

PUBLIC BOARD MEETING

March 10, 2018

In attendance: Ben Cao (Chair), Guo Ding, Oleh Ilnyckyj, John Yung Chou Lee, Edwin Liu, Peter Stevenson-Moore, Joseph Ranallo, Jocelyn Stanton, Weijia Tan, Weidong Yu, Jonathan Ho (Registrar), Maharukh Bhagat (Recorder)

Teleconference: Joelle Berry

Regrets: Kim Graham

1.0 CALL TO ORDER

The meeting was called to order by the Chair at 2:00 p.m.

2.0 AGENDA

The agenda was adopted by removing item 3.

3.0 INTRODUCTION OF OBSERVER

The observer Simon Au Young, Dr.TCM was introduced.

4.0 COMMUNICATIONS WORKSHOP BY BRIDGE COMMUNICATIONS

A workshop was led by Bridge Communications. Norene Kimberley and Marlie Orden provided a progress report on the Public Education Plan and a proposed CTCMA logo.

The presentation was followed by discussions and suggestions by Board members. The Chair thanked the presenters for their presentation.

Short break at 2:50 p.m. Meeting continued at 3:00 p.m.

5.0 MINUTES

Minutes of the December 9, 2017 meeting, approved December 21, 2017, were read for information.

6.0 REGISTRAR'S REPORT

6.1 Regulation Amendment Proposal

The Registrar reported that the College's Regulation Amendment Proposal will not be formally reviewed by the Ministry of Health until 2019.

This was followed by a discussion.

At the last meeting it was reported that BC Health Regulators (BCHR) will be submitting a letter to ask the Ministry to prioritize the work for amending the Regulations for all professions that do not yet have formative regulations that align with the HPA shared scope of practice framework. The letter was submitted by BCHR to the Deputy Minister on January 9, 2018. A copy of the letter was circulated at the meeting.

6.2 Press Release from the Ministry

A news release from the Ministry of Health regarding appointment of five public board members to the College of Dental Surgeons of BC was circulated.

6.3 Meetings and Events for December 2017 and January, February 2018 were circulated.

6.4 Annual General Meeting October 21, 2018

A Memo giving details was circulated at the meeting.

The Registrar reported that at the Annual General Meeting held on November 5, 2017, the following resolution was passed by the assembly:

Whereas BC is a very large province with hundreds of Registrants outside the lower mainland, I urge the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC (the CTCMA) to embrace modern communication technologies and amend the by-laws in order that:

- *Registrants can attend official meetings via electronic media such as live streaming video and that*
- *Registrants be allowed to vote via on-line voting platforms, or via mail-in ballots.*

As a result of the passing of this resolution, the College engaged with audio and visual contractor, to provide live streaming services at the Annual General Meeting. The details were provided and the Board was in agreement to proceed with the arrangement. The Board recognized that while the cost of providing a streaming video service is in the order of \$2,500 for each annual general meeting, this cost is likely offset by a savings to registrants who do not have to travel. Further research will be conducted on the security, feasibility and robustness of using on-line voting or mail-in ballots for the Annual General Meeting.

6.5 Business conducted by email between December 10, 2017 and March 10, 2018

On December 21, 2017 the Board passed the Resolution:

That the minutes of the December 9, 2017 Board meeting be approved.

Approved



7.0 CTCMA's REPRESENTATIVES TO CARB-TCMPA BOARD

The Registrar reported that the College is a member of the Canadian Alliance of Regulatory Bodies - Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA). The bylaws of CARB-TCMPA requires that the College nominate two directors to represent the College every year.

Currently, the Chair of the Board and the Registrar sits on the Board of the CARB-TCMPA representing the College. The next annual general meeting is expected to be held in the Spring of 2018.

It was recommended that the Board reappoint the Chair of the Board and the Registrar to represent the College on the Board of the CARB-TCMPA.

Motion:

That the Chair of the Board and the Registrar be appointed as representatives to the CARB-TCMPA Board.

M/S/C

8.0 COMMITTEE REPORTS

8.1 Education & Examination Committee (EEC)

8.1.1 Implementation of Dr.TCM Competencies

Workshops are to be held on March 5, 14 and 15, 2018 to develop new items for the 2019 Dr.TCM Written Examinations. The target of the item development is 60 items including the TCM classics.

8.1.2 Interactive Safety Course Development

The committee has completed review of the Chinese translation of the course and is now waiting for the quotation from the course development firm.

8.1.3 Education Program Review

CTCMA received EPR applications from 8 schools:

- Clinical site visits have been conducted to 6 TCM schools. All 6 have successfully completed the curriculum review stage.
- Currently the Expert Panel is scheduling site visits to the 7th school.
- One more school is still undergoing the curriculum review.

8.2 Finance Committee

A meeting of the Committee was held on February 28, 2018 and the financial statements to January 31, 2018 were reviewed as attached in the Board binder.

The proposed Operating Budget and Cash budget for the fiscal year 2019 along with the cover memo were discussed at the meeting. Both Budgets were approved and recommended to be



presented at the Board meeting on March 10, 2019. The proposed Operating Budget and Cash budget for the fiscal year FY2019 alongwith the cover memo were circulated, reviewed and discussed at the In-Camera Board meeting.

Motion:

That the FY 2019 Operating and Cash Budgets be approved as presented.

M/S/C

The date for the next meeting is scheduled for May 30, 2018.

8.3 Inquiry Committee

No Inquiry Committee meetings took place during the period Dec 9, 2017 to January 31, 2018. Currently there are 14 open files, with 14 ongoing cases including 3 MSP billing. Seven cases were closed since last report December 9, 2017; two cases closed by mediation not included in closed cases.

Members were provided with a summary of the open cases.

8.4 Quality Assurance Committee

8.4.1 Quality Assurance Program (QAP)

The Quality Assurance Program Consultation Working Group (CWG) consisting of 11 practitioners was formed at the April 30, 2017 Committee meeting. Since that time, 3 meetings were held from July 2017 to December 2017. At the January 28, 2018 Committee meeting, the Consultant and Practice Advisor reported on the feedback received from the CWG. Overall, the CWG expressed support to the QAP.

The Committee received a document titled Performance Development Program – Messaging (Revised January 13, 2018) as an update to the communications plan development work for the QAP. This document forms the basis for the development of the communications plan. It was reported to the Committee that a draft communications plan is expected to be presented to the Committee for consideration at the next meeting.

The next Committee meeting is expected to be scheduled in the Spring.

8.4.2 Regulation Amendment Task Force (RATF)

The Registrar will be providing an update on the regulation amendment project separately.

8.5 Registration Committee

The Registration committee report was circulated and discussed at the In-Camera Board meeting.



9.0 REPORT FROM THE IN-CAMERA SESSION

COMMITTEE VACANCY

9.1 Registration Committee

Currently three vacancies on the Registration Committee.

MOTION:

That Simon Au Young, Dr.TCM and Jason Tutt, R.Ac be appointed as registrant members to the Registration Committee.

M/S/C

MOTION:

That Guo Ding be appointed as a public member to the Registration Committee.

M/S/C

9.2 Education and Examination Committee

Currently one vacancy on the Education and Examination Committee.

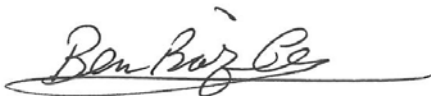
MOTION:

That Peter Liu be appointed as a public member to the Education and Examination Committee.

M/S/C

There being no other business, the meeting was adjourned at 3:40 p.m.


The next scheduled meeting will be held on June 9, 2018 from 1:30 p.m. to 4:00 p.m. at the Holiday Inn Vancouver Centre, 711 West Broadway.



March 28, 2018

Ben Bao Qi Cao, Dr.TCM
Chair, CTCMA

Date



March 28, 2018

Jonathan Ho
Registrar, CTCMA

Date

A signed copy is an official record of the meeting, which has incorporated amendments and corrections from a subsequent meeting.

