

**College of Vocational Rehabilitation Professionals**  
**BOD MEETING MINUTES**

<b>Meeting:</b>	Board of Directors Teleconference	<b>Meeting Date:</b>	October 30, 2013
<b>Meeting Facilitator:</b>	Roselle Piccininni	<b>Time schedule:</b>	10:15 a.m.
<b>Attendees:</b>	Kelvin Brown Dennis Shaw Jody Hawley Jac Quinlan Gail Kovacs Sandra Preeper Tricia Gueulette Angela Nicastro-Ribbons Sean Fitzgerald Sharon Smith Terry O'Hearn Janice Ray	<b>Absent:</b> Warren Comeau Thea Aldrich	<b>Note Taker:</b> Amber Capotosto

Item	Summary	Action Item Date of Completion
<b>I. Call To Order</b>	The meeting was called to order by Roselle Piccininni at 10:20 a.m.	
<b>II. Roll Call Declaration of Conflict of Interest</b>	Roll Call completed. No Conflict of Interest was declared. Outstanding item on the agenda on a complaint by member brought forward by to add to agenda by Gail Kovacs. Sandra Preeper call for Motion and Seconded by Terry O'Hearn	
<b>III. Approval of Minutes</b>	<b>Motion</b> to approve the Agenda as presented made by Roselle Piccininni & Seconded by Gail Kovacs. Agenda approved.  <b>Motion</b> to defer draft minutes and action items listed on our meeting to our next meeting and also to include the draft minutes and action items to review from today's meeting. Motion made by Kelvin Brown & Seconded Gail Kovacs. None opposed. Items will on next meeting agenda.	
<b>IV. Review of Action Items</b>	Defer to next meeting	

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<p><b>V. President's Report</b></p>	<p>Roselle Piccininni – on Board Governance Education – would like to conduct in person. <b>Motion</b> to investigate other courses to expand knowledge made by Dennis Shaw &amp; seconded by Sandra Preeper. <b>Motion</b> to learn about local education offered within Western, Eastern and Central areas of Canada. Motion made by Sandra Preeper and seconded by Dennis Shaw.</p> <p><b>Other discussion includes</b></p> <ul style="list-style-type: none"> <li>- Having general training and then have specific training.</li> <li>- CVRP needs to look at other operations and think outside.</li> <li>- Strategic planning should be separate from Board Governance training.</li> </ul> <p>None opposed. Passed.</p> <p><b>General Discussion:</b> Roselle Piccininni shifting in responsibilities Director position has to go out to tender and the CVRP Office have to go out for RFP. We have to look at the long term picture. Ensuring the College maintains its standards and requirements to maintain and grow its registrants.</p> <p><b>Motion</b> that Gail Kovacs submits Strategic Plan to all the board members our next meeting and Gail Kovacs can provide board members the Strategic Plan overview and then facilitate a meeting run through. Motion made by Roselle Piccininni &amp; seconded by Kelvin Brown. Gail Kovacs has agreed to get the document out to all the board members.</p> <p>CVRP E&amp;O Policy – VRA has not been accepting professional members without insurance. We also have college members without being members of the VRA still needing insurance. Janice Ray shared PLMS Prolink Insurance Quotation.</p> <p><b>Other discussion:</b> Roselle Piccininni explained that VRA is not accepting the CVRP exam. Members not being given professional status and if members aren't given status can we get insurance in other ways.</p> <p>Gail Kovacs meeting on Friday November 1<sup>st</sup> with VRA to discuss the issues between CVRP and VRA so that we can work together. Topic on the November 1<sup>st</sup> meeting with VRA agenda is members not being given professional status and insurance as professionals.</p> <p>Sandra Preeper placed a concern that it is important to ensure the college keeps a good relationship with VRA. Janice and Kelvin Brown did explain some of the background information on how the college and VRA have had 4 meetings in which cost the college a lot of money without any success in having our CVRP members recognized or supported by VRA. Statement made by Janice Ray “as a Professional College we need to remember that having a Professional College is not</p>	<p>January/February 2014 – in person Board Governance Training Day(s) – would be over a weekend hopefully. Roselle Piccininni Sandra Preeper Dennis Shaw Janice Ray</p> <p>Governance Training Course Information – Provide for next Meeting: Dennis Shaw covers Vancouver/Western Canada Sandra Preeper covers Eastern Canada and looks at online courses Tricia Gueulette covers Central Canada – Ontario Jac Quinlan to look in his area region as well</p> <p>January/February 2014 - Roselle Piccininni and Janice Ray to conduct a search of Executive Office Services that could work with our College Board to determine actual review RFP process to move forward.</p> <p>Gail Kovacs has agreed to get the Strategic Plan to members and Janice Ray will send out all the Strategic Plan information the CVRP office has. November 27, 2013</p> <p>Janice Ray to verify the PLMS Prolink quote for E&amp;O at \$225 or \$200 and those prices should be based on each individual.</p> <p>Gail to report her meeting to board during our next meeting.</p>

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	<p>here to protect its members but established to protect the public”.</p> <p>Other Discussion</p> <ul style="list-style-type: none"> <li>- As much as CVRP would like to work with VRA with the E&amp;O Policy as a college we should be separate</li> <li>- We need to recognize that there is more than one association for rehab that as a college we can work with.</li> <li>- Consider long term factors such as Case Managers and the full spectrum of services that members provide as a whole. (changed since our scope of practice changed in 2005)</li> </ul> <p>Motion to wait on to discuss this any further until we hear about Gail Kovacs meeting with VRA on November 1, 2013 and this will include VRA meeting discussion on November 4, 2013 as Jac Quinlan as he is serving as the CVRP Liaison to the VRA. Giving VRA to respond to questions made until November 15, 2013. Motion made by Tricia Gueulette and second seconded by Sean Fitzgerald. None opposed.</p>	<p>Next Meeting Gail Kovacs and Jac Quinlan to report findings.</p>
<p><b>VI. Election of Executive Officers</b></p>	<p>Election of Executive Officers – All agreed to proceed on election process. Elections for the following positions: Security/Treasurer, President and President Elect</p> <p>Tricia Gueulette mentioned that we need to refer to our by-laws and it was determined that elected members need to hold office for 2 years for up to 6 years and/or until a successor is elected. According to the by-laws the President is the only position on the board executive that has to be on the board for 1 year.</p> <p>Executive Officer Members to be elected are as follows:</p> <p>Angela Nicastro-Ribbons &amp; Thea Aldrich – Secretary / Treasurer Roselle Piccininni – President Terry O’Hearn – President Elect</p>	

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	<p>Sandra Preeper made the <b>Motion</b> to accept that Roselle Piccininni, as President, Terry O’Hearn as President Elect, Angela Nicastro-Ribbons as Treasurer and Thea Aldridge as Secretary. Motion was seconded by Sean Fitzgerald.</p> <p>No discussion and none opposed</p> <p>Motion of the Executive Board was passed.</p> <p>Sandra Preeper mentioned that the Executive Director/Register Role be elected. Sandra also mentioned that according to the CVRP by-laws that we have the contract. Sean Fitzgerald made this <b>Motion</b> &amp; was seconded by Terry O’Hearn. None opposed, motion was passed.</p>	
<p><b>VII. Executive Director’s Report</b></p>	<p>Examination – Garry Corbette – Winnipeg and Manitoba ran a trail exam with the Mission that deals with care in the community. This trail exam was completed cold with no preparation. 5 people wrote and 3 passed and 2 people were just below. Interesting note, that the 3 individuals who passed had all Masters and the 2 individuals who didn’t had lower level education.</p> <p>Those 3 individuals who passed are preparing to join the college and will not have to write the exam.</p> <p><b>Exam Days Held:</b></p> <p>Halifax we had October 26<sup>th</sup> 3 people wrote</p> <p>Toronto – is happening Nov 9<sup>th</sup> 6 people writing</p> <p>Western Canada – There is marketing that needs to be completed. There have been 4-5 people who want to write the exam in Vancouver in Spring 2014. Jody Hawley has agreed to find out about graduation from the Masters Program and the need to write an exam out Western Region.</p> <p><b>Other Discussion:</b></p> <p>Jody Hawley scheduled an Ethics Meeting over Nov. 2 &amp; 3, 2013 to work on a Code of Ethics working document for the college. This document might be a code of conduct and will be a standard of practice and we will have to incorporate the scope of practice. Margo Grenger, Phil Boswell, and Trina Delaney are involved on this committee.</p> <p>Dennis Shaw to see if Work Safe BC can host the exam(s) in Vancouver for free. Perhaps you and Jody can speak about this and discuss this. Sharon will pass out the information out to the Van. Board.</p> <p><b>Website</b> – Janice Ray requested for all board members to review their own online profiles. The CVRP database is operational. We are currently using our database provider, but we need to have our Communications Committee help on content creation for the website.</p> <p>We also have to ensure all education CE information is up to date on the website. (perhaps have a few volunteers for education and CE approvals)</p> <p>Vision, Mission and Goals – need to be posted on the website. Those items need to be passed by the AGM.</p>	<p>Jac to call Work Safe BC to see about further marketing and get back to CVRP.</p> <p>Dennis Shaw and Jody Hawley will determine this together and Sharon Smith has agreed to pass along the information to the Vancouver VRA Board.</p>

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	<p><b>CVRP Active Committees</b></p> <ul style="list-style-type: none"> <li>- Sharon Smith – VRA Liaison we need to think of having a liaison for other associations.</li> <li>- Executive, Complaints is Roselle Piccininni as Chair</li> <li>- Registration is Janice Ray as Chair</li> <li>- Terms of Reference is Kelvin Brown as Chair</li> <li>- Research/Development is Gail Kovacs as Chair</li> <li>- Adhoc, Fitness to Practice is Jac Quinlan as Chair</li> <li>- Discipline - hoping that Jac Quinlan can do this</li> <li>- Professional Practice is Angela Nicastro-Ribbons as Chari</li> </ul> <p><b>Other Discussion:</b> Roselle Piccininni mentioned that “Ideally you want your chair to change on the committees each term or every other term but perhaps what we can do is have Co-Chairs for some.</p> <p>Sandra Preeper mentioned about needing an Education Sub-Committee. Perhaps under Professional Practice. <i>(should be a separate committee)</i></p> <p><b>Membership</b> 883 Registered Members 43 Resigned Membership 8 Non-Practicing</p> <p>883 Active members. College goal is to achieve 1000 registered and active members.</p> <p>“Remember as members of the college we need to be ambassadors.”</p>	
<p><b>IX. Treasurer’s Report Janice Reported</b></p>	<p>a) Financial Update Reviewed with members the balance sheet and profit loss sheets.</p> <p>Motion made to accept this ED report. Motion made by Kelvin Brown &amp; seconded by Sandra Preeper.</p> <p>Other Discussion: Kelvin Brown mentioned as a college we are still provincial corporation.</p> <p>As a board we need to decide if we are going to be provincial incorporation or federally incorporated. (need to determine pros and cons)</p> <p>Tricia Gueulette mentioned about the College being self regulating and we are not a Government regulated College, but we ideally would like to get Government Regulated so that the associations will have to follow our standards. Tricia also further mentioned about the communication about this has not been communicated to all members.</p> <p>Government Regulation – there are some members who believe that the College should move forward for government regulation and some members do not want the College to move forward forward with Government regulation. (there is potential for loss of membership if regulated by the Government)</p> <p>Communication needs to be developed of pro and cons having a working document to show a message of having self-regulated vs. government regulated.</p>	<p>Communication Committee, Roselle Piccininni and Janice Ray to develop.</p>

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<p><b>X. Standing Committee Report</b></p>	<p>a) Registration Janice Ray</p> <p>b) Complaints Roselle Piccininni</p> <p>c) Professional Practice Gail Kovacs</p> <p>d) Research and Development Angela Nicastro-Ribbons</p> <p>All members in favor of having the committee reports and the Executive Board will be able to decide who are the chair and or co-chairs throughout the term.</p> <p>Gail Kovacs Professional Practice – new update since the AGM – focusing on developing standards of practice and looking at the processes as well as what the outcomes should be.</p> <ul style="list-style-type: none"> <li>- Like to have advisors and have sent letters out to a few potential advisors. Received 5 advisors who have agreed to participate.</li> <li>- Promotional item and getting information out</li> </ul> <p>Sharon Smith – VRA liaison with CVRP – she is a VRA board member and Jac Quinlan does the revise from our CVRP board liaison to the VRA.</p> <p>Sharon Smith report is directly from VRA president. Report as follows:</p> <ul style="list-style-type: none"> <li>- Had the 2013 National Conference “Changing ties in VR Halifax”</li> <li>- New president elections are taking place in November</li> <li>- Continue to do more educational sessions for members</li> <li>- New website phase one release in November</li> <li>- Renewals are going out in November</li> <li>- New by-laws are getting reviewed</li> <li>- Looking at doing an electronic format of newsletter for members</li> </ul> <p>Further note – need some pro’s and con’s on having a self-regulated or government regulations so that our members will have made an informed decision.</p> <p>Recommend that during the meetings between VRA and Gail Kovacs on November 1<sup>st</sup> to ask what CVRP need to do and perhaps what the CVRP needs from VRA. (<i>“Remembering the timeline of Nov 15<sup>th</sup> for a response.”</i>)</p> <p>Jac Quinlan is also attending the next VRA meeting Nov. 4<sup>th</sup> as the CVRP Liaison.</p> <p><b>Meetings Scheduled:</b></p> <p>Executive – Meeting Nov. 27<sup>th</sup> 10-2 Other executive meetings to be determined.</p> <p>Meeting in person in early 2014 – Date still to be determined</p> <p>Board Meetings: January 29<sup>th</sup> April 30<sup>th</sup> Maybe an in person meeting during June 3-6 in Halifax at the Conference September 24</p>	<p>Next Meeting is to be determined.</p>

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	AGM Date to be determined. <i>(thinking about December or May)</i>  New business: Appointment on two public members.  <b>Motion</b> made by Sandra Preeper move to approve discussion & seconded by Jac Quinlan.	
<b>XI. VRA Canada Liaison Report</b>	Roselle Piccininni – In camera complaint response.	
<b>XII. New Business</b>	<ul style="list-style-type: none"> <li>a) Professional Education / Training Requirements Gail Kovacs</li> <li>b) Vocational Rehabilitation Standards of Professional Practice Gail Kovacs</li> <li>c) Initial Expert Panel Introduction Gail Kovacs</li> <li>d) Contact List for Expert Advisory Panel Gail Kovacs</li> <li>e) <b>Motion</b> to Accept the PPC Terms of Reference</li> </ul> What will be accepted as Education for CVRP? The policies and process are to be set by the Registration Committee.  <b>Motion</b> to adjourn the meeting made by Dennis Shaw & seconded by Jac Quinlan.  Meeting adjourned at 12:55 p.m.	

DRAFT