

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING (PUBLIC PORTION)
304-1212 West Broadway, Vancouver
Friday, August 27, 2021
MINUTES

Board Members in attendance (via videoconference):

Robin Perry (Chair)	Laura Dunkley
Jana Konkin (Vice Chair)	Deborah Charrois
Emily Bissonnette	Harman Pandher – from 9:51 a.m.

Regrets:

Joti Dhesi
Kristen Burrows

Also attending (via videoconference):

Eric Wredenhagen (Registrar/CEO)
Kate Parisotto (Director, Inquiry & Discipline)
Annette Ruitenbeek (Director, Professional Practice)
Brenna Quaas (Manager, Operations and Strategic Initiatives)
Kate Irvine (Paralegal/Administrator, Inquiry and Discipline) (Recording)
Patricia Bentley (Court Reporter, Charest Reporting Inc.)

1. Call to order

The meeting was called to order at 9:05 a.m.

2. Roll call of members present

A roll call was conducted.

3. Approval of previous minutes

Motion: To approve the meeting minutes from the public portion of the July 9, 2021 meeting as circulated before the meeting. *Carried.*

4. Approval of this agenda

Motion: To approve the agenda as circulated before the meeting, with an amendment to remove item 8.2 on the agenda, as it will be addressed in the Registrar's Report. *Carried.*

5. Board Member declarations of conflicts of interest regarding any agenda item(s)

None.

6. Registrar's report

Mr. Wredenhagen provided an update with respect to staff, noting that there have been some changes as some administrative staff have recently departed. Additionally, CMTBC has

recently hired for the newly created position of “Manager, Operations and Strategic Initiatives”. Mr. Wredenhagen introduced Brenna Quaas, who has been hired into this role. Ms. Quaas briefly introduced herself to Board members. Mr. Wredenhagen advised that Ms. Quaas would be tasked with assisting him in working towards the strategic priorities outlined in CMTBC’s Strategic Plan, particularly with respect to communications with registrants and strengthening of internal infrastructure.

Mr. Wredenhagen also advised that Annette Ruitenbeek, CMTBC’s Director, Professional Practice, will be departing effective October 31, 2021, after approximately 10 years with CMTBC. Mr. Wredenhagen thanked her for all of her contributions over the years.

7. Chair’s report

The Chair did not provide a report.

8. New business

8.1 Budget for 2022

8.1.1 Review of Financial Statements to June 30, 2021

Mr. Wredenhagen presented the financial statements to June 30, 2021, which are tracking closely to expected year-to-date amounts. He provided some explanation of line items relating to examination administration costs and discipline legal expenses, which are tracking higher than expected. He advised that the statements do not suggest any need for concern about CMTBC’s underlying financial position.

8.1.2 Finance and Audit Committee report

Mr. Wredenhagen presented a report from the Finance and Audit Committee, which met on August 25, 2021 to review the financial statements to June 30, 2021 and the proposed budget for 2022. He advised that the Finance and Audit Committee recommends to the Board that it approve the proposed budget for 2022.

Mr. Wredenhagen also provided an operational update with respect to hiring of an Accounting Coordinator, which will be completed soon.

8.1.3 Approval of proposed 2022 budget

Mr. Wredenhagen presented to the Board the proposed budget for 2022.

He began by providing some background about development of the budget for 2021, noting that it had involved challenges relating to consideration of the COVID-19 pandemic and associated public health measures. He stated that to some extent, this continues to be a challenge for budgeting for 2022.

Mr. Wredenhagen noted that there was no registration/renewal fee increase for 2021. He advised that the proposed budget for 2022 also does not involve a registration/renewal fee increase, which is because of the financial impacts on registrants from the COVID-19 pandemic. He informed the Board, however, a fee

increase will almost certainly be needed for 2023, to support the College's operations given increased costs of regulating.

Motion: To approve the 2022 budget as presented. *Carried.*

8.1.4 Approval of proposed Bylaw amendment (examination fee increase)

Ms. Parisotto explained that the proposed Bylaw amendment, revising Schedule "B" to the Bylaws (Fee Schedule), creates a new fee which applies to a request to reschedule an already-scheduled Clinical Competence Assessment ("CCA") conducted for a Prior Learning Assessment applicant by CMTBC. Ms. Ruitenbeek explained that recently, a significant number of candidates have been cancelling or seeking to reschedule CCA appointments for non-emergency reasons, which has left CMTBC with significant cancellation costs relating to the venue and the assessors' time. This is the reason that CMTBC is seeking to create a new fee for rescheduling.

Motion: To approve the Bylaw amendment as presented. *Carried.*

8.2 Approval of proposed Bylaw amendment (notice)

Mr. Wredenhagen explained that the proposed Bylaw amendment would add two new educational institutions accredited by the Canadian Massage Therapy Council for Accreditation at the requisite level to the list of recognized education programs at Schedule "A" to the Bylaws (Recognized Education Programs) and add another province (Prince Edward Island, in which massage therapy has recently become statutorily regulated) to the definition of "Recognized Canadian Jurisdiction".

Motion: To approve the Bylaw amendment as presented. *Carried.*

8.3 Committee reports:

8.3.1 Discipline Committee report

A written report from the Discipline Committee was circulated. Ms. Parisotto advised that one discipline hearing will be resuming in September and another discipline hearing has recently been scheduled for one day in December. All other outstanding discipline hearings will likely take place in 2022 (or later).

8.3.2 Inquiry Committee report

A written report from the Inquiry Committee was circulated. Ms. Parisotto advised that the Inquiry Committee's caseload continues to track higher than in 2021.

8.3.3 Registration Committee report

A written report from the Registration Committee was circulated, indicating that the Registration Committee has met twice since the last Board meeting.

Motion: To accept all committee reports as presented. *Carried.*

9. Adjournment

Motion: The public portion of the meeting was adjourned at 10:20 a.m. ***Carried.***



Registrar



Chair