

Council Minutes	
Date/Time of Meeting	April 16, 2012 - 9:30 a.m.
Chair	Conny Glenn (CG)
Timekeeper	Stamatis Kefalianos
Notetaker	Stamatis Kefalianos
Present:	Conny Glenn (CG), Michelle Meghie (MM), Maureen Ralph (MR), Tony Bauer (TB), Rod Hare (RH), Doug Lafreniere (DL), Elizabeth Chapman (EC,) Denise Nadeau (DN)
Regrets	Neil McCartney (NM),
Staff in Attendance/ Guests	Brenda Kritzer, Sheryl Hobbs-Canning, Nancy Leris, Magda Reder, Stamatis Kefalianos
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the Transitional Council for the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
Conflict of Interest	Facilitator: CG None
Approval of Agenda	Facilitator: CG UPON A MOTION duly made by MM, it was resolved that the Agenda as circulated be approved. Carried
Business Arising	<p style="text-align: center;">Action Items from March 27, 2012 Meeting</p> <p style="text-align: center;"><u>Review of Action Items</u></p> <p>1. A revised budget will be presented to Council. Brenda Kritzer – to be presented today</p> <p>2. The benefits plan will be presented to Council. Brenda Kritzer – to be presented today</p> <p>3 Presentation of slate for Examinations Committee and Item Writing Committee Brenda Kritzer- to be presented today</p>
Committee Reports	<p><u>1. Executive Committee</u> Facilitator: CG</p> <p>I. President's Report:</p> <ul style="list-style-type: none"> • University Outreach: <p>CG and BK have begun meetings with the universities and colleges meeting with faculty members and student representatives. This provides an opportunity to give an update on accomplishments over the last year, to discuss the work of Council in this coming year and to also discuss the lead-up to proclamation. There is some discussion of the Core Competency Profile and how it will be used in the examination development process. Most of the meetings will be completed by the end of April.</p>

	<ul style="list-style-type: none"> • Strategic Planning Session: <p>Facilitator has been chosen to run the strategic planning session planned for May 7 & 8, 2012. Christine Forsyth brings a great deal of experience and we look forward to her leadership in organizing this year's strategic planning session. A survey was developed and sent to all staff and Council members in preparation for the meeting.</p> <ul style="list-style-type: none"> • Nominations Examinations and Item Writing Committees <p>An invitation for nominations was circulated to universities and colleges offering degree programs in kinesiology, to the professional associations and to all individuals who have subscribed through our website. A list of nominations was prepared outlining the key points related to the decision criteria and considered by the Executive Committee on April 12th in order to develop a slate of nominations for consideration by Council.</p> <p>MOTION Moved by DL, that Council approve the persons listed in the attachment to serve on the Examination Committee.</p> <p>MOTION Moved by MR, that Council approve the persons listed in the attachment to serve on the Item Writing Committee.</p> <ul style="list-style-type: none"> • Memorandum of Understanding <p>MOTION Moved by MR, that Council be adjourned to an in-camera session.</p>
	<p><u>Operations</u></p>
	<p>Facilitator: BK</p> <ul style="list-style-type: none"> • Registrar's Report: <ol style="list-style-type: none"> 1. Update on Integrated systems Development Project RFP- the Registrar received a number of proposals and reviewed these with staff. In addition, results of our analysis were compared with results of the evaluation process by two other TCs. One proposal seems to most closely correspond to our needs and we will open discussions with the vendor. The same vendor is being selected by two other TCs at least and further discussions are occurring with them to find ways to economize on this project. Further updates will be provided. 2. The College is working with another TC to seek a company to do our bookkeeping and financial administration. We have issued an RFP to a number of companies that perform these services for small businesses and not-for-profit organizations. We are issuing a joint RFP with one other TC to capture any savings or efficiencies possible. The selection of a proponent will be a joint decision; however the operations, financial policies and processes of each TC are separate and independent from one another. 3. The hiring of a Communications Consultant, Jacqui Getfield, was announced.

	<p>Jacqui will provide communication services 3 days per week. The College is also pleased to announce the hiring of Magda Reder as the Registration Program Assistant providing support for Registration. In addition, we have ordered a number of materials i.e. banners, brochures to help communicate the College's role.</p> <ul style="list-style-type: none"> • HR Policies <p>A number of human resources policies were presented and discussed.</p> <p>MOTION Moved by MM, that the Human Resource policies presented be approved by Council and implemented by the Registrar. Carried.</p> <p>College will further develop HR policies related to:</p> <ol style="list-style-type: none"> a. College closing between Christmas and New Year's day b. Maternity leave c. Issue resolution and performance review of the Registrar d. Type of reference that will be provided to staff in terms of personnel records e. Employees reaching the maximum of their salary f. Benefits paid during unpaid leave <p>MOTION Moved by TB, that the draft Human Resource policies be brought back to Council for approval pending the development and review of the above mentioned policies. Carried.</p> <ul style="list-style-type: none"> • Revised Budget <p>As a result of signing the MOU, the College has made substantial revisions to the expenditure forecast. The revised budget was presented to Council.</p> <p>MOTION Moved by EC that the revised budget be brought back to Council in the next meeting following Council's review of the revenue projections. Carried</p> <ul style="list-style-type: none"> • Fiscal Year <p>The TCCKO will be required to provide audited financial statements to the ministry relating to the transfer payments received during 2012-13, 2013-14, 2014-15. AS the ministry uses a fiscal year beginning April 1, it will be costly for the future College to meet these reporting requirement given that the Council has adopted a different fiscal year.</p> <p>MOTION Moved by DL, that the College adopt the fiscal year April 1, to March 31 for a period of three years or until the end of the period during which the Ontario government continues to provide transfer payment funds the transitional colleges. Carried</p> <ul style="list-style-type: none"> • Benefits Plan for College staff <p>College has been working towards establishing a proper benefits package for staff with the assistance of an insurance broker. A viable benefits program would require that all staff participate to ensure affordability.</p> <p>MOTION</p>
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	<p>Moved by BR, that the College approve Manulife Financial as the Service Provider for the TCCKO's benefits package for the staff of the College. Carried.</p> <ul style="list-style-type: none"> • PricewaterhouseCoopers (PWC) Report <p>Council reviewed the PWC operational review and audit of another health regulatory college.</p> <ul style="list-style-type: none"> • Posting of Notes and Summaries of Council Minutes <p>MOTION</p> <p>Moved by EC, that a summary of Council minutes will be posted shortly after each Council meeting. Carried.</p> <ul style="list-style-type: none"> • Scheduling of Council and Committee meetings <p>Proposed remaining 2012 dates for Council and Committee meetings were announced.</p> <p>MOTION</p> <p>Moved by TB, that Council approve the proposed dates in 2012 of Council and Committee meetings. Carried.</p>
	<p style="text-align: center;"><u>New Business</u></p> <p>Facilitator: CG</p> <p>None</p>
	<p style="text-align: center;"><u>Review of Action Items</u></p> <p>2. Amend the Examination Committee listing to delete Stephanie Nulls who is already on the Item Writing Committee</p> <p>Brenda Kritzer</p> <p>3. Seek further clarification from Ministry and/or legal counsel on Section 7.5(b) of the Memorandum of Understanding</p> <p>Brenda Kritzer</p> <p>4. Further develop HR policies related to:</p> <ol style="list-style-type: none"> a. College closing between Christmas and New Year's day b. Maternity leave c. Issue resolution and performance review of the Registrar d. Type of reference that will be provided to staff in terms of personnel records e. Employees reaching the maximum of their salary f. Benefits paid during unpaid leave <p>Brenda Kritzer</p>
<p>Next Council Meeting</p>	<p>June 18, 2012</p>
<p>Motion to Terminate the Meeting</p>	<p>UPON A MOTION duly made by RH, the meeting was adjourned at 1:30 p.m.</p>

