

Minutes

Date: May 14th 2024 7-9 pm
(Teams link in Outlook Calendar)

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 281 492 790 710

Passcode: mWwUoL

In Attendance: L. Bonin, C. Burry, K. Fader, R. Jessome, E. Kouda, H. Mohiy Ud Din, J. Sheppard, K. Zhan

Guests: L. D'Souza (KBRS), M. Taylor (MNP)

Late:

Regrets: P. Anderson

Absent:

Session Purpose: *To commit to defining and maintaining the standards of excellence required for high quality, evidence-informed care by competent MIRTPs.*

Session Outcomes: By the end of this meeting, we will have ...

1. Reviewed 1st quarter financials
2. Reviewed edited policies for approval
3. Discussed staffing update
4. Updated plans for AGM
5. Discussed RHPA status and plan for next phase
6. Reviewed registration database proposals
7. Discussed 2023 Audit

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1912	WELCOME		New Board Members	
1.1 Quorum	1902				
1.2 Conflict of Interest	1903				
1.3 CONSENT AGENDA	1904	CONSENT AGENDA			
1.3.1 Agenda		Approval of Agenda	*	Motion to approve the Agenda and Consent Agenda for this meeting. First: J. Sheppard Second: R. Jessome	Motion passed at 7:42
1.3.2 Minutes		Minutes from March Emergency and Regular Meeting 2024	*	Motion to approve the minutes as circulated. First: R. Jessome Second: L. Bonin	Motion passed at 7:43
1.3.3 ED Report		Executive Director Report	*		
1.3.4 FRPA		Annual Report and Minutes	*		
1.3.5 MDS DHW		MIRTP Profiles			
1.3.6 Policy		Policy Review	*	Required review of existing policies for 2024	
1.3.7 Alliance		2023 Summary Chart	*		
1.3.8 CAMRT		MRI in Rad Therapy	*		
1.3.9 PR		Project Reach	*		
1.3.10 Finances		1 st quarter financials	*	<p>Covered by Monita. Joined the meeting at 7:44. Recommendations to adjust journal entries for draw balance.</p> <p>Independent Auditors Report – MNP’s opinion of the College’s year end financials for 2023. Clean, unqualified report; when approved, audit report will be dated.</p> <p>Statement of financial position; overall assets have increased by \$35,000, variances, cash has decreased \$177,000- cash was generated from operating activities, \$45,000 was invested in investment account, \$150,000 was moved into GICs, per discussion with management last year, moving money out of account and into incoming generating investments.</p> <p>Receivables: 1. Receivable from a prior student \$5,500 who had continued to be paid beyond their term. Student repaid the amount. 2. \$5,000 was received from the province for waived CFTA application fees.</p>	

			<p>Prepaid expenses- predominately Guild, fees increased this year. Prepaid for additional 9 months after year-end. GICs have various interest rates (~ 5.5%) and mature in Sept 2024.</p> <p>Assets; computers, and amortization. Note 6: investments (\$271,000) have increased slightly, \$45,000 was moved from cash into investments and there was an increase in market value of investments of \$11,000, amount has recovered following a decrease in Dec. 2022.</p> <p>Accounts payable: higher at end of year due to PR campaign from Fall 2023 (\$23,000).</p> <p>Deferred revenue: 734 registrants paid by end 2023 that related to 2024 registration fees vs 705 by end of 2022.</p> <p>Government assistance was received to assist in updates to Guild, as deferred income.</p> <p>Statement of Operations: Total revenue has been consistent, registration fees down about 2% in 2023. Credential assessment fees have been recorded for the first time this year. Expenses up \$76,000. Amortization increased because of upgrades to Guild. Legal fees have increased, partly due to regulation and CRA joint stocks error. Large increase due to PR campaign. Dues fees and subscriptions to LMS. \$378,000 vs \$303,000 year over year. Special projects fund is 0, which is expected.</p> <p>Statement of Cash Flows: \$26,000, purchase of capital assets and GICs.</p> <p>Notes for financial statements: No changes to accounting standards that would impact organizational operations. Operating lease is expiring in July 2024, plan for new lease to be addressed on May 15 and copy of lease to be forwarded to MNP.</p> <p>Audit Findings Package Highlights Engagement status- statements discussed with Julie and Karren. Significant matters: no real changes to how the balances were assessed. There was a change to the audit services in Nov 2023. A detailed requirements list was discussed. Audit fees were higher, however, there were challenges between communication between bookkeeper and internal operations with respect to who would be responsible for making changes in Quick Books. Example: investments were tracked internally by management. There is an opportunity now that staff has changed, to improve communication between bookkeeper and College staff. Should move from a doer, to a reviewer role. We have a higher</p>	<p>Kenny to forward a copy of the lease to MNP when it is signed.</p>
--	--	--	---	---

				<p>number of adjusting journal entries than most organizations our size (we have 15 vs a typical 3-4).</p> <p>No instances of fraud were detected in the audit.</p> <p>Monita noted some recommendations to address areas for improvement which will be relevant as the oversight of the College changes.</p> <p>Motion to accept Audited financial statements as present with the addition of information regarding new office rental commitments. First: J. Sheppard Second: E. Kouda</p>	Motion passed.
1.3.11 LDI		LDI Callout	*		
1.3.12 New Office		Update	*	<p>Paramedics will hold head-lease and other regulators will hold sub-leases. Each organization will pay based on square footage required (we will be paying 12% of lease since we need one office) and an even portion of other spaces (ie. board room access). Six regulators on board. Kenny and Karren to walk through to measure space and determine appropriate office allocation. Need to provide notice to Hawthorne by July 1, move to new space on August 1. The new lease will be very slightly higher than the previous lease.</p>	
2.0 Business Arising	1905				
2.1 Exams	1905	Sonography Canada	*	<p>Exam Issue and SC Action - 11/14 rewrote, 7/11 passed.</p> <p>It was questionable whether SC followed appropriate process to address the error, especially because they did not consult with any of the Regulators. SC will be more vigilant moving forward.</p>	
3.0 New Business		GOVERNANCE			
3.1 ABC appointments	1910	New Board Members	*	<p>Welcome Hammed Mohiy un–Din to 2nd term and Paulette Anderson to first term on the Board as our 2 public reps appointed by NS Agency Board and Commissions. Term is for 3 years ending Feb. 7, 2027.</p>	
3.2 ED Recruitment - KBRS presentation	1915	Timelines, TOR, Hiring committee etc.		<p>Lesley from KBRS joined the meeting at 7:15. Brief introductions of Board members to Lesley and vice versa. Lesley asked current initiatives and incentives of the Board. One comment was that the entire staff left within a short period of time; a lot of organizational memory was lost. Also, there is a lot of regulatory change upcoming regarding the government that our Registrar will need to be involved in. Other comments related to funding and succession planning. Essential criteria for next Registrar would be preference for someone within our profession(s), experience with finance and budgeting, good judgement with interpretation and application of new government regulations, political acumen.</p> <p>Lesley shared a timeline with the process having been started last week and anticipated completion in mid-September 2024. Steps will be</p>	

				meeting with the search committee, formulating a job description, posting the advertisement, progress update, then candidate short-list selection. The first round of interviews are anticipated to take place on August 20 (virtual) and second, on August 29 (in person), with a candidate starting in the role, hopefully in mid-September. Question regarding the breadth of the search (National, International, Regional), which Lesley said has yet to be determined. The College will be responsible for costs associated with candidate travel for in-person interviews.	
3.3 Equal	1925	Accreditation and agreements	*	Continued discussion regarding Accreditation process and will be discussed at upcoming Alliance meeting. It has been made clear that there are issues with 'Career Colleges.' There are 14 that provide sonography education and in two consecutive years they have had exam failure rates of above 30%. We have to call for higher upholding of standards in our Accreditations moving forward.	
3.4 Niche	1935	Phase #2	*	In this next phase IEMRTs are already educated, and already living in NS to further the expedited process. Current initiatives include finding areas where time lapses can be reduced; CAMRT assessment (due to CAMRT having a 0.5 PT position to assess credentials).	
3.5 Registration Database	1940	Proposals and notes	*	Deferred	
3.6 Audit	1950	Monita Taylor	*	See 1.3.10 documents, including presenter's PPT	
3.7 Language Requirements	2010	Policy Consideration	*	CMIRTO PPT- there is a broader range of language assessment tools which are being accepted within Canada, to assess language proficiency.	
3.8 Policy Review	2020	New Policies	*	Payment Process	
3.9 Fees increase	2025	Fees - increase		Salary for new ED position may need to be increased, among other considerations, may lead to a fee increase. Has been discussed at Finance Committee level; is there a way to increase fees of refresher programs, application fees, for example, based on time spent vs expenses collected. Suggestion by K. Fader to not only compare our fee schedule to other MIRTTP organizations, but also to other health regulators within our province. Other considerations are outsourcing other services (bookkeeping etc) to keep pace with the governance landscape, the bigger picture.	
4.0		STRATEGIC DISCUSSION			
4.1 Strategic Planning	2030	RHPA/AGM/Registration Platform		Draft regulations were reviewed and feedback was relayed back. Regulations should be in final form in the next few weeks. In meeting Folder 4.1 there are several documents outlining what we will need to do to migrate under the next Regulations. We will need to strike a committee to cross reference our existing bylaws, etc, with the new regulations to either match/confirm, or remove ones that don't align with our intended processes, and if there isn't something in the regulations that we want migrated over, we will have to create new governance structure to support it to meet the new ones. Example: We	

			would not want the '25 bed rule' to be migrated to the new Regulations. Our Legal team will also be very involved in the migration.	
4.2 ED Recruitment	2050	In Camera Discussion		
5.0 Other Business				
5.1 In Camera				
6.0 Next Meeting	June 22, 2024	Discussion of appropriate timing for a strategic meeting; K. Fader suggested that the Board meet to discuss the vision/initiatives for the College, prior to recruitment and onboarding of the new ED/Registrar.		
7.0 Adjournment	9:18			

Respectfully submitted by L. Bonin