



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

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## **BOARD MEETING MINUTES (WEBCONFERENCE) June 5, 2020**

- In attendance:** Peter Stevenson-Moore (Chair), Kim Graham (Vice-Chair), Joelle Berry, Guo Ding, Jennifer Gao, Oleh Ilnyckyj, Rachel Ling, Edwin Liu, Beverly Osachoff, Jocelyn Stanton, Weidong Yu
- Regrets:** Shawn-Poppi Sabhaney
- Staff in attendance:** Jonathan Ho (Registrar), Simon Auyoung (Director of Professional Practice), Crystal Chung (Director of Compliance), Maharukh Bhagat (Recorder, Executive Assistant to the Registrar), Lee Riekman (Compliance Administrator), Melissa Escaravage (Operations Assistant)
- Guests:** Mr. Jason Tutt, President ATCMA  
Ms. Suzanne Williams, Executive Director, ATCMA  
Dr. Eyal Lebel, Chair, Quality Assurance Committee

### **1.0 CALL TO ORDER & WELCOME MESSAGE**

The meeting (Webconference) was called to order by the Chair at 9:00 a.m.

Acknowledgement by the Chair: "Please take a moment to acknowledge the unceded territory on which you are working."

### **2.0 AGENDA**

The Agenda was circulated prior to the meeting.  
The Agenda was adopted as written.

The Chair briefed the Board on the proceedings for the online meeting.

### **3.0 DECLARATION OF CONFLICT OF INTEREST**

Declaration of Conflict of interest by the Board members:

- Joelle Berry: Employee of the College of Physical Therapists of BC in a management position.
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- Dr. Jennifer Gao: Instructor at Kwantlen Polytechnic University, with responsibility of preparing students for Board Exams.
- Rachel Ling: Public Board Member of the College of Dental Technicians of BC.
- Edwin Liu: Financial auditor of the College of Dental Surgeons of BC.
- Jocelyn Stanton: Public Board Member at the College of Naturopathic Physicians of BC and Board Member at BC Healthy Communities.
- Dr. Peter Stevenson-Moore: Part-time Employee at the College of Dental Surgeons of BC.

#### 4.1 MINUTES OF BOARD MEETING - MARCH 7, 2020

The minutes of the March 7, 2020 Board meeting was circulated prior to the meeting. Board members were asked whether amendments were required to the meeting minutes. None were noted.

#### 4.2 ELECTRONIC DECISIONS SINCE March 7, 2020 BOARD MEETING

A briefing note titled “Email Resolutions Approved by the Board” was circulated prior to the meeting.

Email Resolutions approved by the Board between March 8, 2020 and June 5, 2020 were as follows:

1. Email Resolution approved on March 26, 2020  
***That the Board adopts the Practice Standard on Tele-practice During the Coronavirus (COVID-19) Pandemic.***
2. Email Resolution approved on April 1, 2020  
***That registrants who applied for accommodations for the 2020 registration renewal fee be approved to pay their 2020 registration renewal fee in two equal installments.***
3. Email Resolution approved on April 6, 2020  
***That the minutes of the March 7, 2020 Board meeting be approved.***

#### 5.0 REGISTRAR’S REPORT

The Registrar’s Report summarizing the primary activities and key information of the College was circulated prior to the meeting. The topics included in the Report were:

- COVID-19 Regulatory Response
- COVID-19 Operational Response
- 2020 Annual General Meeting
- Board Members Terms of Office
- Staffing Updates
- Ministry of Health Updates
- Modernization of Health Regulation
- CARB-TCMPA Update
- BC Health Regulators Update
- Concluding Remarks

The Registrar provided the highlights on his Report to the Board and responded to the questions from Board members on the above topics. This was followed by brief discussions and suggestions by the Board members.

The Chair thanked the Registrar and acknowledged that it is evident that a lot of work is taking place.

## 6.0 STRATEGIC PLAN 2019 - 2022:

A briefing note titled “Strategic Plan Progress Report and Reprioritization of KPIs” along with an attachment “A summary report on the Development of CTCMA’s Practice Support Program” was circulated prior to the meeting.

### **Recommendation:**

It was recommended that the Board:

1. acknowledge receipt of the Strategic Plan Report; and
2. support the deferral of the completion quarter for the 15 Key Performance Indicators listed in the briefing note.

The Registrar provided an overview to the Board on the Strategic Plan as follows:

- Reminded the Board on the three established strategic goals;
- Provided a progress report on the Key Performance Indicators (KPIs):
  - we are 15 months into the Strategic Plan, which is the second year of the three-year plan;
  - in total, there are 31 tactics and 71 KPIs: of which, 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.
- in terms of implementation of KPIs in 2019, 18 KPIs have been completed. Two KPIs as given below are in-progress:
  - Bylaw Amendment: delayed due to a Ministry imposed moratorium on bylaw amendments. Completion expected to be delayed for at least one-year;
  - Evaluating complaints: work on-going in collaboration with other colleges of the Hub to optimize organizational effectiveness; this KPI was expanded to include the establishment of benchmarks and trends to inform future Inquiry Committee (IC) policies and improvements.

The Registrar responded to the questions by Board members on the above, which was followed by discussions and suggestions by the Board members.

### **Motion:**

***That the Board acknowledge receipt of the Strategic Plan Report.***

The Motion was approved.

The Registrar further provided the rationale on the Reprioritization of KPIs as follows:

#### Shifting Priorities:

- The COVID-19 pandemic has forced the College to shift its focus in all areas of work; the workflow and procedures at the office needed to be revised.
- More focus on organizational work as follows:
  - Standards of Practice: the professional practice resources shifted to support BC Health Regulators in the development of our collective Guidance for regulated health-care providers during COVID-19; staff supported the Quality Assurance Committee and the Board in expeditiously developing a Practice Standard on Tele-Practice during the Pandemic;
  - Registration: some aspects of the registrant management system (e.g. database) are being redesigned so that staff can process registration applications online;
  - Inquiry: all records that relate to open and recently closed complaints have been digitized; the registrant management system (e.g. database) was improved to enable the electronic management of the investigation process;
  - Finance: a new electronic filing system was implemented so that account payables can be undertaken electronically; the registrant management system is being upgraded for more account receivables to be processed online.

#### Deferral of KPIs:

- Due to above factors and the anticipation that staff will continue working remotely, extension of the completion quarters for 15 KPIs for three months to one year is being requested;
- The requested extensions are noted in the report provided, followed by explanation for each.

The Registrar responded to the questions by Board members on the above. This was followed by discussions and suggestions by the Board members.

**Motion:**

***That the Board support the deferral of the completion quarter for the 15 Key Performance Indicators as listed in the briefing note “Strategic Plan Progress Report and Reprioritization of KPIs”.***

The Motion was approved.

*Break, meeting reconvened at 10:22 a.m.*

*Oleh Ilnyckyj was disconnected and unable to rejoin the meeting due to a technical issue.*

## **7.0 COMMITTEE REPORTS**

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

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

The Chair proceeded to the Quality Assurance Committee (QAC) Report and invited Dr. Eyal Lebel, the Chair of the Quality Assurance Committee to answer any questions relating to the report. No questions were received.

The Chair requested Dr. Lebel to stay on for a moment, to which he agreed.

The Chair opened the floor for remainder of the Reports, for any questions or discussions on any of the reports.

As no notification was received for any questions, the Chair proceeded to close this item of business.

## **8.0 REPORT FROM THE IN-CAMERA SESSION**

The following Committee Appointments were approved on motions duly made:

**Motion:**

***That Mr. Oleh Ilnyckyj’s reappointment to the Chair of the Inquiry Committee be confirmed.***

**Motion:**

***That Dr. Jennifer Gao be appointed as a Board registrant member to the Inquiry Committee.***

**Motion:**

***That Ms. Karen Kesteloo be appointed as public representative to the Quality Assurance Committee.***

**Motion:**

***That Ms. Annette Ruitenbeek be appointed as public representative to the Quality Assurance Committee.***

The public session of the meeting concluded at 10:32 am

## Comments from Observers

The Chair welcomed and introduced the only two Observers, both from the same professional association:

- Mr. Jason Tutt - President, ATCMA and
- Ms. Suzanne Williams - Executive Director, ATCMA

and requested both to provide any comments or commentary they may wish to make from their observations at the meeting for the benefit of the Board.

Mr. Tutt thanked the Chair for inviting them to speak to the Board and for the introduction. He expressed the challenges that the profession is facing, with respect to the COVID-19 environment and the opportunity if any to improve the interface between the associations and the College.

Ms. Williams appreciated the support from CTCMA during the COVID-19 Pandemic and stated that she is looking forward to work in collaboration with the Collage through COVID-19 and beyond.

The Chair asked if Board members had any questions. A Board member expressed her views and appreciated the input received.

The Chair thanked the observers for their comments and expressed that the College looks forward to further discussions with the associations.

The observers left the meeting at 10:45 a.m.

The next meeting is scheduled on September 12, 2020.



September 16, 2020

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Peter Stevenson-Moore  
Chair

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Date



September 16, 2020

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Jonathan Ho  
Registrar

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Date

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