

# NOVA SCOTIA COLLEGE OF PHYSIOTHERAPISTS

Board of Directors Meeting, December 12, 2018

1 Prince St Dartmouth, NS

## MINUTES

**Present:** Craig White (Chair); Shaun Sangster (Vice-Chair); Kristin Taylor (Treasurer); Willena Gregor; Michael Sangster (Past President); Wayne Carlon (Lay Rep); Shanna Thompson; Mark Williams (Executive Director); Joan Ross (Registrar); Stephanie Francis (Investigation Committee Chair)

**Regrets with cause:** Jeff Knowles (Secretary); Deanna Landry

Topic	Discussion	Action	Status / Comments
<b>1. Call to Order:</b>	Craig White Chair, called the meeting to order at 6:05 pm.		<b>Completed</b>
<b>2. Review of Agenda:</b>	The agenda for the meeting was reviewed.	<b>MOTION: It was moved and seconded that the Agenda be accepted.</b>	<b>Agenda Approved</b>
<b>3. Conflict of Interest Declaration</b>		<b>Chair called for members to declare any potential conflict of interest related to today's meeting</b>	<b>None</b>
<b>4. Review of Minutes:</b>	The Chair requested a motion to approve the November 21, 2018 minutes of the NSCP Board of Directors.	<b>MOTION: It was moved and seconded that the minutes of the Board meeting be approved.</b>	<b>Motion Carried</b>
<b>5. Business from Minutes:</b>	2019 Budget was reviewed with the changes as per November 21, 2018 meeting.	<b>MOTION: N/A</b>	<b>None</b>
<b>6. 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 the Membership roster be approved.</b>	<b>Motion Carried</b>

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<b>7. 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>8. Treasurer's Report</b>	a) No Financial Report	<b>MOTION: N/A</b>	<b>None</b>
<b>9. Committee Reports:</b>			
<b>a) Investigations Committee:</b>	Stephanie Francis presented the Investigation Committee report. The committee entered 2018 with 2 open complaints one of which was later split into 2 as it was filed against 2 members. Those complaints have been resolved. 3 complaints were registered and are still active Investigations.		
<b>b) Alliance:</b>	See attached Registrar's Report		
<b>c) Practice Standards:</b>	Mr. Shaun Sangster presented 3 items for review and approval as follows: <ul style="list-style-type: none"> <li>a. Guideline for Chart or record disclosure in a clinical setting</li> <li>b. Standard for Supervision and Task Assignment</li> <li>c. Guideline for Use of Title in PT Practice</li> </ul>	<b>MOTION: It was moved and seconded that the discussion and vote for approval of the standard and 2 guidelines be postponed to the next meeting.</b>	<b>Motion Carried</b>
<b>e) Peer Assessment:</b>	See Executive Director Report		<b>Motion Carried</b>

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		<b>MOTION: It was moved and seconded that the Committee Reports be approved.</b>	
<b>10. New Business:</b>	None	N/A	N/A
<b>11) Discussion</b>	None	N/A	N/A
<b>12) Correspondence</b>	Correspondence from Karla MacFarlane, MLA for Pictou West and PC Critic for Health was discussed.	<b>MOTION: It was moved and seconded that Ms MacFarlane be directed to the NSPAG regarding her request.</b>	<b>Motion Carried</b>
<b>Next Meeting:</b>	Next meetings:  Jan 23, 2019 February 27, 2019 (rescheduled from Feb 13) March 13, 2019 March 30, 2019 (AGM)		

*Craig White*

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Chair – on behalf of Secretary  
 Jeff Knowles (Absent with cause)

*Mark Williams*

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Recorder – Mark Williams – Ex Dir