

# COUNCIL MINUTES

**Date:** June 6, 2022

**Time:** 9:00-2:30

**Location:** Zoom Videoconference

**Attendance:**

Margaret Cayenne      Christina Logee      Olatunde Olatona  
Chinedu Ogbonna

**Sent Regrets:** Lana Bentley, Todd Bolokoski, Assasd Choudhry, Stacey Dube

## 1.1 Pillars and Acknowledgement

The meeting was called to order at 9:15 a.m.

## 1.2 Approval of Agenda

**Motion 1.0:** To approve the agenda for June 6, 2022, Council Meeting. Moved by: Olatunde.  
Seconded by: Christina Logee. Carried.

## 1.3 Approval of Minutes

**Motion 2.0:** To approve the March 26, 2022, Council Meeting minutes. Moved by: Christina Logee.  
Seconded by: Olatunde Olatona. Carried.

## 1.4 Conflict of Interest

No conflicts of interest were declared.

## 2. GOVERNANCE AND AUDIT

### 2.1 Lisa Seppla (True North implementation)

Presented a workshop on Psychological Safety.

### 2.2 Council Roundtable

Council conducted a roundtable on their thoughts on the presentation by Lisa Seppla. It was noted that the COA would continue to host education sessions during council meetings and that all Council members are encouraged to put suggestions forward on topics they would like presented.

Going forward roundtable discussions will be included at the end of each agenda and further regulatory training be available to Council members such as risk management, policy, and governance.

### **2.3 President Report**

The president presented the report to Council for the previous quarter.

- **Action Item:** Add a Council roundtable discussion as the last item on each Council agenda.

#### *Council Meeting Dates:*

The results survey in relation to the preferred committee and council meeting dates were reviewed by the council. Council members are encouraged to attend two in-person meetings per year (Q4 Strategic Planning and Q2 Budget Approval). In-person council meetings will be scheduled on Sundays and committee meetings will be held on Monday mornings. All other remaining meetings will be optional for in-person.

- **Action Item:** The Q3 Council Meeting is on October 16, 2022, at the COA office.

#### *Anti-Harassment Training:*

Council recommended that the course be completed by all Council members by the next council meeting on October 16, 2022. The course is 1.5 hours in duration and is fully online.

- **Action Item:** Staff to consider setting up individual cards on basecamp for each Council member to manage and track their own tasks.

#### *Council Self-Assessment Results:*

The results of the Council Assessment Survey were reviewed. It was clarified that when discussing and passing motions, there should be a focused discussion on the question during the process so the Council can stand behind their decisions and rationale for motions put forward.

- **Action Item:** Staff to add to the Governance Manual the organizational chart; President, Vice President, Council member, and Committee Chair job descriptions; and the stakeholder map once completed at the January 2023 strategic planning session.
- **Action Item:** Meeting minutes are to be posted to Basecamp with comments welcome and tag the Council members that did not attend the meeting.
- **Action Item:** Agendas should be posted two weeks in advance of each Council meeting whenever possible to allow sufficient time for review.

- **Action Item:** Council to complete and review updated composition matrix after new Council nominee is appointed; more detailed instructions to be added to the composition matrix assessment template.

## 2.4 Governance and Audit Committee Report

The Governance and Audit Committee Q2 report was presented and no questions were posed.

## 2.5 Budget 2023

Sharon Uppal, COA Accounting Manager, presented a brief education session on the current budgeting procedures. Key points included:

- The budget is a form of Profit and Loss statement used for forecasting the following year's revenue and expenses
- Notes are provided to explain line items included on the budget; Council can always ask for additional information on each item
- Assumptions used to prepare the budget are also provided in the notes; Council should verify the validity of the assumptions

The budget included a couple of new line items for the 2023 budget, the goals are specific to the financial stability fund and the discipline contingency fund. It was added that best practice is to include specific financial goals in the strategic plan or the COA's financial policies.

- **Action Item:** Anything over a 10% increase or variance should be flagged in the budget.

Two scenarios were presented to the Governance and Audit committee during their Q2 meeting. The first scenario did not include a fee increase and the second scenario included a 3% increase in fees; both scenarios allowed for a surplus contribution to reserves. The Governance and Audit Committee accepted and made a recommendation for a 3% increase in fees for approval by Council.

- **Action Item:** Include late fees in future budgets as it is considered revenue.
- **Action Item:** Staff to prepare appropriate messaging for renewal communications to explain the rationale for the fee increase (inflation rate).
- **Action Item:** If there is an operational need for staff professional development and the cost exceeds the budget allocation, staff may prepare a professional development plan and proposal for Council review
  - Approved professional development plans must include an agreement that covers the expected length of employee retention after completing the training and reimbursement of costs to the organization if the employee departs prior to completion of the agreement term.

**Motion 3.0:** That the 2023 COA budget be approved. Moved by: Olatunde Olatona. Seconded by: Chinedu Ogbonna. Carried.

Council discussed whether complaints had increased as a result of the new website and the prominence of the “File a Complaint” button. The Complaints Directors confirmed that complaints have not increased following the launch of the new website.

- **Action Item:** Staff to review website and explore updates including: sliding banner on homepage with find an optician, become an optician, and file a complaint options; menu titles that are easier to understand and menu links to key documentation; better search functionality.

## **2.6 Council Positions**

Margaret Cayenne announced she would step down as President and would continue to serve as Past-President/Director. Christina Logee accepted the nomination as President of the COA.

**Motion 4.0:** To accept Christina Logee for the position of President of the COA. Moved by: Olatunde Olatona. Seconded by: Chinedu Ogbonna. Carried.

It was confirmed in conversation with Lana Bentley prior to the meeting that Lana accepted the nomination as Vice President of the COA.

**Motion 5.0:** To accept Lana Bentley for the position of Vice President of the COA. Moved by: Olatunde Olatona. Seconded by: Chinedu Ogbonna. Carried.

- **Action Item:** Defer the selection of the Registration and Competence Committee Chair until a replacement chair has been identified.
- **Action Item:** Staff to follow up with the Alberta Federation of Regulated Health Professions and the Government of Alberta on the reimbursement of public member expenses.

## **2.7 COA Bylaw Approval**

The changes to the Bylaws were reviewed and included:

- (s. 4.03.54 Council Term of Office)
- (s. 3.06.3 Registrants in Good Standing). Non-Practicing Registrant. This section was omitted in the previously approved version.

**Motion 6.0:** To approve the COA Bylaws. Moved by: Olatunde Olatona. Seconded by: Christina Logee. Carried.

## **2.8 Policy Approval**

*Finance and Audit Policies changes include:*

- Policy 2.5 – Per Diem and Expenses. The revisions were made at the recommendation by Council that Council members be provided a per diem for all mandatory training/professional development.
- Policy 4.7 – Surplus Funds/Reserves.

*Council Governing Policies changes include:*

- Policy 3.3 – Stakeholder Relations. The revisions were made to align with Bill 46 legislation and the new guidelines set out how colleges and associations operate and interact.
- Policy 4.1 – Roles and Responsibilities of the CEO/Registrar. CEO/Registrar job description, the summary of the roles and responsibilities are included will be included as an appendix.

**Motion 7.0:** That the revisions to the Stakeholder Relations Policy 3.3 be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 8.0:** That the revisions to the Roles and Responsibilities of the CEO and Registrar policy 4.1 be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 9.0:** That the CEO and Registrar job description be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 10.0:** That the Per Diem and Expense Policy be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 11.0:** That the Surplus Funds/Reserves Policy be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 12.0:** That \$100K in unrestricted assets be transferred to the Discipline Contingency Fund to increase the fund to \$300K. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 13.0:** That \$100K in unrestricted assets be transferred to the Financial Stability Fund to increase the fund to \$200K (50% of target, 3- months operating reserve). Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

**Motion 14.0:** That the Capitalization Policy be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

### **3. REGISTRATION AND COMPETENCE**

#### **3.1 Registration and Competence Committee Report**

The Registration and Competence Committee reviewed the report for the previous quarter. No questions were posed.

**Motion 15.0:** That the Register Changes be approved. Moved by: Christina Logee. Seconded by: Olatunde Olatona. Carried.

#### **4. OPERATIONS REPORT**

##### **4.1 Q2 Operational Report**

The CEO and Registrar reviewed the Q2 operational report. The budget vs. actuals report includes no new variances of note for the reporting period. There was a slight increase in suspensions for the reporting period and staff will continue to monitor if there are fluctuations based on exams and graduation.

- **Action Item:** Organize stakeholder relations by stakeholder in the operations report.
- **Action Item:** Governance and Audit Committee to review results of the Diversity Leads assessment at a future meeting.

#### **Adjournment**

Meeting adjourned at 2:35 p.m.

*Respectfully Submitted,*

*Kristie Murray  
Recording Secretary*