

**College of Audiologists and Speech-Language Pathologists – Newfoundland and Labrador
(CASLP-NL)**

Annual General Meeting

Minutes May 17, 2019 3:00 PM NDT

1. Welcome: Chris Murphy, Chair, welcomed members to the meeting
2. Adoption of agenda (Chris, Judy)
3. Approval of Minutes (May 2017) (Jillian, Judy)
4. Chairperson's Report 2017-18 (Chris Murphy)
 - 4.1 College Report 2017-18
 - The college board was introduced
 - Chair: Chris Murphy
 - Vice Chair: Jillian Ryan
 - Secretary: Jane Bowering
 - Treasurer: Maresa Moyles-Brazil
 - Council Rep: Judy Davidson
 - Member at Large: Sheila Rowe
 - Current membership stats were reviewed and numbers are stable (around 180 members)
 - Finances remain stable even with the fee reduction of \$50 for registration
 - A major policy revision was carried out this past year and all policies were updated and are on the website
 - The mentorship policy changes were reviewed
 - The college remains a member of CAASPR and their big project was discussed (a new national competency exam was agreed upon by SAC and CAASPR).
 - 4.2 Health Professionals Council Update
 - Chris reviewed the mandate of the Council
 - We still have 2 representatives on the Council (Chris, Judy)
 - There is a new assistant registrar, Pam King-Jesso
 - The Council is expecting a new college (Medical Radiation Technology) to join under our umbrella. No timeline has been given. Their college has done a lot of preliminary work on its own so far.
 - The Council is pursuing the ability to have online registration on their website. This will likely take a year to be implemented.
 - Chris noted that the BMS group is behind on their renewals this year and they are working on sending out their renewal notice. You can still check the box on the renewal form noting that you have renewed with BMS and BMS will contact the Council directly with your certification.

5. Secretary's Report 2017-18 (Jane Bowering)

Email management was discussed with the reminder that each member is responsible for ensuring that NLCHP has updated contact information at all times, including an email that is active if a member takes time off work (i.e. Parental leave) because the college relies on the Council for updated contact information as needed. Chris noted that this is also a legal requirement.

6. Treasurer's Report 2017-18 (Maresa Moyles-Brazil)

6.1 The 2016/2017 Financial Report & 2017/18 Proposed Budget were reviewed (see below)

6.2 Fees for next year were reviewed and will continue to be reduced by \$50 next year and will be re-evaluated by the board each year.

7. Continuing Education

7.1 Mandatory Continuing Education: Chris noted that the Council develops and implements the modules. For this coming year there will not be a mandatory education module by the Council. The following year will likely feature an infection control module that is based on what SAC uses already.

7.2 The Privacy/Confidentiality Module was discussed by Chris, including some software glitches. He noted that the Council is aware of this and it will be taken into account for future modules.

- A member noted that she is having issues with the formality of the custodian portion of the module as it pertains to her small private practice. Maresa noted that she printed off the main 10-page document and referenced that policy in each section with an example that she does in her clinic to account for privacy and indicated that hers was accepted even though she has no formal policies in her private practice. Chris noted that the origin of the document came from private practice clinicians who were interested in adopting a policy for small businesses.
- The length of time to keep clinical files was discussed and Maresa noted that the NLCHP document was very informative re: record keeping and discharge policies.

8. Website Review

Chris thanked Sheila Rowe for her timely, organized and informative website maintenance and regular updates. Chris noted all of our policies and forms are on there and are kept up to date. The website will be overhauled this coming year to make it mobile friendly and more user friendly.

9. New Business: No new business.

10. Adjournment. Chelsea, John and Claudette were the winners of the gift cards. Meeting ended at 3:50 pm. (Jane, Bonnie).



CASLP-NL 2016/2017 Financial Report & 2017/18 Proposed Budget

Type	Budgeted 2016/17	Actual 2016/17	Proposed 2017/18
Revenue			
Registration Fees 181 x \$150	\$26,788	\$24, 895.96 + anticipated June deposit *Fees reduced to \$100 for 2017/18	\$17,836 (182 members x \$98) *Fees reduced to \$100, NLCHP charges a credit card fee per transaction
Interest from GIC	\$100	\$100	\$100
Other	-----	-----	-----
Expenses			
Annual Meeting of Members	\$500	\$172.27 + anticipated (May)	\$500
Insurance	\$1500	\$1359 anticipated (June)	\$1500
Teleconference	\$1500	\$1438 + anticipated (June)	\$1700
Committee Travel	\$2000	\$0	\$2000
Board Travel	\$7500	\$4377.86 + anticipated (June)	\$7500
Operations (P.O. Box etc.)	\$1000	\$683.84	\$1000
Lawyer/Auditor	\$1500	\$1725	\$2000
Advertising/Promotion	\$1000	\$0	\$1000
Website	\$1000	\$230	\$1000
Computer and Software	\$500	\$1300 anticipated (May)	\$500
Interest and Bank Fees	\$50	\$45 + anticipated (June)	\$50
Reserve Fund	\$2698.80	\$2730.00	\$1783.60
Canadian Alliance of Aud./SLP Membership	-----	\$1885.00	\$2000
	Total Budgeted for 2016-2017: \$20,748.80	Actual for 2016-2017 to May 21, 2017: \$15,945.97 Estimated additional expenses expected from May 22-June 30th (based on last year): Approx. \$2000 Account Balance May 21, 2017: \$75,019.53	Total Budgeted for 2017-2018: \$22,533.60