

Minutes

Date: May 13, 2025 7-9 pm
(Teams link in Outlook Calendar)

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Meeting ID: 281 565 071 175

Passcode: BY6sP6V7

In Attendance: Lisa Bonin (Vice-Chair), Edmond Kodua (Secretary), Rebecca Jessome, Hammad Mohiy Ud Din, John-David Brown, Karren Fader (ED/R), Bob Jenkins (RFO)

Late:

Regrets: Kenny Zhan (Chair), Jason Sheppard, Paulette 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 policies relating to fees.
2. Discussed the communication around the CTANS submission to DHW.
3. Received a presentation on the 2024 Audit.
4. Discussed the Annual Report
5. Considered the proposal for an online Refresher Program

Item	Time	Summary	Supp Docs	Discussion	Action
1. Call to order	1900	WELCOME			
1.1 Quorum	1902			Quorum not met. Meeting continued for information. L. Bonin chaired the meeting in K. Zhan's absence	Quorum met: No

					Business during the meeting could not be conducted because the quorum was not met.
1.2 Conflict of Interest	1906				Any conflicts declared: No
Land Acknowledgement	1907			NSCMIRTP acknowledges that we are in Mi'kma'mi, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.	
1.3 AGENDA	1905	AGENDA			
1.3.1 Agenda		Approval of Agenda	*	No changes to agenda	No action is taken.
1.3.2 Minutes		Minutes from Meeting March 18, 2025 Minutes from Board Finance Meeting April 22, 2025	*	No actions taking	No action is taken.
1.3.3 ED Report	2006	Executive Director Report		A new formal complaint has been filed and investigation initiated on a member. ED and Chairman of the board attended the CAMRT conference followed by Network meetings and national alliance meetings.	Verbal update from the ED
1.3.4 Policy	2010	Policy Review	*	Policies related to Fees to be approved. The Finance Committee (FC) reviewed policies and are making a recommendation to the Board to approve. Motion to approve the policies presented. *See supporting documents The finance committee adjusted the upper cap of our reserved funds. Operating cost has been adjusted to twelve months cost which raises the cap to \$500,000.00 The FC has increased the cap on special project fund from a minimum \$20,000 to \$50,000 and maximum of \$100,000. The contingency fund has increased from the minimum of \$125,000 to \$500,000. The replenishing system has been developed to put 25% into the Operational reserve fund, 25% into the Special project fund up to 50% into the contingency fund until the maximum cap is reached for each. Revision reporting and Monitoring. Amendment to include payroll deduction as most members use payroll deduction as a form of registration fees.	No action is taken.

				Late fees have been updated to clarify the timeline where late fees apply. Late fee does not apply until after November 30th and reinstatement starts January 1st. The fee schedule document is being developed to encapsulate all the organizational fees. With the re-entry to practice or refresher program, there was a wording suggestion but overall, the language and process are clear for the registrants. The fees have been pulled into the fee structure. The policy on operational reserve funds should be changed from 6-12 months to 12-18 months. It should be updated as per audit recommendation.	
1.3.5 Finance 1.3.5a Dues increase	2025	Updated charts to be reviewed at the meeting.		Clarity on the dues chart was presented to inform the board regarding additional information. Further discussion via email was recommended after the presentation.	For discussion
1.3.6					
2.0 Business Arising	1930				
2.1 Audit 2024	1915	Audit and report to the Board to be reviewed by Monita Taylor of MNP.	*	The Audit has been reviewed by the Finance Committee with a recommendation for acceptance to the Board. The financial audit was a clean audit. Motion to accept the 2024 Audit was deferred to electronic business.	For information/discussion
2.2 RHPA 2.2.1 Update on PSR Mapping	1913	Update		The PSR was submitted in November. There has been one meeting and a few email communications since. We are expected to submit a written response to questions on May 12 th . R. Baxter and K. Fader will meet to write the response. Phase 2 is about 6 months behind with an end date likely January 2026.	For information

2.3 Refresher Program		Update		An individual was approached several weeks ago regarding the development of the RTT refresher course. They have until May 9 th to submit an agreement. However, there are two other individuals who are interested should this individual not confirm.	For information
2.4 CTANS	2038	Update	*	See briefing note The response CTANS presented at their AGM will be our response.	For information/discussion
2.5					
3.0 New Business	2040	GOVERNANCE			
3.1 Refresher Program		Move the four refresher courses to Skill Builder	*	Review the proposal provided by Base Corps Learning Systems (Skillbuilder) Motion to approve the BLS proposal. See the attached document. Discussion on the two options offered by Base Corps Learning System were presented. Option 1: Keeping the refresher learning materials in the current PDF format and loading them on Base Corps Learning System. The materials will be provided to anyone who signs up to the refresher program. Option 2: It will be reworked by Base Corp to be interactive. It will be modular, and learners will go to the platform and work through the modules. There was consensus on the board opting for option 2. Business to be conducted by email.	For information/discussion
3.2 AGM Preparation	2051	Review of Annual Report	*	To prepare for the AGM the Annual Report has been provided. It contains the agenda, reports, and minutes from the 2024 AGM.	For information/discussion
3.3					
3.4					
4.0		STRATEGIC DISCUSSION			
4.1 Initiatives 2025		Initiatives identified		Deferred	

				The strategic discussion has been deferred due to time constraints and low attendance on the board.	
4.2					
5.0 Other Business					
5.1 In Camera					
6.0 Next Meeting		June 26 th , 2025		See Calendar	
7.0 Adjournment	Meeting adjourned				
	Respectively submitted by E. Kodua				