



College of Traditional Chinese Medicine
Practitioners And Acupuncturists
of British Columbia

2/F. 5050 Kingsway, Burnaby, British Columbia, Canada. V5H 4H2

Minutes of the Annual General Meeting 2005 on February 19, 2006, in the Choi Hall at S.U.C.C.E.S.S., 28 West Pender Street, Vancouver, BC.

Board Members Present:

Arden Henley (Board Chair), Arthur Lee (Board member), Eileen Fong (Board Member), Philippe Souvestre (Board Member), Jenny Hu (Board Member), Catherine Cameron (Board Member), John Yang (Board Member), Mary Wang (Board Member),

Apologies: Karen Stewart (Board Member)

Also Present:

Patrick Chan (Auditor),
5 staff of CTCMA and 87 registrants

Meeting began at 2:15 p.m. with Arden Henley in the Chair

1. Call To Order

Chair Arden Henley confirmed the presence of quorum and called the meeting to order at 2:15 pm.

2. Confirm Quorum

87 registrants and 3 proxies presented to the Annual General Meeting.

3. Introduce Guests

Arden Henley, on behalf of the Board, welcomed everyone to the 2005 Annual General Meeting of the College and introduced the Board Members, the Registrar and the Auditor to those in attendance.

4. Adoption of Agenda:

The Chair added “approval of 2003 AGM minutes revision” after Agenda approval and it was adopted with no other amendments.

Moved: Tahmineh Nikookar

Seconded: Louis Demorest

5. Approval of the Minutes of the 2003 AGM minutes:

Not necessary to approve this amended minutes.

6. **Approval of the Minutes of the 2004 AGM minutes:**

Moved: Catherine Shaw Seconded: Andrew Taylor
All in favour, no contrary

7. **Convention Standing Rules:**

9 convention standing rules were circulated when registrants came to the meeting.
Approved by the majority.

8. **Chairman's Report:**

Arden Henley, the Chair reported that Though 2004/2005 was no doubt a challenging year for the College, it was nevertheless a year of great accomplishment. The primary role of the College is the protection of the public through the licensure of practitioners, the regulation of the profession and, beginning in 2004/5, on a pilot basis, the approval of schools. There are approximately 1091 licensed practitioners at the present compared to the College of Naturopathic Physicians of BC with 208 and the BC College of Chiropractors at 900.

An unprecedented number of Candidates took the Acupuncture and Herbology exams in October and November 2005. In working on the budget for 2006-7, the Registrar anticipates that our total number of Registrants will increase to about 1250 mid-way through the current calendar year. 50 people challenged the first Dr. of TCM exam in May 2005, and we expect this number to double for the 2nd exam in June of this year.

Our accomplishments have not been without cost. In this context I would like to note the loss of Ting Ting Jiang whose visionary and tireless contribution helped to make this College possible. I would also like to express my respect and appreciation for the College's inaugural Chair, Mason Loh. His vision, dedication and countless hours of selfless work over a period of 8 years reconciled divergent views and helped to bring about this singular and unique institution.

Looking to ward the future, in the face of escalating health care costs and increasingly invasive medical technologies, Traditional Chinese Medicine and Acupuncture has a critically important role to play in North American society. The profession is taking its place among a developing range of complementary healthcare options available to the public. In order to succeed in making this contribution careful regulation and standardization is required and this is the major role of the College in protecting the public.

In achieving these ends the health of the professional community itself is important and, to this end, the ideals of harmony and balance expressed in TCM are useful. Consistent with the ideals of harmony and balance scientific research in the new field of Psychoneuroimmunology shows that the health of our immune systems is directly related to harmony in interpersonal relationships.

It is also important that there be some continual recognition of TCM's origin and history; it emerged and was carefully nurtured over many generations in China and in the context of Chinese culture. In the modern era along with an acknowledgement, understanding and appreciation of its history there is the need for continual adaptation and development through scientific study using empirical methods.

From the perspective of the Chair, harmony, balance and the continued development of the profession in BC and in Canada are themes for the upcoming year.

9. Financial Reports:

The Registrar introduced Mr. Patrick Chan, the Auditor of the College to registrants. Stan explained details of the pipe chart and brief 2004-2005 financial status handed out to registrants at the registration desk. There were some discussions and answers after the presentation.

10. Committee Reports:

(A) Quality Assurance Committee – Philippe Souvestre

The Quality Assurance Committee is mandated to review the Standards of Practice and to enhance the Quality of Practice by reducing incompetent, impaired or unethical Practice among Registrants. The Committee shall establish and maintain a continuing Competency Program to promote high Standards of Practice among Registrants and it shall recommend and monitor Continuing Education regarding conditions of Registration renewal. The Committee shall meet on a regular basis.

The Committee met once on April 25, 2005 and also sustained on-going business in dealing with

- Reviewing and updating area of unauthorized practices
- Prevention of improper and exaggerated professional advertisement issues
- Continuing Education standards and accreditation
- Elaborating education programs for the profession and public.
- Strong emphasis on elaborating a specific medical Code of Ethics

Actions have been as follows:

1. Reviewing the Quality of Continuing Education received from registrants for Registration renewal.
2. Since other Professions at present also use Acupuncture without a CTCMA license, the Committee works closely with the Scope of Practice Committee as well as the Discipline Committee to warrant the proper practice of Acupuncture in British Columbia.
3. Article published in the CTCMA Newsletter of April 20, 2005
 - On The Professional Attitude Expected of a Registrant in Good Standing
 - *Should the Law or the Code of Ethics be the primary reference for a Registrant to establish one's good standing and appropriate professional attitude?*
 - *The current reference in respect to professional ethics for the CTCMA Registered Professional.*

(B) Discipline Committee – Philippe Souvestre

The Discipline Committee is mandated to

1. Deal with matters related to the Professional Medical Code of Ethics and Code of Conduct.
2. Conduct evaluation of investigation results handed over by the Inquiry Committee, and
3. Issue citation for and conduct hearing session(s)
4. Consider and take action if necessary as follows:
 - a. dismiss the matter
 - b. reprimand the respondent
 - c. impose limits or conditions
 - d. suspend respondent's registration
 - e. cancel respondent's registration
 - f. fine the respondent
 - g. assess costs (or part of them) of the hearing against the respondent

The Committee shall function in accordance with the relevant provisions set out in the Health Professions Act and the College Bylaws. The Committee meets on demand and shall report its findings and issue recommendations to the Board through the Chair or Registrar.

Actions:

Discipline Committee never met yet, thanks to the good work of the other Committees.

(C) Registration Committee – Philippe Souvestre

The Registration Committee is mandated to review and approve the registration of a person as a member of the College. The Committee shall function in accordance with the relevant provisions set out in the *Health Professions Act* and the College Bylaws.

Actions:

Registration Committee met 6 times during the past 12 months.

(A) Licences issued during the year:	141
(B) Student licences issued during the year:	164
(C) <u>De-registration:</u>	
(i) Cancelled Licences due to failure to renew at March 31, 2005:	48
(ii) Cancelled Licence due to personal reasons:	3
(D) <u>Registrants Breakdown (as at November 20, 2005)</u>	
Doctors of TCM	281
Registered TCM Practitioners	206
Registered Acupuncturists	547
Registered TCM Herbalists	57
Student registrants	602

(D) Patient Relations Committee – Philippe Souvestre

This Committee mandate is to deal with complaints of professional misconduct of sexual nature by:

1. establishing and maintain procedures to deal with such complaints
2. developing and coordinating educational programs for professionals and the public
3. developing guidelines for professional conduct
4. providing information to the Public re College's complaint and disciplinary process

The Committee shall function in accordance with the relevant provisions set out in the Health Professions Act and the College Bylaws, and shall report its findings and recommendations to the Board.

Actions:

Patient Relations Committee is currently working on:

1. An educational program for all Registrants re: guidelines of professional conduct and boundaries and ethics of professional practice.
2. Establishing procedures by which the college deals with complaints of professional misconduct of a sexual nature.

(E) Standard of Education Committee – Arden Henley

The Education Committee is to advise the Board of the College in establishing Educational Standards in the training of the TCM profession. The Standards, once approved by the Board, will be used by our College in approval of TCM Schools and Colleges.

Actions:

Standards of Education Committee had four meetings in 2005.

This year, the Standards of Education Committee has directed the first group of Program Approval of TCM Schools. Following the creation of the TCM School Approval System for BC in 2004, this year we have implemented the system by accepting applications of 4 different BC TCM schools. In this pilot project, the Committee has worked with the Registrar to review the self study reports from each of the 4 schools, organized site visits and issued 4 site visit reports. The Committee has outlined educational standards for schools to follow to ensure the quality of TCM training as to fulfill CTCMA'S mandate of protecting the public.

Also, this committee is continuously working hard to enforce the Bylaws through emphasizing the educational prerequisite requirement of TCM programs.

(F) Examination Committee – Mary Wang

The Examination Committee is responsible for advising the Registrar with regard to registration examinations, and acts as a consulting body to the Registrar in the appropriate testing of applicants' knowledge and skills. Since this Committee should be the policy making body for examinations, the determination of passing grades in licensing examinations is logically transferred to this Committee from the Registration Committee.

Actions:

The Examination Committee had four meetings in 2005.

The Committee has worked with the Registrar who is in charge of operating the Examination Development Team in the continuing development of examinations for the four registrant categories. There were 3 examinations offered this year with a total of 460 candidates.

The first North American Dr. TCM examination was held on May 28-29, 2005. The Dr. TCM Examination was structured following extensive developmental phases including:

1. a task analysis of existing Dr. TCM registrants in B.C.;
2. appointment of an Expert Team mandated to set the Dr. TCM Core Competencies;
3. separate surveys of experts in the profession, including instructors from TCM schools, which assisted in setting the Examination Specifications, and included the percentage weight of each subject area;
4. months of intensive work by the Examination Development Team working closely with the psychometrician; and
5. writing the Candidates Handbook.

The majority of the preparation was done under the leadership of the previous Committee.

The two day examination consisted of a six hour written examination and a two hour practical examination. Most of examination candidates agreed that this examination was fair and the content of the examination was related to their studies and knowledge level. Most of them also agreed that they had an adequate opportunity to demonstrate their knowledge and skills for the assigned cases.

(G) Governance Committee – Arthur Lee

This committee is newly created by the CTCMA Board. The establishment of the Governance Committee instead of a “task force” was done for the following reasons.

1. A Committee established by the College pursuant to the Health Professions Act empowers such committee with the necessary legal authority and stature granted under the Act.
2. Having taken the process of public consultation with the TCM associations and other interested persons, a report or recommendations of the Governance Committee will have more credibility with the Ministry of Health.

The bylaw amendment establishes the Governance Committee as follows.

1. The Governance Committee is established consisting of nine persons appointed by the board.
2. The Governance Committee must include at least six public representatives and one appointed board member.
3. The Governance Committee has the following objects :
 - a) To review and make recommendations to the board of directors regarding the TCM practitioners and acupuncturists regulation made pursuant to the Health Professions Act.
 - b) To review and make recommendations to the board of directors regarding the College’s Bylaws.
4. To assist the Governance Committee in fulfilling its objectives, the committee may consult any person it deems appropriate and useful, including TCM associations

11. Registrar’s Report:

At the last AGM in November 2004 I spoke to you as the ‘New Registrar’, having spent 8 months learning everything I could about this College. In the 15 months since, I do continue to learn, but I am also now quite comfortable in dealing with the day-to-day issues that face us at the CTCMA Headquarters.

It is a pleasant task for me to report some successes to you. Since the November 2004 meeting, we finished off the Dr. TCM Core Competencies, and in May 2005 we held the first Dr. of TCM Examination ever held in North America. 50 people faced that examination and it was a very successful exam. We expect that more than 100 will apply for the next Dr. TCM exam in June 2006.

We also completed the preparation for the voluntary TCM School Review and Approval Program, and provided a Pilot Project during which four Schools were reviewed. I am very happy to tell you that all four of those Schools were approved, and this information will be posted on our website soon.

Revisions are being made to the Approval Handbook and when this is completed, other Schools that have a Dr. of TCM program will be invited to apply for review and approval. Three Schools have already told us that they are ready to proceed, so we are happy to announce that we have the cooperation of more than ½ of the eligible Schools at this time, and every reason to believe that the others will soon join the program. TCM Students and potential students can take comfort in knowing that these Schools are willing to work hard to meet the standards that are set by this program. I want to thank the four Schools that took part in our Pilot Project, to allow us to test this new program. They cooperated fully with our College and the team that visited their School for

two days to complete the review. For the records, the following are the four approved Schools, in no particular order:

Shang Hai TCM College of BC - Burnaby
International College of TCM – Vancouver
Oshio College of Acupuncture and Herbology - Victoria
Central College – New Westminster

Our regular Acupuncture and Herbology licence examinations for 2005 were completed during October and November 2005, and we are satisfied that both were a success. We had almost 375 examinations completed over a 5 weekend period, including four days of Acupuncture practical exams. These numbers are unprecedented. We had 33 people involved in presenting the Acupuncture practical exams on each of those days, including staff, examiners and model patients. It is a huge task and I want to publicly thank everyone who was involved, especially my staff, Michele Koon, our Examination Coordinator, who carries a huge load ; Doris Tu, our Administrative Coordinator , and the person who works with the examiners to develop both written and practical examination items; Monica Mu, our Administrative Assistant, who is always ready and willing to help out wherever needed; and finally Angus Yuen, our Assistant Deputy Registrar, who helps out anywhere that is necessary, making sure we're fed during the exams and that all our equipment and supplies are in order. It is a huge task and thankfully we can report that it all proceeded very well.

The exam marks are all out in the mail over the past couple of weeks, and we expect that are a lot of smiling faces around town and the results were quite good. We don't give out the percentage of people who passed, but I will say that we are very pleased with the level of success.

You are aware, of course, that the Board of Directors is mostly quite new, following the elections at the end of 2004. Members of the Board have settled into the routine of committee meetings and Board Meetings, and they are a very dedicated group. They keep the staff sharp by asking all the right questions so that the work of the College is properly handled. One of the joys of a job like mine is seeing members of the Board proceed through a period of familiarization, into a period of very dedicated and hard work, and then into a period of preparing to either be re-elected, or to voluntarily leave the Board to once again 'have a life!' Two years goes by very quickly for these people. The staff feels that the Directors never receive the recognition and respect that is due to them for the time that they donate to this College. From my point of view, I value the intelligence and tremendous work habits that they bring to the job, and I thank every one of them for being cooperative and understanding in dealing with me and my staff, especially during the busy times like the last five months.

In the past year I have formed some bonds and friendships with a great many people in this profession. Some of those will be life-long as I have so much reason to trust and respect them for their professionalism and dedication to TCM. I am not going to name these people, but they know who they are. Many of them are on our 'Examination Team' and we keep their names confidential. Collectively they have worked for 100's and 100's of hours for little reward and no recognition except amongst themselves, and a few of us at the office.

Since I first wrote this report, in preparation for the AGM in November, much has been happening. When I came to this College on the first of April 2004, I soon became aware of the general circumstances involving the former Registrar. I quickly resolved to not dwell on this, but to focus my attention on the tasks at hand and the future of the College. I promised myself that I would not be distracted but would work as hard as I could, using the knowledge and skills that I brought with

me, to improve every aspect of this College. I am the Registrar who is on active duty, and I assure you that I have not and will not waiver from my personal promise. The Board has been very supportive of me and has insulated me from this current situation so that your Registrar and his staff can continue on with the day-to-day tasks that must not be ignored during what has been an unsettled time – soon to come to a resolution.

Before I close I want to make a brief comment about a deep loss that we suffered a in mid-2005. Ting Ting Jiang was a supporter of mine, perhaps even a mentor, by making sure that I learned much about this profession and the College in my early time here. There were times that I felt that I had taken on more than I could handle, but Ting Ting had the ability understand my concerns and was willing to help me work through these problems. This was especially a big issue when I first realized that the ultimate responsibility for creating the Dr. of TCM Examination was mine! Thankfully, Ting Ting worked with me to be sure that we had the best possible team of Doctors involved in this project, and we achieved success. Ting Ting called me from her hospital bed at 9AM on the Monday morning after the Dr. TCM exams to extend her congratulations. She had already heard from many people that it was a success. I want to publicly thank Ting Ting for her leadership and understanding throughout the two years of preparation for that examination. I miss her a lot as do many of you, I know.

12. Questions & Answers:

There were some discussions and answers involving topics of different area.

13. Vote for Appreciation:

The Chair presented four Certificates of Appreciation to Dr. Tahmineh Nikookar and Dr. Glenn Morezewich, the former Board Members, for their contribution in the past.

The meeting adjourned at 4:20 pm.