

**Minutes of the 2016 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists  
Thursday April 28, 2016 Time: 12:00 p.m. – 1:30 p.m. (NL Time)  
HSC Lecture Theatre, St. John's, NL and Teleconference**

**Present:**  
**Council:** Ryan Johnston(Chair), Rachele Ryan(Vice Chair), Mike Davis (Member at Large), Melissa Coish(Member at Large), John Riche (Public Member) Hardiman(Teleconference) and Josephine Crossan(Executive Director/Registrar **Members:** Michael Kay, Kim Whelan, Ashley Loader, Sarah Hollett, Sandra Nickel, Ingrid Ruelokke, Lori Manual, Aimee Roestenberg, Susan Quinton, Michelle O'Brien, Darcie Wilson, Mallory Peacock, Aprill Drake, Joanne Earle, Shari Diamond, Paula Gregory, Stephanie Spencer, Shawna Sparkes, Sarah Cole, Cheryl Tucker, Judy Kay **Teleconference:** Linda Hardiman, Jessica Rideout, Jennifer Blanchard, Kayla Hemmens, Caroline Sullivan, Allison Hussey, Emily Dawe, Joanne Olford, Lori Patterson, Lorna Patey, Cathy Windsor, Cathy Hoyles, Keith Fahey, Raeleen Baggs, Ryan Sparkes, Michelle Sheppard, Lori Ross, Sephanie Fudge , Kayla Gill, Linda King, Rhonda Whalen, Jennifer Shears, Mary Rogers, Cindy Perry, Shara Shears, Sherry Lithgoe, Jennifer Burt, Thelma Hardy, Nick Conway, Catherine Smith, Kate Hartery, Erin Ballah **PT Students:** Becky Cahill, Heather Warren **Regrets:** Deb Noseworthy ( Treasurer), Absent Kelli O'Brien( Secretary)

Item	Discussion	Action
<b>1.0 OPENING</b>		
<b>1.1 Introduction of Council Members</b>	The meeting was called to order at 12:07 p.m. by Ryan Johnston. Ryan Johnston introduced members of Council present and the Executive Director/Registrar.	
<b>1.2 Explanation of Proceedings</b>	Ryan Johnston explained proceedings of meeting.	
<b>2.0 ADDITIONS TO AGENDA</b>		
<b>2.1 Additions to Agenda</b>	No additions to the Agenda.	<b>Motion:</b> Ryan Johnston moved to accept the Agenda as circulated; Stephanie Spencer seconded. Motion carried.
<b>3.0 ADOPTION OF MINUTES</b>		
<b>3.1 2014 Annual General Meeting Minutes</b>	Minutes were tabled with minor edits.	<b>Motion:</b> Linda Hardiman moved to accept the minutes of the 2015 AGM; Michelle Sheppard seconded. Motion carried.
<b>3.2 Business Arising from the Minutes</b>	There are no unfinished items or actions pending from last year's minutes.	
<b>4.0 NEW BUSINESS</b>		
<b>4.1 Certificates of Recognition</b>	Certificates presented to Linda Hardiman and Mike Kay.	
<b>4.2 Election of Officers – Rachele Ryan</b>	Rachele put out the call for nominations from the floor for open positions, no additional names put forward. Stephanie Spencer was scrutineer for the voting process. Catherine Pilgrim voted on to council.	
<b>4.3 Ratification of Solicitor</b>	Mike Kay moved to ratify John O'Dea as Solicitor.	<b>Motion:</b> Mike Kay moved to ratify John O'Dea as solicitor; Joanne Earle seconded. Motion carried.
<b>4.4 Ratification of Auditor</b>	Melissa Coish moved to ratify Pinsent & Associates as Auditor.	<b>Motion:</b> Melisa Coish moved to ratify Pinsent & Associates as Auditor; Kim Whelan seconded. Motion carried.
<b>4.5 Volunteers for Committees</b>	Ryan Johnston acknowledged hours of service provided by volunteers on various committees and asked that new volunteers contact council to become involved.	
<b>5.0 REPORTS</b>		
<b>5.1 Chairperson's Report – Ryan Johnston</b>	Ryan Johnston presented and summarized highlights of the Chairperson's Report as circulated. Ryan highlighted the work completed by the continuing competency committee this year. He also noted the increased work of council with an increase in membership. Ryan acknowledged the council members and all committee members for their work in 2015.	<b>Motion:</b> Ryan Johnston moved to accept the report as presented; Cathy Hoyles seconded. Motion carried.

**Minutes of the 2016 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists**  
**Thursday April 28, 2016 Time: 12:00 p.m. – 1:30 p.m. (NL Time)**  
**HSC Lecture Theatre, St. John’s, NL and Teleconference**

<p><b>5.2 Executive Director/Registrar’s Report – Josephine Crossan</b></p>	<p>Jo Crossan presented the Executive Director/Registrar’s report elaborating on highlights as circulated. She noted increased membership numbers and increased clinic registration in 2015. Jo reviewed the importance of carefully reviewing the registration renewal document and completing it fully each year to avoid registration issues. Further, she highlighted some ongoing discipline issues including misleading or incorrect social media advertising. She encouraged membership to contact the office with any questions or inquiries.</p>	<p><b>Motion:</b> Jo Crossan moved to accept the report as presented; Mike Kay seconded. Motion carried.</p>
<p><b>5.3 Treasurer’s Report - Deb Noseworthy</b></p>	<p>Melissa Coish presented highlights of the Treasurer’s report as circulated by Deb Noseworthy highlighting several key points. These included: increased revenue in 2015 due to increased membership. Increased legal fees, increased cost of meetings due to travel costs. Melissa also discussed the contingency fund as per the report.</p> <p>Budget was presented as circulated.</p>	<p><b>Motion:</b> Melissa Coish moved to accept the report; Aimee Roestenberg seconded. Motion carried.</p>
<p><b>5.4 Alliance Representative’s Report – Deb Noseworthy</b></p>	<p>As circulated. No questions from floor.</p>	<p><b>Motion:</b> Michelle O’Brien moved to accept the report; Joanne Earle seconded. Motion carried.</p>
<p><b>5.5 Complaints Authorization Committee Report - Linda Hardiman</b></p>	<p>Linda Hardiman presented and summarized highlights of the Complaints Authorization Committee report as circulated. She noted that Judy Kay has stayed on the committee in 2015 to assist with concluding cases from the previous year. Linda highlighted an ongoing case involving incomplete/missing documentation and noted this is a common theme in discipline cases.</p>	<p><b>Motion:</b> Linda Hardiman moved to accept the report as presented;Michelle sheppard seconded. Motion carried.</p>
<p><b>5.6 Continuing Competency Report - Mike Kay</b></p>	<p>Mike thanked previous committee members for their work. He discussed the circulated report and discussed the recent portfolio audit.</p> <p>Questions:</p> <ul style="list-style-type: none"> <li>- Lori Patterson asked about the plan for selection of members to be audited going forward. Mike replied that the committee would likely go alphabetically through the list of registered members.</li> <li>- Cathy Hoyles Asked about changing the layout of the portfolio for therapist working in non-direct roles. Mike said the committee would look at this in the future as this didn’t come up in the random sample audit.</li> <li>- Lori Manual asked if anyone in a non-direct role was reviewed in the audit. Mike replied that there wasn’t.</li> </ul>	<p><b>Motion:</b> Linda Hardiman moved to accept the report as amended; Rachelle Ryan seconded. Motion carried.</p>
<p><b>5.7 Legislative Committee Report - Deb Noseworthy</b></p>	<p>Report circulated by Deb Noseworthy. No questions from floor.</p>	<p><b>Motion:</b> Ryan Johnston moved to accept the report as presented; Kim Whelan seconded. Motion carried.</p>
<p><b>5.8 Membership Committee Report – Josephine Crossan</b></p>	<p>Josephine Crossan presented the Membership Committee Report as circulated. Recommended bringing membership program to membership committee for review and comparison with other provinces due to several issues with second time PCE candidates.</p> <ul style="list-style-type: none"> <li>- Question from Lori Patterson: Were there any particular issues in private practice with regards to second time PE candidates? Jo responded that in our current program guidelines second time failed PCE candidates are not addressed thoroughly and there is often limited opportunity to exposure to all practice areas in private clinics. This will need review.</li> </ul>	<p><b>Motion:</b> Josephine Crossan moved to accept the report as presented; Judy Kay seconded. Motion carried.</p>

**Minutes of the 2016 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists**  
**Thursday April 28, 2016 Time: 12:00 p.m. – 1:30 p.m. (NL Time)**  
**HSC Lecture Theatre, St. John's, NL and Teleconference**

<b>5.9 Policy Review Committee – Josephine Crossan</b>	Josephine Crossan presented the Policy Review Committee Report as circulated. Judy Kay and Lori Manual volunteered to serve on the committee.	<b>Motion:</b> Josephine Crossan moved to accept the report as presented; Michelle O'Brien seconded. Motion carried.
<b>5.10 College of the North Atlantic Rehabilitation Assistant Advisory Committee - Thelma Hardy</b>	Thelma Hardy reviewed report as circulated. Highlighted that CNA Accrediation is coming up and they are looking for preceptor volunteers to participate. See details in report.	<b>Motion:</b> Ryan Johnston moved to accept the report as circulated; Aimee Roestenberg seconded. Motion carried.
<b>6.0 OTHER</b>		.
<b>6.1 Other</b>	No other issues arose at this time.	
<b>7.0 ADJOURNMENT:</b>	Ryan Johnston thanked everyone for their involvement and attendance at the AGM. The meeting was adjourned at 1:19 p.m.	

Respectfully submitted by:  
 Rachelle Ryan, NLCP Vice President