

# NOVA SCOTIA COLLEGE OF PHYSIOTHERAPISTS

Board of Directors Meeting, February 21, 2018

IWK – Rowan-Legge Board Room

## MINUTES

**Present:** Chair Jeff Knowles. Deanna Landry; Kristin Taylor; Shaun Sangster (teleconference); Wayne Carlon; Shanna Thompson; Mark Williams Executive Director; Patrick King, Past Executive Director

**Regrets with cause:** Aimee Cooke; Michael Sangster; Craig White; Joan Ross, Registrar.

Topic	Discussion	Action	Status / Comments
<b>1. Call to Order:</b>	Jeff Knowles Chair, called the meeting to order at 6:04 pm.		<b>Completed</b>
<b>2. Review of Agenda:</b>	The agenda for the meeting was reviewed. Items 8a (OCS award) and 8b (Annual Report 2017) were moved to follow the Treasurer's report. Item 9a was added (discussion Re: CE for the AGM)	<b>MOTION: It was moved and seconded that the Agenda be accepted with the noted changes.</b>	<b>Agenda Approved</b>
<b>3 (a) Review of Minutes:</b>	The Chair requested a motion to approve the December 06, 2017 minutes of the NSCP Board of Directors.	<b>MOTION: It was moved and seconded that the minutes of the Board meeting be approved with one change.</b>	<b>Motion Carried</b>
<b>3 (b) Business from Minutes:</b>	Billable Services Advisory was posted to the website	<b>Update</b>	<b>Completed</b>
<b>4. Registrar Report:</b>	Attached.	<b>MOTION: It was moved and seconded that the Registrar's Report be approved.</b>	<b>Motion Carried</b>
	A motion was put forward to approve the membership changes since the last Board Meeting.	<b>MOTION: It was moved and seconded that the changes to</b>	<b>Motion Carried</b>

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		the Membership roster be approved.	
<b>5. Executive Directors Report</b>	Attached	<b>MOTION: It was moved and seconded that the Executive Director's Report be approved.</b>	<b>Motion Carried</b>
<b>6. Treasurer's Report</b>	<p>a) Kristin Taylor, Treasurer, reviewed the December 31, 2017 NSCP Financial Statements.</p> <p>b) Kristin Taylor, Treasurer, reviewed the January 31, 2018 NSCP Financial Statements</p>	<p><b>MOTION: It was moved and seconded that the financial statements be accepted.</b></p> <p><b>MOTION: It was moved and seconded that the financial statements be accepted.</b></p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p>
<b>7. Committee Reports:</b>			
<b>a) Investigations Committee:</b>	Mr. Williams reported on behalf of the Investigations Committee Chair that the committee has not met yet this year. No new complaints. Two are ready for review. Next meeting to be scheduled		
<b>b) Alliance:</b>	See attached Registrar's Report		
<b>c) Practice Standards:</b>	Shaun Sangster, Chair of the Practice Standards reported that the Committee met January 22, 2018 to plan for 2018. Upcoming items – Med-Legal Guidelines, Spinal Manipulation, Electronic Health Records and E-signatures, Criminal Record Checks for registrants. Next meeting March 5, 2018 with tentative meetings scheduled for April/May/June	<b>MOTION: It was moved and seconded that the Committee Reports be approved.</b>	<b>Motion Carried</b>

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<p><b>e) Peer Assessment:</b></p> <p><b>f) Nominating Committee:</b></p>	<p>See Executive Director Report</p> <p>Mr. Williams reported on behalf of Mike Sangster. There are five positions up for election. Four are 2-year terms and the fifth is a one-year term completing Ms Cooke’s term. All four incumbents for full terms have reoffered and two nominees have been put forward for election to the board; Tyler Dillman and Willena Gregor.</p> <p>Discussed election process. In addition, Executive Director will reach out to all nominees and request a brief written bio (similar to the nominations form) to answer 3 questions; 1 Individuals background, 2 why they want the position and 3 what they will bring to the position</p>		
<p><b>8. New Business:</b></p> <p><b>9. Discussion:</b></p>	<p>a) (Moved to 6c – after Treasurer’s Report) Nominees were reviewed for the Outstanding Community Service Award</p> <p>b) (moved to after OCS Awards Discussion) Annual Report for 2017 was presented for approval</p> <p>a) Reviewed CE plan for the AGM</p>	<p><b>MOTION: It was moved and seconded that Joan Chiassion-MacDonald be Awarded the Outstanding Community Service Award</b></p> <p><b>MOTION: It was moved and seconded that the Annual Report for 2017 be approved</b></p> <p><b>Discussion</b></p>	<p><b>Motion Carried</b></p> <p><b>Motion Carried</b></p> <p><b>N/A</b></p>

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Topic	Discussion	Action	Status / Comments
<b>10. Correspondence:</b>	<b>None</b>	<b>N/A</b>	<b>N/A</b>
<b>11. Conflict of Interest Declaration</b>		<b>None</b>	
<b>12. Adjournment:</b>		<b>Meeting Adjourned</b>	
<b>Next Meeting:</b>	Next meetings Saturday, March 3, 2018 AGM – Tupper Wednesday, March 28, 2018 Wednesday, April 25, 2018 Wednesday, May 30, 2018		

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 Secretary – Jeff Knowles

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 Recorder – Mark Williams – Ex Dir