



College of
**TRADITIONAL
CHINESE MEDICINE
PRACTITIONERS +
ACUPUNCTURISTS**
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BOARD MEETING MINUTES (WEBCONFERENCE) September 17, 2021

- In attendance:** Peter Stevenson-Moore (Chair), Kimberley Schneberk (Vice-Chair), Guo Ding, Jennifer Gao, Eyal Lebel, Rachel Ling, Edwin Liu, Beverly Osachoff, Holly Page, Jocelyn Stanton, Joshua Tan, Weidong Yu
- 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), Melissa Escaravage (Operations Assistant)
- Guests:** Carol Williams, Chair, Discipline Committee
Vivienne Stewart, Chair, Inquiry Committee
Jennifer Strong, Chair, Patient Relations Committee
Catherine Cameron Chair, Quality Assurance Committee

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.

Territorial acknowledgement was delivered by Ms. Beverly Osachoff, Board Member.

The Committee Chairs who attended the meeting were recognized by the Chair.

- Carol Williams - Chair, Discipline Committee
- Vivienne Stewart - Chair, Inquiry Committee
- Jennifer Strong - Chair, Patient Relations Committee
- Catherine Cameron - Chair, Quality Assurance Committee

2.0 AGENDA

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

3.0 APOLOGIES FOR ABSENCE

Apology: None was noted.

4.0 DECLARATION OF CONFLICT OF INTEREST

None was noted.

5.0 WELCOME TO NEW BOARD MEMBER

The new Public Board member Mr. Joshua Tan was formally welcomed by the Chair. The Chair invited Mr. Tan to introduce himself to which he took the opportunity to do so.

6.0 MINUTES OF BOARD MEETING - JUNE 4, 2021

The draft minutes of the June 4, 2021 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 June 4, 2021 be adopted.***

The meeting minutes of June 4, 2021 were approved.

7.0 REGISTRAR'S REPORT

The Registrar's Report summarizing the primary activities and key information of the College for the period ending August 31, 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 Moratorium on Bylaws Amendment, Indigenous Health and BC Public Advisory Network)
- Concluding Remarks

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

Motion:

- ***That the Registrar's Report for the period ending August 31, 2021 be accepted.***

The motion was passed.

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

7.1 Business conducted by email between June 4, 2021 and September 17, 2021

The Chair recognized that the following motion had already been approved:
On July 17, 2021 the Board passed the Resolution:

- ***That the draft Audited Financial Statements for the fiscal year ending March 31, 2021 be approved.***

8.0 DEPARTMENT UPDATES ON EMERGING ISSUES

8.1 Compliance Report

A briefing note titled “Compliance Department Update” from the Director of Compliance was circulated prior to the meeting.

The Director of Compliance provided an overview on the briefing note and responded to questions from Board members on the report.

8.2 Professional Practice Report

A briefing note titled “Practice Inquiries from Registrants During Covid” from the Director of Professional Practice was circulated prior to the meeting.

The Director of Professional Practice provided an overview on the briefing note and responded to questions from Board members on the report.

Break at 10:15 a.m. Meeting reconvened at 10:30 a.m.

9.0 STRATEGIC PLAN 2019 - 2022 Q2 UPDATE

A briefing note titled “Strategic Plan Progress Report - 2021 Q2” along with the College Board Information were circulated prior to the meeting.

Recommendation:

It was recommended that the Board:

- acknowledge receipt of this Strategic Plan 2021 Q2 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 second quarter of 2021
 - 39 KPIs are completed,
 - 23 KPIs are in progress, and
 - 9 KPIs pending implementation.
- 7 KPIs were due for completion for the second quarter in 2021.
- The KPIs due for completion at the third quarter of 2021 will be reported to the Board at the December 2021 Board meeting.

The Registrar’s update on the Strategic Plan was followed by discussions. Questions were asked by Board members and responded to by the Registrar.

Motion:

- ***That receipt of the Strategic Plan 2021 Q2 Update Report be acknowledged.***

The motion was passed.

The Chair thanked the Registrar on behalf of the Board for presenting the Strategic Plan report.

10.0 COMMITTEE REPORTS

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

- Discipline Committee
- Education & Examination Committee
- Finance Committee
- Governance Committee
- Inquiry Committee
- Patient Relations Committee
- Quality Assurance Committee
- Registration Committee

Discipline Committee (DC)

Ms. Carol Williams, DC Chair referred to the DC report provided to the Board. No questions were received.

Education & Examination Committee (EEC)

The Chair asked if there were any questions on the EEC report provided to the Board. None were received.

Finance Committee (FC)

Mr. Edwin Liu, FC Chair referred to the FC report provided to the Board and explained details of the financial statements for June 2021 which were presented to the Board. No questions were received.

Governance Committee (GC)

Ms. Jocelyn Stanton, GC Chair referred to the Board Evaluation Report from Watson Advisors provided at the June Board meeting with 28 recommendations. An overview on the Board Assessment process to be started was provided. No questions were received.

Inquiry Committee (IC)

Ms. Vivienne Stewart, IC Chair reported that the IC report submitted to the Board included statistics from May 1 to July 31, 2021. The IC met in panels 39 times in this quarter and most of the meetings were conducted by electronic communications for the purpose of complaints disposition.

Questions were asked and responded to by the IC Chair and the Director of Compliance.

Patient Relations Committee (PRC)

Ms. Jennifer Strong, PRC Chair referred to the PRC report provided to the Board. No questions were received.

Quality Assurance Committee (QAC)

Dr. Catherine Cameron, QAC Chair provided an overview on the committee activities as stated in the QAC report to the Board. No questions were received.

Registration Committee (RC)

The Chair asked if there were any questions on the RC report provided to the Board. None were received.

Motion:

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

The motion was passed.

The Chair thanked the Committee Chairs for their reports.

The public session of the meeting concluded at 11:05 a.m.

Discussions by the Board continued in the closed portion of the meeting.

The meeting was adjourned at 11:45 a.m.

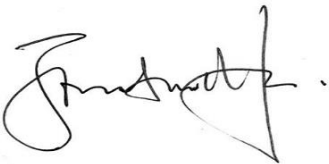
The next meeting is scheduled on December 2, 2021.



December 2, 2021

Peter Stevenson-Moore
Chair

Date



December 2, 2021

Jonathan Ho
Registrar

Date