



Council Meeting Draft Agenda

Date: December 4, 2023

Time: 10:00 a.m.

Location: Zoom

Please join the meeting remotely from your computer, tablet, or smartphone.

Join Zoom Meeting

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AGENDA

Time	Discussion Item	Presenter/ Speaker	Document Included	Action
Please complete the online Conflict of Interest Disclosure/Declaration Form prior to the meeting.				
8:30am– 10:00am	Council in-camera session			
1 10:00 am	Call to order, roll call, welcome	B. Matthie	Yes	Information
2 10:02 am	Introductions	B. Matthie	No	Information
3 10:04 am	Conflict of interest declarations	B. Matthie	No	Decision
4 10:06 am	Approval of agenda	B. Matthie	Yes	Decision
5 10:08 am	Approval of minutes – September 26, 2023	B. Matthie	Yes	Decision
6 10:10 am	<p>Action items from the September 26 meeting:</p> <ol style="list-style-type: none"> 1. Pull data regarding resignations to see if they are a result of non-payment of fees - COMPLETED 2. Continue to monitor the increase, if any, of resignations after the fee increase - ONGOING 3. Risk Management Plan – provide a high-level update of matrix; changes to risk variables associated with risk mitigation strategies – ONGOING 4. Present the open rate and click rate data from the September – November e-newsletters at the December Council meeting - COMPLETED 5. CKO staff will review the proposed meeting dates for 2024-2028 to ensure that there are no conflicts with religious or statutory holidays - ONGOING 			



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7 10:15 am	Committee Reports <ul style="list-style-type: none"> • Governance and Nominations • ICRC • Patient Relations • Quality Assurance • Registration • Steering Committee – Strategic Planning • Q1 Finance Report / Dashboard Report 	Committee Chairs	Yes	Information
	<ul style="list-style-type: none"> ○ Signing authority 	C. McCleave	Yes	Decision
	<ul style="list-style-type: none"> ○ Investments 	C. McCleave	No	Information
	<ul style="list-style-type: none"> ○ CEBA loan repayment 	C. McCleave	No	Information
10:25 am	Break – 10 MIN			
8 10:35 am	Draft Audited Financial Statements	Hilborn LLP / M. Olubobokun	Yes	Decision
9 10:55 am	Draft Annual Report	C. Li	Yes	Decision
10 11:15 am	Registrar’s Report	N. Leris	No	Information
11 11:20 am	President’s Report	B. Matthie	No	Information
12 11:25 am	Update on the emergency class <ul style="list-style-type: none"> • Approval of Policy re: Emergency Class Registration Regulation 	F. Teape	Yes	Decision



	Time	Discussion Item	Presenter/ Speaker	Document Included	Action
13	11:45 am	Approval of Service Provider – Exam Development & Exam Administration	F. Teape	Yes	Decision
14	11:55 am	Annual Membership Report presentation	F. Teape	No	Information
	12:15 pm	Lunch Break – 45 MIN			
15	1:00 pm	Policy: Funding for Sexual Abuse Therapy and Counselling	B. Fehst	Yes	Decision
16	1:10 pm	Revised Budget - 2023-2024 a. Communications & Media <ul style="list-style-type: none"> • Revamp of CKO Website b. Professional Services <ul style="list-style-type: none"> • Registrar’s Performance Evaluation tool and revisions of policies • Bookkeeping Services c. Abuse Therapy Reserve Fund	M. Olubobokun / N. Leris	Yes	Decision
17	1:30 pm	Request For Proposal – Strategic Planning Project – update	F. Teape	No	Information
18	1:40 pm	Terms of Reference <ul style="list-style-type: none"> • Executive Committee • Planning and Finance 	B. Fehst / N. Leris	Yes	Decision



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19	1:45 pm	Communications Update <ul style="list-style-type: none"> • Social Media • E-newsletter • University presentations 	C. Li	No	Information
		<ul style="list-style-type: none"> • Five-year Council meeting dates 	C. Li	Yes	Decision
20	2:05 pm	Review of Action Items	B. Matthie	No	Review
	2:10 pm	ADJOURNMENT			

Next Meeting: Monday, March 25, 2024