Board.

**7. REGISTRAR REPORT**

Ms. Addario presented her report to the Board, including an update on the FOMTRAC website, which will be launched next week. She noted that the College's strategic plan will be introduced to registrants and the public via a microsite, which is scheduled to be

launched next week. A brief preview was shown. Ms. Addario updated the Board on the national accreditation file, indicating that CMTBC will continue to perform site visits for massage therapy programs in BC until the national accreditation agency is fully staffed. Ms. Addario also reported on progress in developing two new online courses.

The following motions were passed during the *in camera* part of the meeting:

- Cathy Ryan was elected to a second two-year term as Chair;
- Brent Rowland was elected to a second two-year terms as Vice-Chair;
- A new policy on archiving public notices was approved;
- A bylaw amendment adding a new fee for non-compliance with required certification in standard first aid and CPR-C was approved;
- A bylaw amendment clarifying the costs of re-taking the *Law, Ethics & Professionalism* exam was approved.

## 8. NEW BUSINESS

### 8.1. Committee Reports

#### 8.1.1. Finance & Audit Committee Report

Mr. Astudillo presented the report of the Committee on behalf of Mr. Crawford. The report included financial information for the year-to-date, as well as a review of the previous five-year financial plan, and an update looking forward to 2020. Mr. Astudillo also presented an update to the College's risk analysis, with clusters of risk categories and weighted scoring. He asked Board members to review the plan over the next month and to provide feedback or ask questions about risk categories and rankings. At the next Board meeting, the Board will be asked to approve the plan for managing risk in the next year.

**Motion:** To approve changes and targets in the updated Strategic Financial Plan, as presented. **Carried.**

#### 8.1.2. Inquiry Committee Report

Ms. Pawluk provided a brief summary of her report and proposed a review of the monitoring process, to be conducted by the Director of Compliance. This review will be presented to the Board at its June meeting.

#### 8.1.3. Patient Relations Committee Report

In the interest of time, Ms. Addario deferred the report from this Committee.

#### 8.1.4. Quality Assurance Committee Report

Ms. Waithman provided a brief summary of her report including a discussion of practice and professional standards.

8.1.5. *Registration Committee Report*

Ms. Ryan provided an update regarding the recent registration exams, the operation of the new policy for accommodation of candidates with disabilities, and candidates' experience under the LEP course.

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

9. **ADJOURNMENT**

**Motion:** To adjourn the meeting at 12:58 pm. **Carried.**



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**Interim Registrar**



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**Chair**