



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

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BOARD MEETING MINUTES (WEBCONFERENCE) June 4, 2021

In attendance: Peter Stevenson-Moore (Chair), Kimberley Schneberk (Vice-Chair), Guo Ding, Jennifer Gao, Oleh Ilnyckyj, Eyal Lebel, Rachel Ling, Edwin Liu, Beverly Osachoff, Holly Page, Jocelyn Stanton, 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), Lee Riekman (Compliance Administrator), Melissa Escaravage (Operations Assistant)

Guests & Observers: Carol Williams, Chair, Discipline Committee
Weijia Tan, Chair, Education & Examination Committee
Vivienne Stewart, Chair, Inquiry Committee
Catherine Cameron Chair, Quality Assurance Committee

David Dennis, Sarah Jenkins, Xiao Yun Lu, Carol Nicolle-Tsiakos, Michelle Phillips, Harjit Sandhu, Andrew Taylor, Chris Vallee, Suzanne Williams, Clayton Willoughby, Sung Soo Yoon

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. Holly Page, Board Member.

2.0 ACKNOWLEDGEMENT OF GUESTS & OBSERVERS

The Chair acknowledged the Committee Chairs of the College for attending the meeting.

The Observers at the meeting were recognized by the Chair. A public member, practitioners and representatives from the British Columbia Association of Traditional Chinese Medicine & Acupuncture Practitioners (ATCMA) were observing the proceedings at the Board meeting.

3.0 AGENDA

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

4.0 APOLOGIES FOR ABSENCE

Apology: None was noted.

5.0 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.

Ms. Beverly Osachoff declared that there is an issue on the table which might be perceived as a conflict of interest.

6.0 MINUTES OF BOARD MEETING - MARCH 5, 2021

The draft minutes of the March 5, 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 March 5, 2021 be adopted.***

The meeting minutes of March 5, 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 May 18, 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
- 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 be accepted.***

The motion was passed.

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

8.0 STRATEGIC PLAN 2019 - 2022 Q1 UPDATE

A briefing note titled "Strategic Plan Progress Report - 2021 Q1" along with the Financial Framework - September 18, 2020 were circulated prior to the meeting.

Recommendation:

It was recommended that the Board:

- acknowledge receipt of this Strategic Plan 2021 Q1 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 first quarter of 2021
 - 35 KPIs are completed,
 - 24 KPIs are in progress, and
 - 12 KPIs pending implementation.
- 6 KPIs were due for completion for the first quarter in 2021.
- The KPIs due for completion at the second quarter of 2021 will be reported to the Board at the September 2021 Board meeting.

The Registrar reported that the College will be starting with the next Strategic Planning process, for which two facilitated sessions have been scheduled this month. Board Members Survey and Committee Members Survey on the Strategic Plan were conducted. Staff discussions were held. Pre-meeting material with information on the surveys and a summary on staff discussions will be circulated for review prior to the first session.

The Registrar's update on the Strategic Plan was followed by discussions.

Motion:

- ***That receipt of the Strategic Plan 2021 Q1 Update Report be acknowledged.***

The motion was passed.

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

9.0 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)

The Board Chair stated that the DC report was with nothing specific reported.

Education & Examination Committee (EEC)

Dr. Weijia Tan, EEC Chair asked if the Board had any questions on the report submitted. Questions were asked and responded to by the EEC Chair.

Report on committee activities:

- Eight new members, four public members & four registrants have recently joined the committee. Orientation has been provided and the committee members are eager to work together.
- Board's support is required for the Dr.TCM practical exams. The Registrar stated that with the Board's instructions the strategy is to work with TCM regulators across Canada to develop a practical assessment. The Board Chair confirmed support requested by EEC.
- Recommendation by the committee to review current TCM education and to consider modernization of TCM education to align with North American practices.
- Safety training needs to be reviewed.

The Chair thanked Dr. Tan for the report.

Finance Committee (FC)

Mr. Edwin Liu, FC Chair reported that:

- The surplus reported in the financial statements was for the period February 2021; year-end adjustments will be done in March 2021.
- Audit has started and adjustments will be recorded in the next financial report.
- The College financial position remains healthy.

Mr. Liu asked if the Board had any questions on the report submitted. Questions were asked and responded to by the Chair.

The Chair thanked Mr. Liu and the FC for their support.

Break at 10:30 a.m. Meeting reconvened at 10:40 a.m.

Governance Committee (GC)

Ms. Jocelyn Stanton, GC Chair asked if the Board had any questions on the report submitted. None were received.

An overview on the "Committee Effectiveness Assessment" as undertaken by the College was provided.

- A report on committee assessment was provided to the Board and Committee Chairs by Watson Advisors.
- The GC is closely working with Watson Advisors on the next steps.
- The "Committee Overview & Operating Guidelines" and the "Board & Committee Code of Conduct" have been developed.
- The next steps will be communicated to the Committee Chairs starting with the development of terms of reference and skills and competencies matrix with support from the GC and staff.

Ms. Stanton thanked the Committee Chairs for their support and participation in this process.

The Chair asked the Board if there were any questions. None were received.

The Chair thanked Ms. Stanton for her leadership in steering governance improvements.

Inquiry Committee (IC)

Ms. Vivienne Stewart, IC Chair stated that the report submitted included statistics up to April 30, 2021.

Report on committee activities:

- The IC had three meetings so far this year.
- The Terms of Reference for the IC were approved at the meeting on June 3rd. The IC will work on the skills and competencies matrix in consultation with the Governance Committee.
- The Committee has been challenged by identifying remedies to resolve complaints. Available courses in Chinese language are being explored as well as the possibility of developing remedial courses.

Questions were asked and responded to by the IC Chair.

The Board Chair thanked Ms. Stewart for the report.

Patient Relations Committee (PRC)

The Board Chair referred to the report submitted, and the information provided by the Registrar on the development of this committee.

Quality Assurance Committee (QAC)

Dr. Catherine Cameron, QAC Chair reported on committee activities:

- Implementation of the Practice Support Program.
- Continuing Education audit with 110 Registrants was successfully completed.

The Chair asked the Board if there were any questions. None were received.

The Chair thanked Dr. Cameron for the report.

Registration Committee (RC)

Dr. Peter Stevenson-Moore, the Board and RC Chair referred to the report submitted to the Board. He stated that the RC is hampered by the inability to amend the Bylaws.

The Chair mentioned that he will be passing the Chair position to Dr. Bradley Matthews and thanked all the RC members and the staff for their support during his tenure.

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.

10.0 OTHER BUSINESS

10.1 ATCMA Proposal on Point Injection Therapy

A briefing note titled "ATCMA Proposal on Point Injection Therapy (PIT)" was circulated prior to the meeting.

The following documents were provided to the Board for review:

- Proposed Solution to Point Injection Therapy Challenges to the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC, ATCMA, May 19, 2021
- Letter from the ATCMA to the Ministry of Health, March 7, 2021
- Letter from the Ministry of Health to the ATCMA, May 6, 2021
- Preliminary legal opinion regarding ATCMA's interim proposal for Point Injection Therapy

The Chair stated that some of the discussions on this topic may have to take place in the closed portion of the meeting.

The Registrar referred to the briefing note regarding PIT. A proposal was received by the College from ATCMA in concert with the Chinese Medicine and Acupuncture Association of Canada (CMAAC). A temporary solution was suggested to allow registrants to practice PIT. It was proposed that a similar approach as the Physical Therapists have used for Acupuncture or dry needling be considered until such time that the College's Regulation Amendment Proposal is addressed by the Ministry of Health.

The Registrar stated that the legal opinion obtained by the College, being privileged information, should be discussed in the closed portion of the meeting.

The Chair stated that at this time the College has constraints in dealing with this issue, but work is in progress. As the government moves forward the College will be in a better position to respond more actively.

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

Motion:

- ***To move to In-Camera Session.***

The motion was approved.

11.0 REPORT FROM THE IN-CAMERA SESSION (meeting held on June 2, 2021)

11.1 Committee Appointments

The following Committee Appointments were approved on motions duly made:

Motions:

- ***That Ms. Jennifer Strong be appointed as Chair of the Patient Relations Committee.***
- ***That Dr. Bradley Matthews be appointed as Chair of the Registration Committee.***

The public session of the meeting concluded at 11:00 a.m.

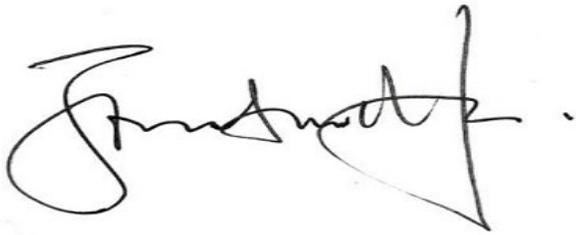
The next meeting is scheduled on September 17, 2021.



September 17, 2021

Peter Stevenson-Moore
Chair

Date



September 17, 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.