



College of
**TRADITIONAL
CHINESE MEDICINE
PRACTITIONERS +
ACUPUNCTURISTS**
of British Columbia

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BOARD MEETING MINUTES

March 7, 2020

- In attendance:** Peter Stevenson-Moore (Chair), Kim Graham (Vice-Chair), Guo Ding, Jennifer Gao, Oleh Ilnyckyj, Rachel Ling, Edwin Liu, Beverly Osachoff, Jocelyn Stanton, Weidong Yu, Jonathan Ho (Registrar), Simon Auyoung (Director of Professional Practice), Crystal Chung (Director of Compliance), Maharukh Bhagat (Recorder)
- Teleconference:** Joelle Berry
- Regrets:** Shawn-Poppi Sabhaney

1.0 CALL TO ORDER & WELCOME MESSAGE

The meeting was called to order by the Chair at 9:10 a.m.

The Chair acknowledged that the land on which we gathered is the unceded territory of the Coast Salish Peoples, including the Squamish, Tsleil-Waututh and Musqueam nations whose historical relationships with the land continue to this day.

Newly elected Board member Dr. Jennifer Gao introduced herself to the Board.

2.0 PUBLIC INTEREST OVERVIEW BY CHAIR

The Chair gave a presentation to the Board on the topic "Governing in the Public Interest".

3.0 AGENDA

The Agenda was adopted as amended with the addition of Item 11: "COVID-19".

4.0 DECLARATION OF CONFLICT OF INTEREST

A briefing note titled "Declaration of Conflict of Interest" was circulated prior to the meeting.

An overview was provided to the Board by the Registrar regarding declaration of conflict of interest. It was stated that the declaration of conflict of interest applies to both public and registrant members.

Discussions by the Board followed regarding the following topics:

- a registry for conflicts of interest
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- declaration of conflict of interest by contractors and a periodic review
- Board members having a conflict of interest expressing their opinions but refraining from voting

No conflicts of interest were disclosed at the meeting.

The Chair thanked the Registrar for the useful presentation.

5.0 WELCOME TO NEW BOARD MEMBERS

The Chair welcomed the new Board member, Dr. Jennifer Gao and the two returning Board members, Dr. Kimberley Graham and Dr. Weidong Yu to the Board.

In accordance with section 17.11 of the *Health Professions Act*, the Oath of Office was taken by the newly elected Board members.

In accordance with section 17.1 of the *Health Professions Act*, the appointment certificates to the new Board members were presented by the Chair. The Term of Office for the Board members is for January 1, 2020 to December 31, 2022.

6.0 MINUTES OF BOARD MEETING - DECEMBER 7, 2019

The minutes of the December 7, 2019 Board meeting was circulated prior to the meeting. Board members were asked whether amendments were required to the meeting minutes. None were noted.

7.0 STRATEGIC PLAN 2019 - 2022: UPDATE 2019 - Q4

7.1 Strategic Plan Report

A briefing note titled "Strategic Plan Report" was circulated prior to the meeting.

The Registrar provided a summary to the Board on the Strategic Plan Report. In 2018, the CTCMA Board and College developed a comprehensive 2019-2022 Strategic Plan which established three strategic goals and four strategies under each strategic goal.

In total, there are 31 tactics and 71 Key Performance Indicators (KPIs). 20 KPIs were due for completion in 2019, 23 in 2020, 16 in 2021, 5 in 2022 and 6 are identified to be completed annually.

The Registrar briefed the Board on the following KPIs which were due for completion for the fourth quarter in 2019:

- 2.1.B.ii. Improve transparency of website
- 2.2.A.i. Committee recruitment policies developed
- 2.2.B.ii. Social media strategies in place
- 2.4.A.i. Support CARB-TCMPA to create a Strategic Plan
- 3.3.D.i Employee Handbook completed
- 3.1.A.i. Governance Manual adopted by the Board

The Registrar stated that reports on three of the above KPIs will be presented in the Public session and the other three KPIs will be presented in the In-Camera session of the meeting.

Discussions were held and questions from the Board were responded to by the Registrar.

7.2 CARB-TCMPA Strategic Plan

A strategic plan report titled “2.4.A.i.Support CARB-TCMPA to create a Strategic Plan - Strategic Plan in place” along with “CARB-TCMPA 2019-2023 Strategic Plan” and “CARB-TCMPA High Level Implementation Plan” were circulated prior to the meeting.

7.3 Ministry of Health Website Review

A strategic plan report titled “2.1.B.ii. Improve transparency of website - 100% of deficiencies identified by the Ministry of Health addressed” was circulated prior to the meeting.

7.4 Social Media Strategies

A strategic plan report titled “2.2B.ii. Social media strategies in place” along with “Consolidated Communications Strategy, August 2018” and “Employee Manual, College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia, January 2020” were circulated prior to the meeting.

Break at 10:35 a.m. Meeting convened at 10:50 a.m.

8.0 BYLAW AMENDMENT - SCHEDULE H

A briefing note titled “Proposed Amendment to Schedule H of the College Bylaws” was circulated prior to the meeting. On behalf of Dr. Ben Cao, Chair of the Education and Examination Committee (EEC) the Director of Professional Practice presented the briefing note.

The EEC made the resolution on January 21, 2020:

“that the TCM/A programs offered by Vancouver Career College be accepted as meeting CTCMA requirements and be recommended to the Board for inclusion to CTCMA Bylaws Schedule H.”

Discussions were held by the Board.

Motion:

That the Board approves the bylaws amendment set out under Schedule 1 of the briefing note.

All were in favour. Motion passed unanimously.

9.0 REGISTRAR REPORT

9.1 Board Meeting Feedback Survey December 7, 2019

A briefing note titled “December 7, 2019 Board Meeting Feedback Survey Results” along with the Survey Results was circulated prior to the meeting.

An overview was provided to the Board by the Registrar.

9.2 CARB-TCMPA Update

A briefing note titled “CARB-TCMPA Update”, was circulated prior to the meeting,

The Registrar briefed the Board on the progress update of the CARB-TCMPA and informed the Board about the appointment of Mr. Daniel Garcia of Principia Assessments Ltd. as the Executive Director of CARB-TCMPA.

9.3 Board Members Terms of Office

A briefing note titled “Board Members Terms of Office” was circulated prior to the meeting. The Registrar briefed the Board on the College’s Public and Registrant Board members’ terms of office.

The Chair thanked the Registrar for preparing the Reports.

9.4 Business conducted by email between December 8, 2019 and March 7, 2020

The Chair recognized that the following motion had already been approved:

On January 31, 2020 the Board passed the Resolution:

That the minutes of the December 7, 2019 Board meeting be approved.

10.0 COMMITTEE REPORTS

Committee Reports for the following committees were circulated prior to the meeting.

- Discipline Committee
- Education & Examination Committee
- Finance Committee
- Governance Committee
- Inquiry Committee
- Quality Assurance Committee
- Registration Committee

An overview was provided to the Board by the Finance Committee Chair on the “December 2019 Financial Statements” as presented to the Board, reflecting income and expenses for the first nine months of the Fiscal Year, April 1, 2019 to December 31, 2019.

The Board thanked the Finance Committee Chair for the information provided.

11.0 COVID-2019

The Board held a discussion on the COVID-19 outbreak.

The Registrar reported that the College has received directions from Dr. Bonnie Henry, BC’s Provincial Health Officer, that any public inquiries for Covid-19 should be referred to the BC Centre for Disease Control (BCCDC). The Registrar also informed the Board about processes in place and communications with the staff and Registrants on the matter.

Lunch Break at 12:15 p.m. Meeting convened at 1:00 p.m.

12.0 DRAFT MINUTES OF EXECUTIVE COMMITTEE MEETING FEBRUARY 26, 2020

Draft Minutes of the February 26, 2020 Executive Committee meeting was circulated prior to the meeting and discussed in the closed part of the meeting.

13.0 MINUTES OF IN-CAMERA MEETING DECEMBER 7, 2019

Minutes of the December 7, 2019 In-Camera Board meeting was circulated prior to the meeting and discussed in the closed part of the meeting.

14.0 BUDGET FY 2020 - 2021

A briefing note titled "FY 2020 - 2021 Operating Budget and Cash Budget" from the Finance Committee Chair, along with "Budget FY-2021" and "FY2021 Cash Budget" were circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves the operating budget and cash budget for the fiscal year FY2021 as presented by the Finance Committee.

All were in favour. Motion passed unanimously.

15.0 GOVERNANCE COMMITTEE BRIEFING NOTE

A briefing note titled "Governance Committee Update" from the Governance Committee Chair, along with "Committees Succession Planning, February 20, 2020 Draft" and "Board Governance Manual, February 20, 2020 Draft" were circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves the draft Committee Succession Planning document.

All were in favour. Motion passed unanimously.

Motion:

That the Board approves the governance manual with the understanding that further additions will be made later this year in the appendices, and that this is a "living" document.

All were in favour. Motion passed unanimously.

The Registrar & Staff left the meeting at 2:30 p.m.

Discussions were held by the Board on Performance Criteria for the 2020 Registrar Evaluation in the closed part of the meeting.

The Registrar & Staff joined the meeting at 3:05 p.m.

16.0 COMMITTEE APPOINTMENTS

16.1 A briefing note titled "Committee Vacancies" informing the Board about

- Vacancies arising on (1) Quality Assurance Committee, (2) Patient Relations Committee, and (3) Education and Examination Committee; and
- Recommendations for the constitution of the Executive Committee was circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves the recommendation that the appointment of members to the Quality Assurance Committee and the Public Relations Committee be deferred until the next meeting.

Motion:

That the Board approves the appointment of Mr. Guo Ding to the Education and Examination Committee.

Motion:

That the Board approves the membership of the Executive Committee be reduced to the minimum required by s. 24(1) of the Bylaws.

All were in favour. All above motions passed unanimously.

16.2 Education & Examination Committee (EEC) Members Seeking Re-appointment

A briefing note titled “Education & Examination Committee (EEC) Members Seeking Re-appointment” from the Chair, Education & Examination Committee was circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves Ms. Jocelyn Stanton and Dr. Weijia Tan be re-appointed to sit on the Education and Examination Committee.

All were in favour. Motion passed unanimously.

16.3 Quality Assurance Committee (QAC) Members Seeking Re-appointment

A briefing note titled “Quality Assurance Committee (QAC) Members Seeking Re-appointment” from the Chair, Quality Assurance Committee was circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves Dr. Weidong Yu be re-appointed to sit on the Quality Assurance Committee.

All were in favour. Motion passed unanimously.

17.0 INQUIRY RECOMMENDATION - REGISTRAR’S AUTHORITY TO INVESTIGATE AND RESOLVE MATTERS

A briefing note titled “Inquiry Recommendation re Registrar’s Authority to Investigate and Resolve Matters in accordance with s. 32(3) of the Health Professions Act [RSBC 1996] Chapter 183 (the “Act”)” from the Director of Compliance was circulated prior to the meeting and discussed in the closed part of the meeting.

Motion:

That the Board approves the Inquiry and Discipline Department’s recommendation to authorize the Registrar to investigate and resolve matters in accordance with s. 32(3) of the Health Professions Act.

All were in favour. Motion passed unanimously.

18.0 STRATEGIC PLAN 2019 - 2022: UPDATE 2019 - Q4

As reported by the Registrar under Item #7, the strategic plan reports on the three Key Performance Indicators (KPIs) provided below and due for completion for the fourth quarter in 2019, were circulated prior to the meeting and discussed in the closed part of the meeting.

- 2.2.A.i. Committee recruitment policies developed

- 3.3.D.i Employee Handbook completed along with “Employee Manual, College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia, January 2020”.
- 3.1.A.i. Governance Manual adopted by the Board.

19.0 MODERNIZING THE PROVINCIAL HEALTH PROFESSION REGULATORY FRAMEWORK

Discussions were held by the Board on the above subject matter in the closed part of the meeting.

There being no other business, the meeting was adjourned at 4:30 p.m.

Motion:

That the meeting be adjourned.

M/C

The next meeting is scheduled on June 6, 2020 at 900 -200 Granville Street, Vancouver.



June 5, 2020

Peter Stevenson-Moore
Chair

Date



June 5, 2020

Jonathan Ho
Registrar

Date

A signed copy is an official record of the meeting, which has incorporated amendments and corrections from a subsequent meeting.