

**COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA**  
**BOARD MEETING (PUBLIC PORTION)**  
**304-1212 West Broadway, Vancouver**  
**Tuesday, December 14, 2021**  
**MINUTES**

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**Board Members in attendance** (via videoconference):

Robin Perry (Chair)	Deborah Charrois
Jana Konkina (Vice Chair)	Laura Dunkley
Emily Bissonnette	Harman Pandher

**Regrets:**

Kristen Burrows  
Joti Dhesi

**Also attending** (via videoconference):

Eric Wredenhagen (Registrar/CEO)  
Kate Parisotto (Deputy Registrar & Director, Inquiry & Discipline) (Recording)  
Patricia Bentley (Court Reporter, Charest Reporting Inc.)

**1. Call to order**

The meeting was called to order at 11:02 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 November 19, 2021 meeting as circulated before the meeting. *Carried.*

**4. Approval of this agenda**

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

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

None.

**6. Registrar's report**

Mr. Wredenhagen advised that he was deferring his report until the Board meeting scheduled for February 11, 2022.

**7. New business**

## 7.1 Finance and Audit Committee Report and Allocation to Financial Reserve

Mr. Wredenhagen advised that the Finance and Audit Committee met on December 9, 2021. At that meeting, the Finance and Audit Committee reviewed the following items:

- CMTBC interim financial and operating statements for the first three quarters of 2021 (January 1 to September 30, 2021, including Statement of Financial Position at November 30, 2021); and
- Proposed change to the level of CMTBC's Financial Reserve (from \$1 million to \$2 million) as well as changes to CMTBC's Reserve Policy.

The Finance and Audit Committee was apprised that the Statement of Financial Position revealed that CMTBC is in a strong cash position due to control of expenditures coupled with stronger than expected registration numbers.

The Board reviewed the CMTBC interim financial and operating statements for the first three quarters of 2021 (January 1 to September 30, 2021, including Statement of Financial Position at November 30, 2021). The Board observed that while discipline expenses have been higher than anticipated, overall the budget was tracking favourably.

**Motion:** to receive and accept these financial and operating statements as presented.  
**Carried.**

Mr. Wredenhagen advised that CMTBC's Financial Reserve was approved by the Board in 2017 and was established in 2018 with the creation of the Reserve Policy and an initial deposit of \$700,000. An additional \$300,000 was added in 2019, bringing the reserve of to its initial target level of \$1 million. This amount was intended to represent four months of average operating costs, less exam expenses (which were not calculated as part of operating expenses as they were offset by exam revenue).

The Registrar advised that several factors argued in favour of an increase in the size of the Reserve. One such factor is the continued growth of the College itself, which now has reached the 6,000-registrant mark, meaning that operational costs have had to increase to keep up with this growth. The uncertainty caused by the COVID-19 pandemic is also a significant factor, as it has the potential to affect registration revenues in ways that may be difficult to predict, and to cause other extraordinary expenses as well. For that reason, the Registrar also suggested that it no longer made sense to exclude exam costs from the calculation of overall operating expenses, as exam revenues could no longer be taken for granted.

Mr. Wredenhagen advised the Board that the Finance and Audit recommends to the Board the following:

- That the CMTBC Financial Reserve be increased from \$1 million to \$2 million; and
- That the Financial Reserve Policy be amended in two ways: (1) that the recommended reserve level be increased from four months to six months of average operating expenses; and (2) that "average operating expenses" be redefined so as not to exclude the costs of CMTBC's entrance examination.

The Board discussed these recommendations and was in agreement with them.

**Motion:** To increase the CMTBC Financial Reserve from \$1 million to \$2 million. **Carried.**

**Motion:** To amend the Financial Reserve Policy to increase the recommended reserve level to six months of average operating expenses and to redefine “average operating expenses” so as not to exclude the costs of CMTBC’s entrance examination.

Mr. Wredenhagen also advised that the Finance and Audit Committee recommended to the Board that the Board appoint Deborah Charrois as Chair of the Finance and Audit Committee.

**Motion:** To appoint Deborah Charrois as Chair of the Finance and Audit Committee. **Carried.**

## 8. Adjournment

**Motion:** The public portion of the meeting was adjourned at 11:16 a.m. **Carried.**



Registrar



Chair