

**COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING – PUBLIC PORTION
304-1212 West Broadway, Vancouver
Friday, February 2, 2018 at 9:39 AM
MINUTES**

In Attendance:

Catherine Ryan (Chair)
Lynne Harris
Claudia Lee
Brent Rowland
Michael Wiebe
Nicholas Aubin
Lorna Pawluk
Ashley Leighton

Regrets:

Perminder Tung

Marieka Zimmerman – via teleconference

Also Attending:

Eric Wredenhagen (Registrar/CEO)
Monica Winter (Director, Finance and Operations)
Kate Parisotto (Director, Inquiry and Discipline)
Annette Ruitenbeek (Director, Professional Practice)
Abbie Purdy (Governance Coordinator) (Recording)
Rodney Victor (RMT)

1. Call to Order

The meeting was called to order at 9:39 a.m.

2. Roll Call of Members Present

A roll call was conducted.

3. Approval of Previous Minutes

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

4. Approval of Agenda

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

5. Board Member Declarations of Bias/Conflicts of Interest re Agenda Items

No declarations of bias/conflicts pertaining to the agenda items.

6. Chair's Report

Ms. Ryan stated that this would be her final meeting as a Board member and as Chair of the Board, and therefore her last opportunity to thank the Board and College staff for what has been an extraordinary experience. Ms. Ryan stated that it has been a privilege and an honour to serve as Chair and that she would miss working with the other Board members.

7. Registrar's Report

Mr. Wredenhagen reported that there has been a change in Board composition since the last meeting, as the Crown Agencies and Board Resourcing Office (CABRO) has advised that Dr. Waithman was not renewed as a Board member at the end of December 2017. Further, Mr. Wredenhagen noted that three elected Board members will finish their terms on March 31, 2018: Ms. Ryan, Mr. Rowland and Mr. Wiebe. The election for the three vacant seats on the Board is currently underway.

Mr. Wredenhagen also reported on successful completion of the registration renewal period. He advised that approximately 97% of registrants renewed by December 15, 2017 (the deadline to renew without a late fee) and most of the remaining registrants renewed before the final deadline of January 31, 2018 (after which registration is cancelled for failure to renew). He further reported on positive feedback from registrants about the new online registration renewal system.

8. New Business

8.1 Timing of the Annual General Meeting

Mr. Wredenhagen proposed, and the Board agreed, that the next annual general meeting (AGM) be held on or about June 15, 2018. This was considered preferable to an April AGM as three new Board members will begin their terms on April 1, 2018 and CABRO is expected to be appointing a new Board member soon (though the timing is unknown).

Mr. Wredenhagen advised that the AGM cannot be hosted jointly with the Registered Massage Therapists Association of B.C. (RMTABC) this year, as the RMTABC will be holding its AGM in September. CTMBC's Bylaws require it hold an AGM within 15 months of the previous AGM, and therefore CMTBC cannot hold its AGM in September.

8.2 Committee Reports

8.2.1 Inquiry Committee Report

Ms. Pawluk referred to her written report, circulated prior to the Board meeting. She advised that the Inquiry Committee continues to have a high workload and noted the increase in the number of complaints before the Inquiry Committee.

8.2.2 Discipline Committee Report

The Board referred to Dr. Waithman's written report, circulated prior to the Board meeting.

8.2.3 Quality Assurance Committee Report

Ms. Ruitenbeek provided a report to the Board on behalf of Dr. Waithman. She advised that as Cycle 11 will end on October 31, 2018, all registrants will complete two online courses either authored by CMTBC or approved by CMTBC for CMTBC-credits and obtain the required number of additional continuing education credits by that time. The CMTBC-credit online courses are new in Cycle 11.

A Board member stated that there has been some confusion amongst registrants about why the San'yas Indigenous Cultural Safety Training course is more expensive than the CMTBC-authored courses. Ms. Ruitenbeek clarified that it is a third-party course and the cost is set by the sponsor, the Provincial Health Services Authority's aboriginal health program.

Ms. Ruitenbeek advised that CMTBC will provide further information to registrants on the CMTBC website, to clear up any confusion.

8.2.5 Registration Committee Report

Ms. Ryan referred to her written report, circulated before the meeting. Ms. Ruitenbeek highlighted the data included with the report about examination results by school. She advised that in the interest of transparency, the Registration Committee has decided to report school-by-school examination results in the Annual Report.

8.2.4 Finance and Audit Committee Report

On behalf of Mr. Aubin, Ms. Winter referred to the financial statements which were circulated prior to the meeting. She noted that the Finance and Audit Committee had changed the format of its reporting to the Board to enhance transparency and clarity.

Ms. Winter also advised Grant Thornton LLP would be conducting the annual audit later in February.

8.2.6 Motion to Accept Committee Reports

Motion: To approve the Committee Reports as presented to the Board. ***Carried.***

8.3 Presentation on CMTBC's Registration Examination by Michaela Geddes, PhD, Senior Psychometrician, Yardstick Testing & Training

Dr. Michaela Geddes provided a presentation to the Board about the process followed for development of CMTBC's registration examination and for assessing candidates' examination results.

8.4 Proposed Financial Reserve Policy

Ms. Winter introduced the proposed policy. She summarized the development of the policy. She advised that the Finance and Audit Committee has approved the proposed policy and recommends its adoption to the Board.

Motion: To accept the Financial Reserve Policy as proposed. **Carried.**

8.5 Registration/Renewal Fee Discount for Seniors

Mr. Wredenhagen advised that five registrants have submitted letters to the Board requesting a seniors' discount for annual renewal fees (which were circulated to Board members prior to the meeting).

Board members noted that, as previously discussed, it would be considered discriminatory to offer a reduced fee only based on age; rather, it should be on the basis of part-time practice or abstention of practice (which could result from a disability, a leave, etc.).

Mr. Wredenhagen advised that staff have reviewed other regulatory colleges' Bylaws, and other colleges do not offer such a discount. It was also agreed that it would not currently be logistically feasible to administer a part-time registration status (which would require increased staff resources to monitor).

Motion: To move receipt of the correspondence from registrants and to request that the Registrar respond to the registrants in question conveying the Board's decision. **Carried.**

8.6 Notice to the Profession on Scope of Practice Regarding Yoga

Staff requested that the Board approve in principle the proposed Notice to the Profession relating to scope of practice regarding yoga (which was circulated to the Board).

Motion: To approve in principle the proposed Notice to the Profession. **Carried.**

8.7 New Registration Certificate

Mr. Wredenhagen showed to Board members the new CMTBC registration certificate draft. He explained how the certificate will enhance public safety, specifically noting its reference to the public register for the most up-to-date information on an individual's status.

Mr. Wredenhagen explained CMTBC will be providing a hard copy of the certificate to all registrants, to avoid any public confusion.

There was some discussion about the use of the word "initial" on the certificate, and it was decided that it be removed from the heading at the top of the certificate.

9. Adjournment

Motion: The meeting was adjourned at 1:51 p.m. **Carried.**



Registrar



Chair