

Minutes of the 2017 Annual General Meeting of Newfoundland and Labrador College of Physiotherapists
Monday May 8, 2017 Time: 12:00 p.m. – 1:00 p.m.
Teleconference

Present:		
Council: Ryan Johnston (Chair), Rachelle Ryan (Vice Chair), Mike Davis (Member at Large), Melissa Coish (Member at Large), John Riche (Public Member), Deb Noseworthy (Treasurer), Kelli O'Brien (Secretary), Catherine Pilgrim (Member at Large) and Josephine Crossan (Executive Director/Registrar).		
Members: Stephanie Barrett, Keith Fahey, Sonja Hoskins, Lisa Durnford, Stephanie Spencer, Mike Kay, Stephanie Barrett, Keith Fahey, Kate Gillis, Lorie Paterson, Lorna Patey, Sarah Rendell, Cathy Hoyles, Shara Shears, Shari Diamond, Paula Gregory, Susan Baird, Michelle O'Brien, Susan Quinton, Renee Squires, Shawna Sparkes, Allison Hussey, Megan Miller, Caroline Sullivan, Heidi Squires, Thelma Hardy, Nicole Peters, Heather Sullivan, Sara Hollett, Sherry Lythgoe, Judy Kay, Jennifer Burt, Sandra Gosse, Kim Whelan, Aimee Roestenberg, Jessica Hemmeon, Emily Dawe, Vanessa Burry, Cheryl Tucker (Barron), Debbie Byrne, Darcie Wilson.		
Item	Discussion	Action
1.0 OPENING		
1.1 Introduction of Council Members	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.	
1.2 Explanation of Proceedings	Ryan Johnston explained proceedings of meeting.	
2.0 ADDITIONS TO AGENDA		
2.1 Additions to Agenda	No additions to the Agenda.	Motion: Ryan Johnston moved to approve agenda as presented, seconded by Mike Davis
3.0 ADOPTION OF MINUTES		
3.1 2014 Annual General Meeting Minutes	Minutes were tabled with minor edits.	Motion: Rachelle Ryan moved for adoption of minutes of the 2016 AGM
3.2 Business Arising from the Minutes	With reference to the PTA Ad Hoc Committee, Lorie Paterson inquired about full general membership.	
4.0 NEW BUSINESS		
4.1 Certificates of Recognition	Certificates presented to following members for their work on the PSW Guidelines: Alison Hussey, Amy Stacey, Joan Cranston, Justin Whittle, Marcel Billard, Melanie Newman, Sonja Hoskins, Kimberly Whalen, Teena Patey	
4.2 Ratification of Solicitor	Mike Davis moved to ratify John O'Dea as Solicitor.	Motion: Mike Davis moved to ratify John O'Dea as solicitor; Cathy Hoyles seconded. Motion carried.
4.3 Ratification of Auditor	Ryan Johnston moved to ratify Pinsent & Associates as Auditor.	Motion: Ryan Johnston moved to ratify Pinsent & Associates as Auditor; Linda Hardiman seconded. Motion carried.
4.5 Volunteers for Committees	Ryan Johnston acknowledged hours of service provided by volunteers on various committees and asked that new volunteers contact council to become involved.	
5.0 REPORTS		
5.1 Chairperson's Report – Ryan Johnston	Ryan Johnston presented and summarized highlights of the Chairperson's Report as circulated. Ryan highlighted the work completed by the PSW delegation working group, the work on the new platform for the website, and the continuing competency portfolio. Ryan noted the increased work of council with an increase in membership. Ryan acknowledged the council members and all committee members for their work members and all committee members for their work in 2016.	Motion: Ryan Johnston moved to accept the report as presented; Stephanie Spencer seconded. Motion carried.
5.2 Executive Director/Registrar's Report – Josephine Crossan	Jo Crossan presented the Executive Director/Registrar's report elaborating on highlights as circulated. Jo spoke about two new documents: cross border and new standards of practice and code of ethics. First document to be implemented next	Motion: Jo Crossan moved to accept the report as presented; Melissa Coish seconded. Motion carried.

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	<p>week, the second will be in the near future. Clinical specialty noted in our Act, and we are going to draft a new regulation for approval by Department of Justice. Request for membership to view standards of practice and code of ethics prior to final approval. The documents were approved in principle. Jo highlighted new Patient Safety Act .She noted increased membership numbers 302 and increased clinic registration-47 in 2016. Jo reviewed the importance of carefully reviewing the registration renewal document and completing it fully each year to avoid registration issues and reminded members it is a legal document. She encouraged membership to contact the office with any questions or inquiries.</p>	
<p>5.3 Treasurer’s Report - Deb Noseworthy</p>	<p>Deb Noseworthy presented highlights of the Treasurer’s report as circulated highlighting several key points. Treasures report and the financial statements from auditors were circulated in advance. Positive year, slight increase in overall in membership and slight decrease in office costs. Increased legal fees noted but were expected.</p> <p>Proposed budget was presented as circulated.</p> <p>Judy Kay provided positive feedback on the building of the contingency reserve fund.</p>	<p>Motion: Deb Noseworthy moved to accept the report and the 2017 budget; Linda Hardiman seconded. Motion carried.</p>
<p>5.4 Alliance Representative’s Report – Deb Noseworthy</p>	<p>Deb Noseworthy provided an overview of the link with the Alliance and role they play for the College. Report was reviewed as circulated. No questions from floor.</p>	<p>Motion: Deb Noseworthy moved to accept the report; Rachelle Ryan seconded. Motion carried.</p>
<p>5.5 Complaints Authorization Committee Report - Linda Hardiman</p>	<p>Mike Davis noted members Mike, Linda and John Riche. Mike highlighted the work completed with an ongoing case from 2015. Mike thanked the committee and Judy Kay who has helped with transition for new committee members.</p>	<p>Motion: Mike moved to accept the report as presented; Linda Hardiman seconded. Motion carried.</p>
<p>5.6 Continuing Competency Report - Mike Kay</p>	<p>Mike Kay thanked previous committee members for their work. He discussed the circulated report and discussed the recent portfolio audit.</p> <p>Requested portfolios to audit 60 registrants. Results are only reported to the college. The actual assessments are kept confidential.</p> <p>Questions:</p> <ul style="list-style-type: none"> - Cathy Hoyles asked if there was any progress made with respect to audit process for those Physiotherapists in non-clinical roles. Mike suggested audit process is evolving and anticipates that within the 60 audits there will be variation that will assist with the same. - Michelle O'Brien asked for update on process for dealing with inadequate/insufficient portfolios. The process not yet established. The current assessment is about completion of the portfolio on a case by case basis. There are no written minimal guidelines/standards on requirements for the portfolio. - Lori Patterson asked relationship between new National Standards and the NL standards and continuity competency program. . Deb noted we have just approved in principle the national standards, we have not yet contextualized for NL. If we do adjust and adopt we will need to alter the continuing competency program and portfolio. - The requests for portfolios for continuing competency audits were 	<p>Motion: Mike Kay moved to accept the report as amended; Cathy Hoyles seconded. Motion carried.</p>

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	requested in March/April 2017. Requests for audit are for one year period.	
5.7 Membership Committee Report – Josephine Crossan	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.	Motion: Josephine Crossan moved to accept the report as presented; Keith Fahey seconded. Motion carried.
6.0 OTHER		.
6.1 Other	No other issues arose at this time. Participants were requested to email in attendance for today's session to Jo Crossan	
7.0 ADJOURNMENT:	Ryan Johnston thanked everyone for their involvement and attendance at the AGM. The meeting was adjourned at 12:55 p.m.	

Respectfully submitted by:
Kelli O'Brien, NLCP Secretary