

In Attendance: Nancy Duggan, Julie Avery, Chrissy Gamache, Ann Mann, Hammad Mohiy Ud Din, Lisa Bonin, Jason Sheppard, Kenny Zahn, Rebecca Jessome

Late: Nick Burke

Not in attendance: J. Metzler

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. Approval of the consent agenda
2. Move forward with LMS systems selection.
3. Approve edits to bylaw.
4. Approve audited financial statements for 2022.
5. Make decisions related to College Fees
6. Approve dues rate for 2024.
7. Review and approval of audit RFP and assessment rubric
8. Discuss impact of PACA on NSCMIRTP operations
9. Approve two updated policies.
10. Discuss funding of research position
11. Discuss status of Guild contract
12. Discuss the status of deputy registrar position.

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1900	WELCOME			
1.1 Quorum	1901			Quorum recognized and met at 19:06.	
1.2 Conflict of Interest	1902			No conflict of interest	

1.3 CONSENT AGENDA	1903	CONSENT AGENDA			
1.3.1 Approval of Agenda		Agenda	*		
1.3.2 Approval of Minutes		Minutes from Jan 2023	*		
1.3.3 ED Report		Executive Director Report	*		
1.3.4 LDI		Call for applications	*		
1.3.5 CLXT		DHW Submission	*		
1.3.6 Mass Casualty Report		Regulatory Role	*		
1.3.7 FRPA		Newsletter	*		
1.3.8 CMIRTO		Emergency Licensing			
1.3.9 Equal Council		Update	*		
1.3.10 Physios		POCUS	*		
1.3.11 Financials		1 st Quarter Financials	*	1 st quarter financial statements were presented to the board as part of the consent agenda.	J. Sheppard motioned to accept the consent agenda. K. Zhan seconded the motion. Motion carried at 19:06.
2.0 Business Arising	1905				
2.1 LMS Systems	1905	LMS Workgroup	*	The yearly working cost for Skill builder was the only question posed by the board. J. Avery informed the board the annual cost will be approx. \$3500, and the startup cost is approx. \$5000. J. Sheppard motioned the approval to sign an agreement with Skill builder as our LMS provider. N. Duggan seconded the motion. Motion carried at 19:58.	
2.2 Bylaws	1910	Edits	*	It was noted that only changes made to the bylaws were grammar-related or related to membership classifications that we currently do not have. A. Mann motion to approve the Bylaws as edited. L. Bonin seconded the motion. Motion carried at 19:59.	J. Avery to update with edits and post to website.
2.3 Registration Platform	1915	Guild Contract	*	J. Avery discussed the changes to the Guild contract. Current draft edits to the contract were suggested by the legal to protect the college's interest. J. Avery has given the contract with the new edits to Guild for review.	
2.4 Research Position	1925	NICHE Hire	*	The NICHE Project. J. Avery informed the board that there were a few good applicants and interviews are complete. Research findings will be presented to the board in Sept.	

3.0 New Business		GOVERNANCE			
3.1 MNP	1930	Audited Financial Statements	*	Monita Taylor from MNP reviewed the following documents within the fiscal report: 1) Statement of financial position. 2) Statement of operations. 3) Statement of changes in net assets. 4) statement of cash flow. K. Zhan motioned to approve the audited 2022 financial documents as presented. A Mann seconded the motion. Motion carried at 19:55.	
3.2 College Fees	2000	Review	*	The board reviewed the college fees. Inclusive of compliance, cost recovery fees, a new fine for the application for CPD audit extension, as well as an increase in fees for non-sufficient funds to 70\$ to cover bank fees. K. Zhan motioned to create policies for the creation of one new fine – working without PLI and one new fee - CPD audit extension. L. Bonin seconded the motion. Motion carried at 20:26. K. Zhan motion to set the NSF fee at \$70. N. Duggan seconded the motion. Motion carried at 20:26.	J. Avery to create required policies and update existing policy as requested.
3.3 2024 Dues	2015	Set Rate	*	After discussing the registration annual fees, the board suggested maintaining the current fee for 2024. K. Zhan motioned to approve the 2024 NSCMIRTP dues to remain at \$450. J. Sheppard seconded the motion. Motion carried at 20:28.	
3.4 NSRHPN	2020	Membership	*	J. Avery briefed the board on the NS regulators health professional network membership. Current annual dues are \$815 to increase in 2024 to approximately \$2000. This is to keep the NSRHPN fiscally sustainable and prevent dependency on NS health and wellness.	
3.5 Auditors	2025	RFP & Rubric	*	The board discussed MNP remaining the financial auditor for 2023. However, the RFP will move to Sept 2023 for the finance committee to proceed to hire a new auditor for the 2024 fiscal year. J. Sheppard motioned to approve the RFP and Rubric for selecting an auditor for the College. K. Zhan seconded the motion. Motion carried at 20:40.	J. Avery to communicate approval to finance committee.
3.6 Legislation	2030	PACA	*	The government is asking colleges to waive 1 st year fees for CFTA registrants which would be approx. \$ 15 000; however, it will be reimbursed. A. Mann motioned to waive the 1 st annual registration fee for successful applicants coming to NS via the CFTA? Motion carried at 20:49. ** No seconder**	Need to add a seconder to this motion.
3.7 Policies	2045	*VSC *Registration Requirements	*	The board reviewed the following edited policies: 1) vulnerable check/criminal records. 2) registration requirements. There were no concerns with edits to the policies from the board. J. Sheppard motioned to approve these two policies as edited. N. Duggan seconded the motion. Motion carried at 20:54.	J. Avery to have policies updated with edits.
3.8 AGM	2050	Prep	*	The board agreed there was no need for a dry run of the AGM. J. Avery asked for two volunteers to accept motions at the AGM. L. Bonin and K. Zhan accepted the positions. J. Avery also informed the board that legal will attend.	
4.0		STRATEGIC DISCUSSION			

4.1 Position	2055	Deputy Registrar	*	The deputy registrar position will be posted at 20 per week. The job will be posted in June to be filled by Sept 2023.	
5.0 Other Business					
5.1 In Camera	2050-2100			Started at 19:43 ended at 19:53. K. Zhan motioned in camera. A. Mann seconded the motion. Motion carried at 19:53. Second in camera started at 21: 10 adjourned 21:35.	
6.0 Date of Next Meeting	June 27 th , 2023 @ 7pm	Virtually			
7.0 Meeting Adjourned					