



College of
**TRADITIONAL
CHINESE MEDICINE
PRACTITIONERS +
ACUPUNCTURISTS**
of British Columbia

900-200 Granville Street
Vancouver, BC, V6C 1S4
ctcma.bc.ca

T (604) 742-6563
Toll Free 1-855-742-6563
F (604) 357-1963
E info@ctcma.bc.ca

BOARD MEETING MINUTES (WEBCONFERENCE) March 5, 2021

In attendance: Peter Stevenson-Moore (Chair), Kimberley Schneberk (Vice-Chair), Guo Ding, Jennifer Gao, Oleh Ilnyckyj, Eyal Lebel, Rachel Ling, Beverly Osachoff, Holly Page, Jocelyn Stanton, Weidong Yu

Regrets: Edwin Liu

Staff in attendance: Jonathan Ho (Registrar), Simon Auyoung (Director of Professional Practice), Crystal Chung (Director of Compliance), Maharukh Bhagat (Recorder, Executive Assistant to the Registrar), Lee Riekman (Compliance Administrator), Melissa Escaravage (Operations Assistant)

Guests & Observers: Carol Williams, Chair, Discipline Committee
Ben Cao, Chair, Education & Examination Committee
Vivienne Stewart, Chair, Inquiry Committee

Weidong Che, Shi Yuan He, Michelle Phillips, Yun Qiu, Peggy Yu, Xiao Yun Lu, Martin Ma, Ronggang Li, Hua Shi, Sylvia Tse, Zhen Xiong Guan, Guo Wei Li, Yao Hua Gao, Pui Mei Li, Mu Ying Li, Yu Xin Ding, Wenpei Li, Lawrence Chan, Yajing Li, Wendy Wang, Zexiang Xu, Zhi Fang Yuan, Liqing Zhou, Yumei Chen

1.0 CALL TO ORDER & WELCOME MESSAGE

The meeting (Webconference) was called to order by the Chair at 9:00 a.m. The Chair welcomed everyone at the meeting.

Land acknowledgement was delivered by Ms. Holly Page, Board Member.

2.0 INTRODUCTION OF GUESTS & OBSERVERS

The Chair introduced the Committee Chairs of the College:

- Ms. Carol Williams, Chair, Discipline Committee
- Dr. Ben Cao, Chair, Education & Examination Committee
- Ms. Vivienne Stewart, Chair, Inquiry Committee

The Observers at the meeting were recognized by the Chair. Practitioners and students were observing the proceedings at the Board meeting and some were representatives from:

- Canada Acupuncturists HQs Association - British Columbia
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- Home of the Canadian TCM Society
- Vancouver Beijing College of Chinese Medicine

3.0 AGENDA

The Agenda was circulated prior to the meeting.
The Agenda was adopted as written.

4.0 COMMITTEE GOVERNANCE EFFECTIVENESS ASSESSMENT - PRESENTATION BY WATSON ADVISORY

The following documents from Watson Advisors Inc. were circulated prior to the meeting:

- Memo to CTCMA Board - Committee Effectiveness Assessment
- CTCMA Committee Report February 2021

The Governance Committee Chair introduced Ms. Natasha Himer, Governance Advisor from Watson Advisors Inc., who presented the Committee Effectiveness Assessment Report.

Ms. Himer commended the Board for initiating the Committee Effectiveness Evaluation. She expressed that it was an honour for Watson Advisors to take part in the project and recognized the steps taken by the College to evolve and strengthen Governance.

The presentation reflected:

- Background on the process and the approach;
- Highlights from the evaluation and recommendations;
- Next steps

Discussions were held and questions were asked by Board members and responded to by Ms. Himer.

Motion:

- ***That the Committee Effectiveness Assessment report be accepted.***

The motion was accepted unanimously by the Board.

The Chair thanked Ms. Himer for her presentation.

Break at 10:35 a.m. Meeting reconvened at 10:45 a.m.

5.0 APOLOGIES FOR ABSENCE

Apology: Mr. Edwin Liu

6.0 DECLARATION OF CONFLICT OF INTEREST

The Chair asked if any members needed to declare any conflicts of interest relating to the matters on the Agenda. None were noted.

7.0 MINUTES OF BOARD MEETING - DECEMBER 2, 2020

The draft minutes of the December 2, 2020 Board meeting were circulated prior to the meeting for approval at the meeting. Board members were asked whether amendments were required to the meeting minutes. None were noted.

Motion:

- ***That the meeting minutes of December 2, 2020 be adopted.***

The meeting minutes of December 2, 2020 were approved.

8.0 REGISTRAR'S REPORT

The Registrar's Report summarizing the primary activities and key information of the College for the period ending February 19, 2021 was circulated prior to the meeting. The topics included in the Report were:

- COVID-19 Regulatory Response
- COVID-19 Operational Response
- Operations
- Board Members Terms of Office
- Human Resources Updates
- Ministry of Health Updates (including Ministry of Health COVID-19 Response and Modernization of Health Regulation)
- CARB-TCMPA Update (including Pan-Canadian Examination)
- BC Health Regulators Update (including BC Public Advisory Network)
- Concluding Remarks

The Registrar provided highlights on his Report to the Board and responded to the questions from Board members on the above topics.

Motion:

- ***That receipt of the Registrar's Report for the period ending on February 19, 2021 be acknowledged.***

The motion was passed.

The Chair thanked the Registrar on behalf of the Board for his report.

The Registrar thanked the Board for their support and for their participation at the February 10th meeting regarding Pan-Canadian examination language availability with the stakeholders, and also for the Board's commitment to find a solution.

9.0 STRATEGIC PLAN 2019 - 2022 Q4 UPDATE

A briefing note titled "Strategic Plan Progress Report - 2020 Q4" was circulated prior to the meeting.

Recommendation:

It was recommended that the Board:

- acknowledge receipt of this Strategic Plan 2020 Q4 Update Report.

The Registrar provided an overview to the Board on the Strategic Plan Progress Report as follows:

- Recap on all major elements of the Strategic Plan.
- Progress report on outcome up to the fourth quarter of 2020
 - 32 KPIs are completed,
 - 22 KPIs are in progress, and
 - 17 KPIs pending implementation.
- 8 KPIs were due for completion for the fourth quarter in 2020.
- The KPIs due for completion at the first quarter of 2021 will be reported to the Board at the June 2021 Board meeting.

The Registrar left the meeting at 11:30 a.m.

The Chair asked if the Board had any questions. A Board member offered an observation on the Strategic Plan stating that due to the pandemic the Registrar had identified that some of the KPIs need to be set aside and the Board had considered some flexibility to the strategic plan. However, the Board recognize the importance of the strategic plan and determined that its implementation is appropriate.

Motion:

- ***That receipt of the Strategic Plan 2020 Q4 Update Report be acknowledged.***

The motion was passed.

10.0 COMMITTEE REPORTS

Committee Reports for the following committees were circulated prior to the meeting.

- Education & Examination Committee
- Finance Committee
- Governance Committee
- Inquiry Committee
- Quality Assurance Committee
- Registration Committee

The Chair asked the Board if there were any questions for the Committee Chairs present at the meeting.

Education & Examination Committee (EEC)

Dr. Ben Cao, EEC Chair presented the highlights on the EEC Report. Questions were asked to which Dr. Cao responded.

Dr. Cao stated that he will be completing his term as the EEC Chair in April 2021. He thanked the Board, the EEC members and the staff for their support during his tenure as Committee Chair. He expressed that he will be happy to contribute further to the TCM profession and the TCM community.

Inquiry Committee (IC)

Questions were asked regarding the report on IC, which were responded to by Ms. Vivienne Stewart, IC Chair and the Director of Compliance.

Motion:

- ***That the committee reports for the Education and Examination Committee, Finance Committee, Governance Committee, Inquiry Committee, Quality Assurance Committee and Registration Committee be accepted.***

The motion was passed.

The Chair thanked all the observers who participated at the meeting and the Committee Chairs for their contribution.

11.0 REPORT FROM THE IN-CAMERA SESSION (meeting held on March 3, 2021)

11.1 Committee Appointments

The following Committee Appointments were approved on motions duly made:

Motions:

- ***That Dr. Weijia Tan be appointed as Chair of the Education and Examination Committee.***
- ***That Dr. Jacqueline Chan be appointed as a registrant member of the Patient Relations Committee.***
- ***That Dr. Catherine Cameron be appointed as Chair of the Quality Assurance Committee.***

11.2 Strategic Plan Update Workplan

The following motion on the Strategic Plan Update Workplan was passed by the Board.

Motion:

- ***That the Board supports the strategic plan update workplan as presented.***

The public session of the meeting concluded at 11:50 a.m.

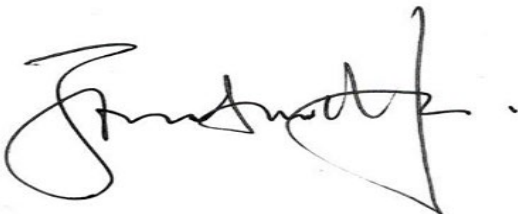
The next meeting is scheduled on June 4, 2021.



June 4, 2021

Peter Stevenson-Moore
Chair

Date



June 4, 2021

Jonathan Ho
Registrar

Date

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