

COLLEGE OF MASSAGE THERAPISTS OF BRITISH COLUMBIA
BOARD MEETING – PUBLIC PORTION
304-1212 West Broadway, Vancouver
Friday, November 24, 2017 at 9:32 AM
MINUTES

In Attendance:

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

Regrets:

Perminder Tung
Nicholas Aubin
Marieka Zimmerman

Also Attending:

Eric Wredenhagen (Registrar/CEO)
Annette Ruitenbeek (Director, Professional Practice)
Kate Parisotto (Director, Inquiry and Discipline)
Abbie Purdy (Assistant, Inquiry and Discipline) (Recording)

1. Call to Order

The meeting was called to order at 9:32 a.m.

2. Roll Call of Members Present

3. Approval of Previous Minutes

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

4. Approval of Agenda

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

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

No declarations of bias/conflicts pertaining to the agenda items.

6. Chair's Report

Ms. Ryan thanked everyone for attending. She reported on a meeting with Brenda Locke and Anne Horng of the Registered Massage Therapists' Association of B.C. (RMTABC) that she and Mr. Wredenhagen had attended on November 23, 2017.

7. Registrar's Report

Mr. Wredenhagen reported that the new database and online portal had launched on schedule on November 1, 2017, along with the College's new website. Mr. Wredenhagen stated that the College has been receiving positive feedback from registrants on the new portal. He also advised that the new system was more user-friendly for both staff and registrants, allowing renewals to be processed more quickly, with a reduced workload for staff. He noted that staff members have been providing a lot of technical support to assist registrants with questions such as how to scan and save documents to their computers.

A Board member noted that this is important as computer literacy is considered a practice competency.

Mr. Wredenhagen also reported that the most recent sitting of the registration examination had the highest attendance level on record. A total of 337 people sat exam components, including 276 first-time candidates. Of those participating, 203 people were eligible for registration after results were finalized.

Mr. Wredenhagen reported that the College's fiscal year-end is approaching. There will be a further report on the 2017 fiscal year at the next Board meeting.

Mr. Wredenhagen advised that the proposed Bylaw amendment relating to interviews and conduct meetings has now been submitted to the Ministry of Health for filing. He briefly reviewed the letter that was sent by the College to the RMTABC, in response to the RMTABC's letter of opposition.

Finally, Mr. Wredenhagen announced that Alison Skoda has joined the College as a permanent staff member.

8. New Business

8.1 Policy for Reimbursement of Discipline Committee Panel Members

Ms. Parisotto introduced the proposed policy, which was circulated before the meeting. She advised that the policy is intended to remunerate Discipline Committee panel members for lost income should a hearing be cancelled or adjourned at the last minute. Mr. Wredenhagen noted that reimbursement would be discretionary.

Dr. Waithman, the Chair of the Discipline Committee, thanked staff for preparing this policy. She noted that participating as a panel member for a discipline hearing is a large commitment.

Motion: To approve the Policy for Reimbursement of Discipline Committee Panel Members. **Carried.**

8.2 Update relating to the Canadian Massage Therapy Council for Accreditation (CMTCA)

8.2.1 Response to CMTBC's Conditions for Funding

Mr. Wredenhagen advised that a letter from CMTCA concerning CMTBC's proposed conditions for funding was received on October 17, 2017. The letter was included in the Board materials circulated in advance of the meeting. **Motion:** Moved to acknowledge receipt of correspondence. **Carried.**

8.2.2 Report on CMTCA Operations in BC

Ms. Ruitenbeek advised the Board that individuals proposing new massage therapy education programs are now in direct communication with CMTCA. She also advised that existing recognized education programs have been provided information on transition to CMTCA's accreditation services; some remain in direct communication with CMTBC due to the timing of transition to CMTCA's accreditation services.

8.3 Update on Collaboration with RMTABC On CE Credits

Dr. Waithman, Chair of the Quality Assurance Committee, advised that a working group has been created with representatives from both the College and the RMTABC.

8.4 Demonstration of New Website and Online Portal

Alison Skoda joined the meeting to provide a demonstration of the College's new website, database and online portal.

Mr. Wredenhagen introduced the demonstration by stating that the new portal and website are designed to be more user-friendly than the previous system.

Ms. Skoda demonstrated the process of applying for registration renewal, using a test account. She also provided a demonstration of the public register, of a video on the new website, and of the database used by staff.

A Board member thanked staff and noted that, as an RMT using the system, she really appreciated the new portal.

8.5 Committee Reports

8.5.1 Inquiry Committee Report

Ms. Pawluk referred to her written report, which was circulated before the Board meeting. She highlighted some additional items. First, she noted that she is seeking feedback from Inquiry Committee members regarding suggestions for improvement, which was designed to help identify what might assist the Inquiry Committee to work more efficiently. Second, she noted that the Inquiry Committee will soon have a new option available to it for disposition (conduct meetings), should the Ministry of Health file the College's proposed Bylaw

amendment. Finally, Ms. Pawluk stated that the Inquiry Committee is functioning well and thanked Mr. Wredenhagen and Ms. Parisotto for their assistance.

8.5.2 Discipline Committee Report

Dr. Waithman advised that there were no discipline hearings held in 2017 but that there is a discipline hearing currently scheduled for January 2018. She also advised that some members of the Discipline Committee had recently attended a training course offered by the B.C. Council of Administrative Tribunals.

8.5.3 Patient Relations Committee Report

Mr. Wiebe reported that the Patient Relations Committee recently met and provided feedback relating to guidelines on the topic of professional boundaries. He stated that good feedback was provided which he hoped would be helpful to staff.

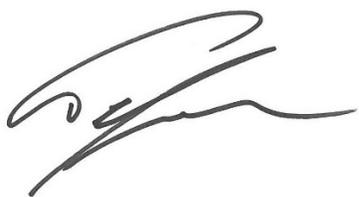
8.5.4 Quality Assurance Committee Report

Dr. Waithman reported that the Quality Assurance Committee recently met and discussed the next Quality Assurance cycle. She also provided an update on the formation of a working group.

Motion: To accept all Committee reports as presented to the Board. *Carried.*

9. Adjournment

Motion: The meeting was adjourned at 12:04 p.m. *Carried.*



Registrar



Chair