

MINUTES

ACAO COUNCIL MEETING

Date: March 12, 2021

Time: 5:00 p.m.- 7:00 p.m.

Location: Zoom

Attendance:

Margaret Cayenne (Chair)

Gene Kerns

Stacey Dube

Dean Thompson

Christina Logee (Vice Chair)

Janet Sochatsky

Assad Coudhry

Sandra Blanchette

Lana Bentley

Jennifer Bertrand

Sent Regrets: Udo Hanebaum

1.1 Pillars and Land Acknowledgment

Meeting called to order at 5:09 p.m. Welcome was given to the new Council members Stacey Dube and Assad Choudhry who were brought onto ACAO Council by acclamation effective May 2, 2021.

1.2 a) Approval of Agenda

Motion 1.0: That the agenda for the March 12, 2021 Council meeting agenda be approved with additions. Moved by: Dean Thompson. Seconded by: Janet Sochatsky. Carried.

1.2 b) Additions to the Agenda

- Pros and cons of selling ACAO office/condominium.

1.3 Approval of Meeting Minutes

Motion 2.0: That the minutes for the January 11, 2021 Council meeting be approved. Moved by: Gene Kerns. Seconded by: Dean Thompson. Carried.

1.4 Conflict of Interest

No conflicts were declared.

1.5 Action Item Tracking List

Item tracking list was reviewed.

2.1 Introduction of New Council Members and College / Association Separation

Roundtable was completed with the Council to determine where they felt their skillsets would better be utilized, with the College or with the Association.

- Association Preference: Dean Thompson, Janet Sochatsky, Assad Choudhry, Stacey Dube.
- College Preference: Christina Logee, Sandra Blanchette, Margaret Cayenne.

Assad Choudhry and Stacey Dube were then excused from the Council meeting and thanked for their time. Consensus around the table that because the two new Council members were in by acclamation, they should be on the College side which will allow them to further learn governance processes before moving over to the Association as that committee requires members with experience and legacy knowledge in order to re-establish an association.

Motion 3.0: That Christina Logee, Sandra Blanchette, Margaret Cayenne, Assad Choudhry and Stacey Dube will form the College Council of Directors effective April 30, 2021. Moved by: Gene Kerns. Seconded by: Sandra Blanchette. Carried.

2.2 Governance Committee Reports

a) Finance and Audit

The Finance and Audit Committee report was reviewed with Council. It was noted the committee stayed within their budget and had a surplus at the end of the year.

3.1 Regulatory Committee Reports

a) Quality Assurance

The Quality Assurance committee provided an update to Council. The Continuing Competency Program policies and procedures that were approved at the committee level were reviewed for final approval by Council.

Motion: 4.0: That the Continuing Competency Program Policy and Procedures as presented. Moved by: Dean Thompson. Seconded by: Christina Logee. Carried.

3.2 Register Changes

Motion 5.0: That the Register changes be approved as presented. Moved by: Gene Kerns. Seconded by: Janet Sochatsky. Carried.

4.1 Association Committee Report

The Association Committee report was reviewed with Council. No questions were posed.

Meeting adjourned at 6:59 p.m.

MINUTES

ACAO COUNCIL MEETING

Date: March 13, 2021

Time: 10:00 a.m.- 3:00 p.m.

Location: Zoom

Attendance: Gene Kerns Margaret Cayenne Dean Thompson
Christina Logee Janet Sochatsky Sandra Blanchette
Lana Bentley Jennifer Bertrand

Sent regrets: Udo Hanebaum

1.1 Welcome and Land Acknowledgment

Meeting was called to order at 10:02 a.m.

1.2 Approval of Agenda

Additions 2.7 sale of condominium

Motion 1.0: To approve the amended meeting agenda. Moved by: Gene Kerns. Seconded by: Dean Thompson. Carried.

1.3 Conflict of Interest

No conflicts were declared.

2.1 President Report

The President reviewed their report with the Council. No questions were posed.

2.2 Executive Director and Registrar Report

The Executive Director and Registrar reviewed their report for Council.

Council reviewed Assessing Skills of Refracting Opticians document that was submitted by the Optometrists as a response to ACAO's request for increase in scope. An emergency meeting was held with national counterparts from British Columbia and Ontario. Preceptors was a concern in their submission, it was noted that if we get the scope increase then we may need to change the Standards of Practice regarding the preceptor issue. Staff will update Council as information is received.

2.3 Bill 46 College and Association Separation Principals and Bylaw Amendments

a) Separation Principals

The ACAO separation principals were reviewed and amendments were made: add stakeholders to include independent to principal one, add “stakeholders” to principal two, and remove “fairly” to principal five.

Motion 2.0 To approve the separation principals as amended. Moved by: Christina Logee. Seconded by: Janet Sochatsky. Carried.

Motion 3.0: That the Council approve the separation plan as amended. Moved by: Gene Kerns. Seconded by: Dean Thompson. Carried.

- **Action:** That the ACAO strike an ad-hoc committee to work on the establishment of a provincial association. The committee is to consist of current association members at large.

b) College of Opticians of Alberta Draft Bylaws

The College of Opticians of Alberta draft bylaws were reviewed. It was noted that going forward as college meant that there would no longer be a requirement to hold Annual General Meetings or elections. Discussion surrounding Public Members serving as Chair or Vice Chair will be reviewed further by the Alberta Federation of Regulated Health Professions (AFRHP).

Motion 4.0 That the Council accept the bylaws as presented subject to final review and recommendation by the Governance Committee. Moved by: Dean Thompson. Seconded by: Christina Logee. Carried.

- **Action:** Staff are to send only the recommended changes changed to Council for final approval rather than entire document.

2.4 Draft Stakeholder Engagement and Organizational Communications Strategy

The stakeholder engagement and communications strategy was reviewed. It was agreed that the priority for 2021/22 be Bill 46 and the changes required from the legislation. Staff noted that privacy and fair practice audits should remain on the radar for the ACAO for the coming year.

- **Action:** To include Field Law Governance training and financial literacy as mandatory pieces of ACAO onboarding and include in the Governance Policies
- **Action:** That Bill 46, Fair Registration Practices, Privacy Audits, and Governance Training be the four key areas of focus for 2021/2022.

2.5 Solut Business Continuity Plan Final Report

The report was reviewed, and Council agreed this was a very thorough report and that Solut and the Executive Director and Registrar did a great job at identifying the gaps/risks.

2.6 Reserve Fund Recommendations

The Chair of the Finance and Audit Committee reviewed the 2020 revenue and expenses. ACAO had a surplus of \$256,051.61. The amount does not include the \$75,000.00 allocation towards the reserve fund.

Motion 5.0: That Council make the agreed the upon allocation to the reserve fund of \$75,000.00 and that the remaining be considered for potential costs associated with impending separation of college and association at the discretion of Council. Moved by: Janet Sochatsky. Seconded by: Dean Thompson. Carried.

2.7 ACAO Condominium Roundtable

The idea is to establish seed money for the establish of the association by having the Council take into consideration selling the ACAO office as many businesses are moving towards a remote work model and in-turn removing some overhead costs. It was noted that there are several free options for hosting board meetings in the future and CARNA is now offering limited space if the ACAO was interested in having a single office.

Gene Kerns	The condo is an asset and it could potentially be used as a revenue source. Perhaps the association and the college would prefer to keep the asset.
Ted Murdoch	How much are we going to need the space and that the staff should be the ones to determine if we need the office.
Dean Thompson	If we sell sooner than later, then at least we are not the back of the pack.
Janet Sochatsky	As far as the staff go, they are doing a good job and meeting in person is good but ACAO has saved money by moving to a remote model. If sold, then the reserve fund is taken care of.
Sandra Blanchette	This type of question should be targeted to the staff and their feelings on working remotely and selling the condo. Staff gave their feedback.
Lana Bentley	It did not appear that maintaining an office space was an essential part of what we need to do business. Seems that selling may be a good option if there is a strong base to consider selling.
Christina Logee	Would like further analysis and on the pros and cons costs versus revenues.
Margaret Cayenne	Staff to research what the cost is and start now and bring it to the finance and audit committee for further review and final recommendation to Council.

- **Acton:** Further research be conducted by the Finance and Audit committee along with a complete cost analysis on the pros and cons of keeping or selling the office and how we could assist the staff in a work from home environment.

3.1 Competence Committee Briefing

The federation (AFRHP) is reinforcing the Continuing Competency Program name rather than the Quality Assurance. The committee is proposing that the Quality Assurance Committee name be changes to the Competence Committee Program. It is important to keep the competence name alive and note that it is still a reflection of the quality assurance, we are aligning with what other colleges are doing. Quality assurance can continue to be a principal within the continuing competence.

Motion 6.0: That the Quality Assurance Committee name be changed to the Competence Committee and that all internal and external references to the program reflect the Continuing Competence Program to ensure alignment with legislation, transparency, and authority. Moved by Christina Logee. Seconded by: Sandra Blanchette. Carried.

4.1 Approval of Contractor for 2020 AGM and Education Event

Motion 7.0: That Harlow Agency be approved for planning of the 2022 AGM and Education Event upon verification on references. Moved by: Dean Thompson. Seconded by: Janet Sochatsky. Carried.

Meeting adjourned at 3:16 p.m.

Respectfully Submitted,

Kristie Murray
Recording Secretary