

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING – PUBLIC PORTION
304-1212 West Broadway, Vancouver
Wednesday, August 9, 2017 at 10:01 AM
MINUTES

The meeting was held via teleconference.

In Attendance:

Catherine Ryan (Chair)
Lynne Harris
Claudia Lee
Ashley Leighton
Lorna Pawluk
Brent Rowland
Perminder Tung
Marilynne Waithman

Regrets:

Nicholas Aubin
Michael Wiebe
Marieka Zimmerman

Also Attending:

Eric Wredenhagen (Registrar/CEO)
Monica Winter (Director, Finance and Operations)
Annette Ruitenbeek (Director, Professional Practice)
Kate Parisotto (Director, Inquiry and Discipline)
Alison Skoda (Assistant, Inquiry and Discipline) (Recording)

1. Call to Order

The meeting was called to order at 10:01 a.m.

2. Roll Call of Members Present

3. Approval of Agenda

Motion: To approve the agenda as circulated before the meeting. *Carried.*

4. Board Member Declarations of Bias/Conflicts of Interest re Agenda Items

None.

5. New Business

5.1 Approval of December 2017 Budget and 2018 Budget

Ms. Winter advised the Board that the College is taking steps to transform its financial reporting to promote greater accountability and transparency.

She advised the Board of the steps she had taken to prepare the proposed budgets for December 2017 and for 2018, which included meeting with management-level staff and analyzing historical trends.

Ms. Winter presented the proposed budgets, referring to the memorandum that she had circulated prior to the Board meeting.

She advised that the Finance and Audit Committee recommends to the Board that:

1. Any unused internally restricted funds at November 30, 2017 be returned to the general operating fund.
2. At November 30, 2017 the College establish a Contingency Reserve Fund with the transfer of the excess income over expenses from the general operating fund.
3. Acceptance and adoption of the budget for December 1 – 31, 2017 as presented.
4. Acceptance and adoption of the budget for January 1, 2018 to December 31, 2018 as presented.

A Board member asked about the selection process relating to Helsby Drake. Mr. Wredenhagen explained the College's process, which involved creating a detailed list of requirements and attending demonstrations by short-listed vendors. Mr. Wredenhagen noted that, while the upfront cost of Helsby Drake is significant, it is anticipated that it will be more cost-effective than the current system, Accela, over time.

Board members discussed the proposed increase in registration/renewal fees. They were satisfied that the increase is consistent with the College's five-year financial plan. It was noted that the College would be incorporating the fee for criminal record checks into renewal fees.

The Board determined to consider the next agenda items before moving approval of the proposed budgets.

5.2 Review of Financial Statements to June 30, 2017

Ms. Winter presented the financial statements to June 30, 2017.

5.3 Approval of Proposed Bylaw Amendment (Schedule B)

Ms. Parisotto introduced the proposed Bylaw amendment. She advised that it incorporates the proposed fee increases as set out in the budget presentation. She advised that it also incorporated the increase to the fee for credential and prior learning assessments, as discussed at the June 23, 2017 Board meeting, but separates the cost of application and initial document assessment.

Motion: To approve the Bylaw Amendment as presented. **Carried.**

5.4 Approval of Revised Board and Committee Remuneration Policy

Ms. Winter presented the proposed revised policy. She advised of a proposed increase to the hourly remuneration rate paid to Board/Committee members (from \$35/hour to \$40/hour). She advised that this will align better with the daily rate. Ms. Winter advised that the change will occur on December 1, 2017, as budgeted, should the Board approve it.

Motion: To approve the revised Board and Committee Remuneration Policy as presented. **Carried.**

5.5 Approval of Revised Expense Reimbursement Policy

Ms. Winter presented the proposed revised policy. She advised that the proposed revised policy is intended to be more clear for Board and Committee members.

Motion: To approve the revised Expense Reimbursement Policy as presented. **Carried.**

Having approved the proposed fee increase and the revised policies, the Board returned to consideration of the proposed budgets for December 2017 and for 2018.

Motion: That any unused internally restricted funds at November 30, 2017 be returned to the general operating fund. **Carried.**

Motion: That at November 30, 2017 the College establish a Contingency Reserve Fund with the transfer of the excess income over expenses from the general operating fund. **Carried.**

Motion: To accept and adopt the budget for December 1 – 31, 2017 as presented. **Carried.**

Motion: To accept and adopt the budget for January 1, 2018 to December 31, 2018 as presented. **Carried.**

6. Adjournment

Motion: The meeting was adjourned at 11:35 a.m. **Carried.**



Registrar



Chair