

 <p>Acupuncture Foundation of Canada Institute Institut de la Fondation d'Acupuncture du Canada</p>	<p style="text-align: right;">MEETING MINUTES</p> <p style="text-align: center;">BOARD OF DIRECTORS MEETING June 13, 2014</p> <p style="text-align: center;">Toronto Marriott Downtown Eaton Centre Hotel 525 Bay Street, Toronto, ON M5G 2L2</p>
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Present: Mac Mierzejewski, MScPT, CAFCI (Chair)
Catherine Fuller, PT, CACFI
JoAnn Thompson-Franklin, BScPT, CAFCI
Cathy Donald, BHScPT, CAFCI
Nimet Meghji, DC, CAFCI
Debbie Byrne, PT, CAFCI
Doreen Sharpe, PT, CAFCI

Staff Present: Ronda Kellington, Managing Director (Recorder)
Sheila Williams, Director of Education Administration
Christina Rogoza, Director of Education Curriculum

Regrets: Marjorie Hammond, RN, MScN
Kara Gray Breeze, DC, CAFCI
Jacek Brachaniec, PT, CAFCI

1. Call to Order

Quorum being present, Mac Mierzejewski called the meeting to order at 9:02 a.m. eastern time.

2. Approval of Agenda

The agenda was approved as presented.

3. Chair's Remarks

Mac Mierzejewski reminded board members that issues discussed at the meeting are confidential. Introductions were made.

4. Approval of Minutes

(a) Board Meeting of January 11, 2014

There being no corrections, the minutes were approved as circulated.

(b) Board Meeting of February 6, 2014

There being no corrections, the minutes were approved as circulated.

(c) Board Meeting of May 13, 2014

There being no corrections, the minutes were approved as circulated.

(d) Board Meeting of June 4, 2014

There being no corrections, the minutes were approved as circulated.

5. Business Arising

The Board discussed plans for an event to acknowledge Linda Rapson's retirement. The first choice is to plan the event for September 2014 around the AIM Symposium scalp acupuncture course and also use the event to launch the organization's name change. If this is possible, AFCI will pay Linda's course registration fee. The second option is to organize a special AFCI course in October or November 2014. Ronda Kellington will follow-up.

6. Board Member Resignations

The resignations of Michael O'Malley and Gordon Rust from the AFCI Board of Directors were accepted. The Board agreed that each Board member, upon leaving the Board, should receive a certificate acknowledging the time they served as a volunteer.

7. Executive Director's Report

Ronda Kellington submitted her report. She thanked the AFCI staff team for their efforts and acknowledged the Board for all their work over the past few months.

8. Rebranding and Website Project Update

The name Acupuncture Canada is secured with Industry Canada and the new bylaws, if approved at the AGM, will be filed under the new name. A logo has been approved. A website design has also been approved for the home page and secondary pages. The Board made some further suggestions to refine elements of the home page.

The Acupuncture Foundation of Canada Institute name and logo were never trademarked. The Board directed Ronda Kellington to do this. Because Acupuncture Canada is not a descriptive name it cannot be trademarked immediately. Overtime the organization could generate goodwill and build a reputation around the Acupuncture Canada name. Ronda Kellington will track all promotion with the new name and build a case down the road for Acupuncture Canada to be trademarked.

Randall Craig and Monty Sharma, from 108 ideaspac, joined the meeting at 10:30 to take questions about the website redevelopment project. They left after the break and the Board meeting resumed at 11:00 a.m.

9. New Bylaws

The draft bylaws were reviewed. The Board was in agreement that each Board member should serve a maximum of two terms, each term a maximum of three years. The Board also agreed that a separate policy should state that the President has one vote.

MOTION: Moved by JoAnn Thompson-Franklin that the draft bylaws be approved as distributed. Catherine Fuller seconded the motion. Motion carried.

Any necessary policies will be drafted separately.

10. Board Nominations

Mac Mierzejewski nominated Jacek Brachaniec as President-Elect, noting Jacek's dedication to the organization and his experience.

MOTION: Catherine Fuller moved that Jacek Brachaniec be approved as President-Elect. Cathy Donald seconded the motion. Motion carried.

The Board would like a package of materials made available to each incoming Board member, including a job description that outlines issues such as time commitment, meeting attendance and other policies. Board members agreed that directors must attend at least one meeting each year in order to continue serving.

When looking for new Board members, profession, geographical region, diversity, and skill-set should be considered. A non-faculty perspective is also important. A nominations process will be implemented prior to the next AGM. The policy related to the make-up of the Board should state that a minimum of two non-faculty members are required on the Board, and a minimum of two faculty members.

As a number of changes are going to be required due to the new bylaws, the Board will put forward a slate of existing directors for approval at the AGM. Following the AGM, officers and terms of office will be discussed.

The Board also discussed the possibility of including a student member on the Board, someone currently enrolled in AFCI courses. Instead, the Board will add a standard agenda item for each meeting that allows a few current students to join the Board meeting to give feedback.

11. Preparation for AGM

There was no further discussion, all items having been addressed earlier in the meeting.

Christina Rogoza joined the meeting at 1:15 p.m.

12. Education Program

(a) DEA Report

Sheila Williams delivered her report noting that examination feedback forms have been revised. She also highlighted a recent issue with a dentist, an issue that has now been resolved. Sheila was asked if there were any cost savings that could be made with the examination program. The transfer policy needs to be revised making it more

challenging for students to cancel an exam after AFCI has booked examiners and their travel. This could save some money. As well, written exams will be moved online.

(b) DEC Report

Christina Rogoza submitted her report. New course development continues with the Basics of Traditional Chinese Medicine course almost complete and the AA3 course underway. AFCI will check with the BC Physiotherapy College. They are asking our faculty for a criminal check with vulnerable populations even though we don't work with those populations.

(c) Review of 200 Hour Program

The Board discussed the CAFCI certification. The use of the designation being tied to membership arose and it was agreed a separate meeting should be organized to settle on the name of the designation if an organizational name change is approved.

13. Past Year Review and Moving Forward

Information on membership numbers and course enrolments was distributed. From the discussion, the following action items were agreed upon:

- Sheila Williams and Ronda Kellington will talk to the MainPro people to discuss options for getting continuing education credits back for MDs.
- AFCI will work towards finding representatives to sit on the Canadian Physiotherapy Association Acupuncture Division board and also the Ontario Physiotherapy Association to help put our perspectives forward. Currently the CPA Acupuncture Division is weighted with teachers from the Contemporary Acupuncture Program at McMaster University.
- There are concerns about the objectivity of the CPA Acupuncture Division including the possibility that the Contemporary Acupuncture program gets free advertising through CPA and OPA. Ronda Kellington will meet with the CEO of CPA to subtly discuss these issues and concerns that volunteers are being turned away.
- CPA division newsletters are good places to advertise.
- Nurses should be a priority group for promotion, especially with their speciality of palliative care and their oncology treatment niche. Nurses have funding for continuing education.
- Get information on nurse practitioners' scopes of practice and their education standards to decide whether or not to focus promotion on them as well.
- Adjust the timing of course intakes to make it easier for physiotherapy students to enter the program. A spring intake is needed so they can graduate and go directly into our courses.
- Christina Rogoza and Ronda Kellington will work on the possibility of building our courses into the university programs for physiotherapists and nurses.
- Christina Rogoza is exploring the possibility of not using the current Primal licenses to lower course expenses.
- Explore promotion opportunities in the US market.

14. Treasurer's Report

The approved 2013-2014 audited financial statements were discussed. The numbers are difficult to settle on as AFCI goes through a period of transition revising the core program, redeveloping the website and dealing with competitors.

Registered Massage Therapists could be reconsidered down the road as a possible growth area but AFCI should revise its courses to address issues specific to them and their educational backgrounds.

15. Other Business

Lifetime memberships were discussed, and Mac Mierzejewski asked Board members to think about people who should earn this honour. Lifetime memberships could be a promotional opportunity as well, because of the prestige of who is on the list. Criteria for lifetime membership should be developed.

Eastern College in Nova Scotia is trying to start an acupuncture school. Cathy Donald will forward some information and contacts to Ronda Kellington who can see if there are any possible partnership opportunities.

Doreen Sharpe highlighted an issue of a physiotherapist in Ontario teaching dry needling and how it relates to rostering through the Ontario College. Teaching dry needling/trigger point treatment could be something AFCI could add to its program.

There is no further news on the pneumothoraxes in Alberta.

16. Next Meeting Date

A meeting date was not set.

17. Adjournment

The meeting adjourned at 4:45 p.m.