

MINUTES
2016 SCRT ANNUAL GENERAL MEETING
THURSDAY, SEPTEMBER 15, 6:30 P.M.
DOUBLETREE BY HILTON HOTEL, REGINA SK

Members Present:

Aaron Armstrong, RRT	Matthew Harrison, RRT
Adam Shaw, RRT	Melissa Wood, RRT
Alexis Kincade	Melissa Yerhoff, RRT
Amy Reid, RRT	Merle Natyshak, RRT
Ashley Cassano, RRT	Michael Amies, RRT
Brent Kitchen, RRT	Michelle Turtle, RRT
Bridgette Lang, RRT	Michelle Holodniuk, RRT
Brittani Blair, RRT	Nadine Naphin, RRT
Carrie Mulligan, RRT	Naresh Tinani, RRT
Cherie Serson-Stark, RRT	Nicole Hanson, RRT
Dave Roulston, RRT	Roxanne Brattan, RRT
Deborah Gray, RRT	Roxanne Evashenko, RRT
Donna Turner, RRT	Samantha Manchester-Miller, RRT
Elizabeth Lesko, RRT	Sara Lanoie, RRT
Elizabeth Ochitwa, RRT	Scott MacDonald, RRT
Erica Schmidt, RRT	Scott Downey, RRT
Erin Sampson, RRT	Sheldon Fizzard, RRT
Heather Johnston, RRT	Shelley Kovach, RRT
Heather Luff, RRT	Sherren Gillott, RRT
Holly Walchuk, RRT	Sherry Hill, RRT
Inna Ivanova, RRT	Sheryl O'Quinn, RRT
Jennifer Arbour, RRT	Sue Timmerman, RRT
Jennifer Martin, RRT	Tabetha Harju, RRT
Kristina Vargo, RRT	Teala Belay, RRT
Laura Gregory, RRT	Teresa Grain, RRT
Lisa Martin, RRT	Tracey LaSaga, RRT
Mark Herzog, RRT	Winnifred Haines, RRT
Mark Murray, RRT	

Council Members:

Present:

Sheldon Fizzard, RRT
Mark Herzog, RRT
Michelle Turtle, RRT
Michelle Holodniuk, RRT
Michael Amies, RRT
Janet Frayling

President
Past President
Treasurer
Director at Large Northern Chapter
Director at Large Southern Chapter
Public Representative

Absent:

Andrea Dutchak, RRT
Diana Holaday

Secretary
Public Representative

Staff:

Chelsea Wilker
Ardis Monarchi
Rashed Al-Mamun

Executive Director/Registrar
Administrative Assistant
Policy Analyst Intern

Guests:

Eugene Paquin
Debby Paquin

1. Welcome and Call to Order

The President called the meeting to order at 6:30 p.m. and welcomed all those in attendance.

2. Confirmation of Quorum

The President declared a quorum with 55 SCRT members in attendance.

3. Approval of Agenda

There were no additions to the agenda.

MOTION

That the agenda of the 2016 SCRT Annual General Meeting be approved as presented.

M Herzog/M Murray

CARRIED

4. Introductions

(a) Introduction of Council and Staff

The President introduced the following Council members:

- Mark Herzog, Past President
- Michelle Turtle, Treasurer
- Mike Amies, Director at Large for the South
- Michelle Holodniuk, Director at Large for the North

The President introduced the following Staff members:

- Chelsea Wilker, Executive Director/Registrar who started in the role on December 1, 2015
- Ardis Monarchi, Administrative Assistant
- Rashed Al-Mamun, Johnson-Shoyama Policy Intern from the University of Regina. We share Rashed's services with the Saskatchewan College of Paramedics (SCoP) and the Saskatchewan Association of Medical Radiation Technologists (SAMRT).

(b) Introduction of Public Representatives

The President introduced Jan Frayling, current Public Representative and Eugene Paquin, former Public Representative. Eugene's term ended on April 21st, 2016.

Diana Holaday, who was appointed by the provincial government as the new public representative was unable to attend this evening.

(c) Introduction of Parliamentarian & Scrutineers

The President introduced Eugene Paquin as Parliamentarian for the meeting.

The President introduced Brent Kitchen and Kristina Vargo as Scrutineers for the meeting.

5. Approval of the 2015 AGM Minutes

There were no changes to the 2015 AGM minutes.

MOTION
That the minutes of the 2015 Annual General Meeting be approved.
M Herzog / M Amies
CARRIED

6. Report from the President and Executive Director/Registrar

The report from the President and the Executive Director/Registrar can be found on pages 3-4 of the 2015/2016 SCRT Annual Report. There were no questions or comments about the report.

The President, Treasurer and Executive Director/Registrar gave a brief presentation on what the College has accomplished over the past 12 months and shared the future vision of the College.

- 2015/2016 Annual Report. All members received an electronic copy via email. It consists of a list of activities relevant to the College for the 2015/2016 fiscal year.
- SCRT Council held a strategic planning workshop early in the year to determine the strategy of the SCRT. The first step was to understand the reason for our existence and where we wanted to go, and to also develop core values for the organization. The SCRT Council then developed a Mission Statement and a Vision Statement, along with a set of core Values.
 1. Mission: The Saskatchewan College of Respiratory Therapists exists to ensure that the public receives safe, competent, and ethical care by a regulated and continually advancing profession.
 2. Vision: The Saskatchewan College of Respiratory Therapists is a future-focused, responsive, collaborative regulator committed to excellence in practice and to accountability to the public.
 3. Values: Respect, Integrity, Fairness, Accountability, Collaboration and Professionalism.
- The top 7 key priorities for the College are:
 1. Establish a governance model and develop governance policies.
 2. Develop organizational policies.
 3. Develop standards of practice and a self-owned code of ethics.
 4. Improve communication with members and stakeholders.
 5. Develop an assessment process for Internationally Educated RTs.
 6. Create a complaints process on the website.
 7. Improve the College's transparency and professionalism.
- In the fall of 2015, SCRT hired MB Accounting to take on the responsibilities of inputting income and expenses to accounting software, and to reconcile accounts. MB Accounting provides income and expense reports to the Treasurer. The addition of a bookkeeper has substantially decreased the workload of the Treasurer whose role will now change to one of ensuring fiscal responsibility of the College, to provide financial support to the Council, to work with the Executive Director to create and monitor the budget, to ensure that resources are allocated appropriately, and to pay College staff.
- Members were provided with the 2015/2016 financial statements and also the 2016/2017 budget in the AGM package.
- What is Governance and why is it needed in an organization? Governance describes how an organization runs. A governance model is needed to outline the responsibilities of the Council and those of the staff. SCRT has identified that the organization will use a modified policy governance model which means that operational and administrative duties are the responsibility of the Executive Director. The role of Council is to set the vision of the organization, create policies and monitor policy compliance. A Policy Working Group was established to draft governance policies and the draft policies will be presented to Council for review and approval in October.
- A Policy intern analyst was hired jointly with the SCRT, the SCoP and the SAMRT to have all policy relating to registration, complaints and discipline, and operations completed by April 2017.
- The standards of practice project will include a membership survey. All members are encouraged to complete the survey so that the College can set standards for the profession in the province of Saskatchewan.

- SCRT and SCoP applied for, and received, joint funding from the provincial government to do research related to internationally educated RTs and Paramedics. SCRT recognizes the need to have processes in place to assess the credentials of foreign-trained applicants in order to determine if their qualifications and skills are equivalent to those of someone trained in Canada. A consultant was hired to assist with this project and draft policies have been created. Council and the Registration Committee will continue to work on this over the next year to finalize the process.
- One of the responsibilities of a regulatory body is to investigate complaints against a member that relate to professional misconduct and/or professional incompetence. A complaints process has been created on the SCRT website to provide the public with information on how to make a complaint and what happens after a complaint is made.
- The SCRT Council and staff are committed to transparency to our members and to the public, and to act with the utmost professionalism during the 2016-2019 strategic planning cycle. This strategic initiative will continue to evolve over time, but some of the things that we have been doing over the past year and are committed to continuing with are semi-annual newsletters, annual reports, providing all new members with an orientation package that includes important information that members should be aware of regarding the College including links to the Act and the Bylaws, the Continuing Education Package as well as other relevant information.

7. Financials

(a) Financial Statements for the 2015/2016 Fiscal Year

- The Financial Statements for the 2015/2016 fiscal year can be found on page 13 of the Annual Report. There were no questions or concerns about the financial review.

(b) 2016/2017 Budget

- The 2016/2017 budget can be found in the AGM package. There were no questions or concerns about the 2016/2017 budget.

8. Committee Updates

Committee reports can be found on pages 8-10 of the 2015/2016 Annual Report. The President asked if there were any questions or concerns regarding each of the committees.

- (a) Professional Conduct Committee – no questions or concerns.
- (b) Discipline Committee – no questions or concerns.
- (c) Continuing Education Committee – no questions or concerns.
- (d) Degree Entry to Practice Update – no questions or concerns.

MOTION

That the SCRT Committee Annual Reports and the President and the Executive Director/Registrar Reports be accepted.

B Kitchen / S Downey

CARRIED

9. Announcement of Newly Elected 2017 Council Members

The President announced the names of the three (3) newly elected Council members whose terms will be from September 15, 2016 to September 14, 2017:

1. Michelle Holodniuk – President
2. Anil Sarkar – Treasurer
3. Tracey LaSaga – Director-at-Large South

10. Further Business

The President announced that any member may bring forward a question or concern, or may make recommendations to Council at this time. There were no questions or concerns. Members were reminded that they can send recommendations or suggestions to Council at any time via info@scrt.ca.

The Canadian Society of Respiratory Therapists (CSRT) has provided a Door Prize for the AGM this evening. The winner will receive a full complimentary registration to the 2017 CSRT Conference in Halifax and will also be provided with \$500 to cover some of their travel expenses. The winner of the CSRT door prize was Tracey LaSaga.

The national alliance (NARTRB) began working on the National Competency Framework (NCF) in October, 2014. Over the past two years, NARTRB has worked with an anglophone and a francophone workgroup as well as with a bilingual validation workgroup. They have also done bilingual validation surveys followed by several meetings for analysis and discussions. NARTRB asked for stakeholder feedback and has since received that feedback. The Entry to Practice portion of the NCF is complete and jurisdictions are in the process of getting their Board's approvals. The President thanked the membership for completing the survey.

11. Recognition

Eugene Paquin was recognized for being the first public representative for the SCRT, appointed by the provincial government in 2009. He was presented with a memento of the SCRT for his many contributions to the College over the years. He was also given Honorary Member status – the first for the College.

12. Adjournment

Mike Amies moved the meeting adjourned at 7:00 p.m.