

	College of Kinesiologists of Ontario Council Meeting Minutes
Date/time of meeting	Monday, September 10 th , 2018 at 9:00 a.m.
Chair	Mary Pat Moore
Note Taker	Danae Theakston
Present	Ken Alger, Nelson Amaral, Marilyn Bartlett, Lori-Anne Beckford, Jennifer Bushell, Derek DeBono, Kalen Johnson, Elwin Lau, Chad McCleave, Michelle Meghie, Mary Pat Moore, Ryan Wight, Michelle Young Steve Anderson (Teleconference), Jennifer Pereira (Teleconference)
Regrets	Stefanie Moser, Graydon Raymer
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Danae Theakston, Eric Bruce, Sue Behari, Colleen Foster Guests: Doug Ross (MOHLTC), Devon Blackburn, R.Kin
Conflict of Interest	President Mary Pat Moore provided an overview on the importance of declaring conflicts of interest and how Council's role is to make decisions in the public interest. No conflicts of interest were declared.
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
Approval of Agenda	Mary Pat Moore noted an addition of an in-camera session regarding a Human Resources matter during the President's Report. UPON A MOTION duly made by Jennifer Pereira and seconded by Nelson Amaral, it was resolved that the agenda be approved with the revision of an in-camera session added under the President's Report. Carried.
Approval of Minutes	Changes to the attendance of the June 25 meeting - Michelle Young was not in attendance; Nicole DiFilippo was in attendance; Elwin Lau's name is duplicated under present and regrets. UPON A MOTION duly made by Ken Alger and seconded by Nelson Amaral, it was resolved that the Minutes of March 25, 2017 be approved with the revision of correcting member attendance. Carried.
	Action Items Review
	Chad McCleave, Chair of the Finance and Planning Committee provided an update on the discussion surrounding improving technology options in the boardroom. The Finance and Planning Committee determined the cost was too great for the return. Going forward, the College will do another trial run of GoTo Meeting.
	Committee Reports Discussion

	<p>The ICRC, Quality Assurance and Registration Committees provided reports on the committee meetings, activities and discussions that took place since the previous Council meeting.</p>																
	<p style="text-align: center;">Executive Committee Election Presentations</p> <p>Council members were given the opportunity to complete a form indicating their interest in serving as president, vice-president or Executive Committee member. The following members of council indicated interest and each candidate was given two minutes to speak.</p> <table border="1" data-bbox="451 590 1430 863"> <thead> <tr> <th>Council Member</th> <th>Executive Committee Position</th> </tr> </thead> <tbody> <tr> <td>Ken Alger</td> <td>President, Vice President</td> </tr> <tr> <td>Jennifer Pereira</td> <td>President, Vice President</td> </tr> <tr> <td>Kalen Johnson</td> <td>Vice President</td> </tr> <tr> <td>Michelle Meghie</td> <td>Vice President</td> </tr> <tr> <td>Jennifer Bushell</td> <td>Member</td> </tr> <tr> <td>Mary Pat Moore</td> <td>Member</td> </tr> <tr> <td>Michelle Young</td> <td>Member</td> </tr> </tbody> </table>	Council Member	Executive Committee Position	Ken Alger	President, Vice President	Jennifer Pereira	President, Vice President	Kalen Johnson	Vice President	Michelle Meghie	Vice President	Jennifer Bushell	Member	Mary Pat Moore	Member	Michelle Young	Member
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	<p style="text-align: center;">Kinesiologist Presentation</p> <p>As an ongoing opportunity for our Council members to learn more about the field of kinesiology and the roles kinesiologists hold, kinesiologists were invited to present to Council their roles and the work they do as a kinesiologist. Devon Blackburn, R.Kin presented to Council.</p>																
	<p>Proposed By-Law Amendments concerning the Public Register</p> <p>Eric Bruce, Director, Professional Conduct, presented an update on the proposed By-Law amendments concerning the Public Register, following legislative changes by the government.</p> <p>Amendments to By-Law 21- The Public Register</p> <p>The proposed amendments were circulated to members and stakeholders for feedback over a 60-day period. Council reviewed the feedback and no significant comments were received.</p> <p>Therefore, be it resolved that Council approves the proposed amendments to By-Law 21 (The Register) as circulated.</p> <p>MOTION Moved by Michelle Meghie, seconded by Nicole DiFilippo, that the College approve the changes to By-Law 21. Carried.</p>																
	<p style="text-align: center;">Directors & Officers Liability Insurance</p> <p>Chad McCleave gave a presentation surrounding the College's Directors and Officers Liability Insurance. Chad noted the importance that members of Council apply diligence, obedience, honesty and loyalty in the performance of</p>																

	<p>his or her duties. Members are expected to act in good faith and in the best interest of the College within the scope of authority granted to him/her.</p>
	<p style="text-align: center;">Revised Draft Financial Statements</p> <p>During the stub period audit, invoices from the previous audit period were brought forward that were to be included in the March 31, 2018 draft Financial Statements.</p> <p>Therefore, be it resolved that the Council of the College of Kinesiologists of Ontario accept and approve the resubmitted draft financial statements for circulation, and submission to the Minister of Health and Long-Term Care, the audited financial statements for 2017/2018.</p> <p>MOTION Moved by Chad McCleave and seconded by Nelson Amaral that the College approve the revised draft financial statements for 2017/2018 for circulation and submission to the Minister of Health and Long-Term Care. Carried.</p>
	<p>BREAK</p>
	<p style="text-align: center;">President's Report</p> <p>In-Camera Session at 11:01 a.m.</p> <p>MOTION</p> <p>UPON A MOTION duly made by Lori-Anne Beckford and seconded by Kalen Johnson, it was resolved that Council would be in-camera to discuss a human resources matter. CARRIED.</p> <p>Mary Pat Moore reflected on her time served as president, sharing her thanks with Council members for their incredible dedication and work to the College.</p>
	<p style="text-align: center;">Strategic Planning Report</p> <p>Brenda Kritzer provided an update on the Strategic Planning Proposal for 2018. With moving forward in the creation of a new Strategic Plan, a motion was brought forward to appoint a Strategic Planning Steering Committee.</p> <p>MOTION – APPOINTMENT OF A STRATEGIC PLANNING STEERING COMMITTEE</p> <p>Therefore be it resolved the appointment of Mary Pat Moore, Elwin Lau and Marilyn Bartlett to lead the Strategic Planning Steering Committee for the development of the new Strategic Plan.</p> <p>Motion is moved by Jennifer Pereira, and seconded by Michelle Meghie. Carried.</p>
	<p>Election of Officers</p> <p>Election of Officers and Striking of Committees</p>

Council members were given the opportunity to complete a form indicating their interest in serving as president, vice-president or Executive Committee member.

As per the College By-Laws, Council was required to elect the president first, followed by the vice-president, both of whom are members of the Executive Committee, and then the remaining members of the Executive Committee. The Committee must include three Council members who are kinesiologists and two public members.

Election of officers

Mary Pat Moore presented a motion that would allow the Registrar to chair the portion of the meeting related to the election of officers.

MOTION

Moved by Kalen Johnson and seconded by Lori-Anne Beckford that Brenda Kritzer, Registrar and CEO, chair the portion of the meeting related to the election of officers. **Carried.**

Brenda Kritzer then presented a motion to appoint Danae Theakston and Eric Bruce as scrutineers.

MOTION

Moved by Chad McCleave and seconded by Ken Alger that Danae Theakston and Eric Bruce be appointed scrutineers. **Carried.**

Brenda reviewed the statements of interest submitted for president. She declared that Ken Alger (public member) was elected president by a majority of Council members voting.

Brenda reviewed the statements of interest submitted for vice-president. The following Council members had put their name forward:

- Jennifer Pereira, R.Kin
- Michelle Meghie (public member)
- Kalen Johnson (public member)

Ballots were distributed and those on the phone were asked to email their votes to Danae. Jennifer Pereira was elected vice-president by a majority of Council members voting.

Brenda reviewed the statements of interest received for the position of the remaining public member on the Executive Committee. The following Council members had put their name forward:

- Mary Pat Moore (public member)
- Kalen Johnson (public member)
- Michelle Meghie (public member)

Ballots were distributed and those on the phone were asked to email their

votes to Danae. Mary Pat Moore was elected as a public member on the Executive Committee by a majority of Council members.

Brenda reviewed the statements of interest submitted for the remaining two positions on Executive Committee to be filled by kinesiologists on Council. She declared that Michelle Young, R.Kin and Jennifer Bushell, R.Kin were elected by acclamation to the Executive Committee.

Brenda presented a motion to destroy the ballots.

MOTION

Moved by Ryan Wight, seconded by Lori-Anne Beckford that the ballots be destroyed. **Carried.**

Brenda presented a motion for the president to re-assume the position of chair.

MOTION

Moved by Kalen Johnson and seconded by Nicole DiFilippo that the president re-assumes the position of chair. **Carried.**

Mary Pat Moore presented a motion to appoint the new Executive Committee.

MOTION

It was moved by Chad McCleave and seconded by Ken Alger that the following Council members be appointed to the Executive Committee:

- Ken Alger, President
- Jennifer Pereira, Vice-President
- Mary Pat Moore
- Jennifer Bushell
- Michelle Young

Carried.

2018/2019 committee slate

Mary Pat explained that at the last meeting of the previous Executive Committee, they reviewed Council members' committee preferences. They appointed committee members and committee chairs (committee slate attached).

Council members were given a moment to review the document. Mary Pat presented a motion to approve the proposed 2018/2019 committee slate.

Chad McCleave brought forward that Nelson Amaral was in previous years on the Finance Committee and expressed interest that Nelson remain on the Finance Committee.

Brenda outlined the factors that were used to consider the committee slate which included previous committee experience and workload/timing.

	<p>Nelson Amaral expressed that he would like to be a member of the Finance Committee and will take on the responsibility of sitting on three committees.</p> <p>Mary Pat Moore then presented a motion to revise the 2018/2019 committee slate.</p> <p>MOTION Moved by Michelle Meghie and seconded by Jennifer Bushell that Council approve the revised 2018/2019 committee slate, with Nelson Amaral added to Finance Committee. Carried.</p>
	<p style="text-align: center;">Finance Committee Report</p> <p>Chad McCleave provided an update on the Finance Committee Report for Q2. One key item that was noted was the switch of the College's year end from March 31 to August 31 to better align with the registration department needs. The approach the auditors will take for the stub period will involve them doing a comparative audit of the 4-month stub audit. Reports will likely be available for the December Council meeting.</p> <p>A discussion from Chad McCleave was provided on the updated College investment policy. The Finance and Planning Committee approved a laddered GIC strategy, allowing the College to increase the rate of return by 1.2% over all.</p> <p>MOTION To adopt the changes to the College investment policy. Moved by Nelson Amaral, seconded by Kalen Johnson. Carried.</p>
	<p style="text-align: center;">Topics to be brought forward for Strategic Planning</p> <p>An opportunity was brought forward for Council members to suggest any ideas to the Strategic Planning Steering Committee that they felt were important to focus on during the Strategic Planning process.</p> <p>The following topics were brought forward:</p> <ul style="list-style-type: none"> - Fee scales and fee accountabilities for members. - Communications evolution – membership and public. - Value propositions for members <p style="text-align: center;">Action: add the fee breakdown to the College's website, perhaps under the membership portal.</p>
Adjournment	Motion to adjourn made by Michelle Young at 2:47 p.m.

	College of Kinesiologists of Ontario Council Meeting Minutes
Date/time of meeting	Tuesday, September 11, 2018 at 9:00 a.m.
Chair	Mary Pat Moore
Note Taker	Danae Theakston
Present	Nelson Amaral, Marilyn Bartlett, Jennifer Bushell, Derek DeBono, Kalen Johnson (afternoon), Elwin Lau, Chad McCleave, Michelle Meghie, Mary Pat Moore, Ryan Wight, Michelle Young Steve Anderson (Teleconference), Lori-Anne Beckford (Teleconference) Jennifer Pereira (Teleconference)
Regrets	Ken Alger, Graydon Raymer, Stefanie Moser
Staff/guests in Attendance	Staff: Brenda Kritzer, Nancy Leris, Danae Theakston, Eric Bruce, Sue Behari, Colleen Foster Guests: Stuart Moulton, Ontario Kinesiology Association (teleconference); Doug Ross (MOHLTC), Krista Crozier, R.Kin, Samia Shaheen (MOHLTC) – afternoon
Constitution of the Meeting	As a notice of the meeting had been duly given in accordance with the by-laws of the College of Kinesiologists of Ontario and a quorum was present, the meeting was duly constituted for the transaction of business.
	Risk Management Training Eric Bruce, Director of Professional Conduct, provided a training session on Risk Management. Outlining the basics of Risk Management Training as well as providing Council specific training on their roles in the Risk Management process.
	Presentation from a Kinesiologist – Krista Crozier, R.Kin As an ongoing opportunity for our Council members to learn more about the field of kinesiology and the roles kinesiologists hold, Kinesiologists were invited to present to Council their roles and the work they do as a kinesiologist. Krista Crozier, R.Kin presented to Council.
	Risk Management Plan Eric Bruce, Director of Professional Conduct presented the updated 2018-2019 Risk Management Plan, noting changes made to personnel and updates to cover the College’s risks regarding the upgrade to our new IT technology. The addition of reputational risk regarding social media misuse by a staff member. MOTION To accept the Risk Management Plan for 2018-2019 with edits as instructed and approves the risk prioritization as presented therein. Moved by Nicole DiFilippo seconded by Ryan Wight. Carried.

	<p style="text-align: center;">Draft Competencies for Council and Committee Members</p> <p>Brenda Kritzer provided an overview of the proposed Draft Competencies for Council and Committee Members.</p> <p>Following a review of the Council Effectiveness Framework, it was brought forward that Council was hoping to be more informed about the practice of kinesiology, which would help to develop a feel for where the risks lie within the profession. Another interest of Council was a request for more engagement from the College.</p> <p>Brenda Kritzer, Registrar and CEO, through research conducted of other College’s Councils, other boards and research into the Ontario Government, developed a Draft Competency for Council and Committee members.</p>
	<p style="text-align: center;">Deanna Williams – Challenges and Trends in Regulation</p> <p>Deanna Williams of Dundee Consulting Group Ltd joined the College to provide a presentation and insight into Challenges and Trends in Health Regulation.</p>
	<p style="text-align: center;">Review of Action items</p> <ul style="list-style-type: none"> • Add the fee breakdown to the College’s website, perhaps under the membership portal. • Adding information to the website regarding the advantage of being a regulated health professional • Scheduling a facilitated discussion regarding Core Competencies
	<p style="text-align: center;">Motion for Adjournment</p> <p>Moved by Kalen Johnson, seconded by Jennifer Bushell. Carried.</p>