

Minutes

**Date: September 27, 2025 9-10 am**  
(Teams link in Outlook Calendar)

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Meeting ID: 281 565 071 175

Passcode: BY6sP6V7

**In Attendance:** Kenny Zhan (Chair), Lisa Bonin (Vice-Chair), Edmond Kodua (Secretary), Jason Sheppard, Rebecca Jessome, Karren Fader (ED/R), Bob Jenkins (RFO)

**Late:**

**Regrets:** John-David Brown, Paulette Anderson,

**Absent:** Hammad Mohiy Ud Din,

**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 Q2 financials
2. Discussed the progress to transition of the Alinity registration platform
3. Explained the QAPRP and status of the submission
4. Considered Board responsibilities and determined vacancies for the 2026/2027 year.

| Item                     | Time       | Summary        | Supp Docs | Discussion | Action                     |
|--------------------------|------------|----------------|-----------|------------|----------------------------|
| <b>1. Call to order</b>  | <b>900</b> | <b>WELCOME</b> |           |            |                            |
| 1.1 Quorum               | 0902       |                |           | Quorum     | Quorum met: Yes or         |
| 1.2 Conflict of Interest | 0906       |                |           |            | Any conflicts declared: No |

|                             |             |                                    |   |   |  |
|-----------------------------|-------------|------------------------------------|---|---|--|
| <b>Land Acknowledgement</b> | 0907        |                                    |   | NSCMIRTP acknowledges that we are in Mi'kma'ni, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people.   |  |
| <b>1.3 AGENDA</b>           | <b>0905</b> | <b>AGENDA</b>                      |   |   |  |
| 1.3.1 Agenda                | 0905        | Approval of Agenda                 | * | Motion to approve the agenda.   | Moved: R. Jessome<br>Second: J. Sheppard<br>Motion Carried |
| 1.3.2 Minutes               | 0906        | Minutes from Meeting June 26, 2025 | * | Motion to approve the Board meeting minutes for June 26, 2025.  | Moved: L. Bonin<br>Second: J. Sheppard<br>Motion Carried   |
| 1.3.3 ED Report             | 0910        | Executive Director Report          | * | See document provided<br>RRSP matching for staff is still in progress.<br>Bank signing authority change is still in progress.<br>The college's ownership of its website has been confirmed.<br>There has been a new complaint received this week aside from the three complaints already in progress.<br>RTT refresher content development timeline needs to be extended to January due to the time it took to find course author.<br>L. Bonin and B. Jenkins will be attending CAMRT-ATL conference (October 25, 2025) as regulator (NSCMIRTP) representatives.<br>K. Fader will be attending and participating on a panel addressing the NM HR Shortage, at CANM Conference in Halifax (November 7-9, 2025) | For information  |
| 1.3.4 Policy                |             | No policies for review             |   |   |  |
| 1.3.5 Finance Update        | 0925        | Review of Q2                       | * | See Q2 Folder<br>It was deferred.   | For discussion   |
| 1.3.6 Electronic Business   | 0940        | Approval of LDI Candidate          |   | The CAMRT Leadership Development Institute is from October 31 <sup>st</sup> to November 2 <sup>nd</sup> , 2025. One candidate is sponsored by NSCMIRTP. An expression of interest was sent to all registrants with the application criteria.<br>After reviewing, Edmond Kodua was the candidate recommended to the Board.   | Moved: P. Anderson<br>Second: R. Jessome<br>Motion Carried |

|   |             |   |   |  |                 |
|---|-------------|---|---|--|-----------------|
|   |             |   |   | Motion: To approve E. Kodua as the NSCMIRTP candidate to the CAMRT LDI.  |                 |
| <b>2.0 Business Arising</b>                                       | <b>1945</b> |   |   |  |                 |
| 2.1 Board Education   | 0945        | Education Day<br>September 27, 2025                               | * | <p>See briefing note<br/>The board education agenda included:</p> <ul style="list-style-type: none"> <li>• Governance – Lead by ED</li> <li>• Financial Statements – Lead by Monita Taylor</li> <li>• Professional Conduct and Investigations Process – Lead by Matt Lafond</li> </ul> <p>The education sessions were led by different experts which provided the Board of Directors tools to execute their duties effectively. Governance involves the role of a regulator to regulate professional bodies which serves the public's interest.</p> <p>Financial statements gave the directors a "how to" effectively read and interpret financial reports.</p> <p>Professional Conduct and Investigations laid out desired conduct as a professional, and processes with regards to investigations and desired conclusions within the profession.</p> | For information |
| 2.2 Registration Platform and Website                             | 0950        | Update  | * | <p>See briefing note<br/>Contract with Guild has been terminated, and all links to the website have been deactivated. Electric Playground Media (EPM) is owned by Guild therefore a new contract had to be signed between NSCMIRTP and EPM after the termination of the contract with Guild. The hosting fee of the website is now \$74.95/month.</p> <p>The regulator started using Alinity on 18<sup>th</sup> August and there are ongoing workshops to make sure progress is going as expected. The timeline is in two phases with phase one due to end mid-October, and phase two is expected to be in January. Working with Alinity team has been positive.</p>   | For information |
| <b>3.0 New Business</b>   | <b>1000</b> | <b>GOVERNANCE</b>   |   |  |                 |
| 3.1 Quality Assurance Program Regulator Performance (QAPRP)       |             | Mid-way update  | * | <p>See document<br/>The regulator is in good standing with most of its QAPRP but there are areas which need to be improved upon.</p>   | For discussion  |
| 3.2 Board Role, Responsibilities, Meetings and Regulatory Mandate |             | Review for accuracy and currency and determine upcoming vacancies | * | <p>See document<br/>The role of the Board of Directors and the Executive positions were reviewed. The importance of work of the board was emphasized and how commitment aids in its performance. With the current Board composition coming to an end, directors whose terms are coming to end were highlighted and succession was discussed.</p>   | For discussion  |

|  |   |                                 |  |  |  |
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| <b>4.0</b><br><b>Board Education Day</b> |   | <b>STRATEGIC<br/>DISCUSSION</b> |  |  |  |
| <b>5.0 Other Business</b>                |   |                                 |  |  |  |
| <b>5.1 In Camera</b>                     |   |                                 |  |  |  |
| <b>6.0 Next Meeting</b>                  | November 18 <sup>th</sup> , 2025<br>January 27 <sup>th</sup> , 2026<br>Other Meetings |                                 | Board Meeting<br>Board Meeting<br>See Calendar |  |  |
| <b>7.0 Adjournment</b>                   | Meeting adjourned   |                                 |  |  |  |
|  | Respectively submitted by Edmond Kodua  |                                 |  |  |  |