

**College of Vocational Rehabilitation Professionals
BOD MEETING MINUTES Draft**

Meeting:	Board of Directors	Meeting Date:	September 24, 2014
Meeting Facilitator:	Roselle Piccininni	Time schedule:	11:00 AM EST
Attendees:	Thea Aldrich Susan Allardyce Kelvin Brown Warren Comeau Sean FitzGerald Gail Kovacs Sandra Preeper Neil Pierce Dennis Shaw Sharon Smith Janice Ray, Executive Director/Registrar	Absent: Tricia Gueulette Jody Hawley Jac Quinlan	Note Taker: Brenda Chen
Item	Summary		Action Item Date of Completion
Call To Order	The meeting was called to order by Roselle Piccininni at 11.06 am		
Roll Call Declaration of Conflict of Interest	Roll call completed. No conflict of interest declared.		
Approval of Agenda	Motion to approve agenda moved by Dennis Shaw; seconded by Sandra Preeper. Vote; so moved.		
Approval of Minutes	Motion to accept BOD Meeting Minutes July 9, 2014 moved by Dennis Shaw; seconded by Neil Pierce. Vote; so moved.		
Review of Action Items	<p>a) Review of Action Items from July 9, 2014</p> <p>Operational Report not reviewed by Executive Committee in August as there was no meeting.</p> <p>VRA National Conference – Outcomes deferred to next meeting.</p> <p>Contract for Janice as Registrar not completed.</p> <p>Risk management committee – CVRP only, not VRA - should be addressed by executive committee.</p> <p>Risk management committee plus operational review committee as two separate committees but same group of people.</p> <p>Motion to approve status of risk management committee be added to new business moved by Warren Comeau; seconded by Gail Kovacs. Vote; so moved.</p> <p>All other actions deferred to Executive Directors report.</p>		

<p>President's Report (see report)</p>	<p>a) Sue Allardyce and Sharon Smith – Appointment and welcome to the board</p> <p>Motion to accept Sharon Smith to fill director vacancy 2014-2015 moved by Roselle Piccininni; seconded by Warren Comeau. Vote; so moved</p> <p>b) VRA Canada Liaison</p> <p>Discussion; Do we still need the role? Yes – for communication- Look to VRA to fulfil the role</p> <p>c) AGM 2014 – Directors Terms of Office</p> <p>1 public vacancy Bylaws redone because of articles of continuance Call for nomination for 6 re-election nominations for Dec. 3 AGM Question form Gail Kovacs - to be on joint committee will she need to be on the board?</p> <p>d) VRA/CVRP Joint Committee</p> <p>To be presented under Committees.</p> <p>Motion to accept presidents report moved by Roselle Piccininni; seconded by Sean FitzGerald. Vote; so moved</p>	<p>Action; Janice to see if Joint Committee Terms of Reference were approved by Directors</p> <p>Action; Directors up for re-election - please send intention to be re-elected or leave to executive committee.</p>
<p>Executive Directors Report (see report)</p>	<p>a) Financial Update</p> <p>b) Membership/Renewal Status</p> <p>c) Corporation Articles for Continuance</p> <p>Discussion; diverging assets to members or charity</p>	<p>Action; Janice to arrange year-end financial statements to be completed by the end of October</p> <p>Action; Directors to submit their opinions of diverging assets to CVRP office</p> <p>Action; Janice to question lawyer about quorum and answer to BOD</p>

	<p>d) Examination – Development of CVP-CVE Feb/March 2015</p> <p>Discussion; Gail Kovacs inquired - RE: criteria for examination</p> <p>e) Call for Committee Volunteers for Vet Certification</p> <p>f) CVRP Compulsory E&O – Policy links delayed</p> <p>g) Online Jurisprudence Learning Module(s) – Launch October 7, 2014</p> <p>Neil Pierce left the conference at approximately 12:30pm EST</p> <p>h) Professional Standards and Professional Practice: Final Document – October 1, 2014</p> <p>a) Online Professional Standards and Practice Learning Module(s) – Launch January 2015</p> <p>Discussion; Gail Kovacs – college not responsible for education or E&O but that of the association – feels VRA will be threatened Sharon Smith – E&O can be determined by a regulatory college Warren Comeau – gesture of good will handing initiatives back to VRA Janice Ray– jurisprudence and code of conduct are College jurisdiction</p> <p>i) Submission to Civil Rules Committee under the Court of Justice Act of Ontario</p> <p>Discussion; Warren Comeau – letter should have been sent out to the entire board</p>	
<p>Standing Committee Reports</p>	<p>a) Registration – NR</p> <p>Discussion; Sandra Preeper – concerns about staff member being chair of a committee</p> <p>b) Complaints - NR c) Professional Practice - NR d) Discipline - NR e) Fitness to Practice - NR f) Examination - NR</p> <p>g) VRAC/CVRP Joint Committee – Gail Kovacs and Warren Comeau</p>	<p>Action; Janice to check with compliance lawyer RE: procedures.</p> <p>Action; Directors to submit comments to all Directors and CVRP office prior to Oct 15th joint CVRP/VRA meeting.</p>

	<p>h) Research and Development – NR</p> <p>i) Communications – Kelvin Brown</p>	<p>Action; Janice to send out call for volunteers for Communications Committee and VR Vet</p>
New Business	<p>Risk Management Committee – Executives to meet and discuss where CVRP is going with Risk Management Committee</p> <p>Warren Comeau asked that the Risk Management Committee be added to the agenda.</p>	<p>Action; Deferred to next Directors meeting.</p>
Meeting Adjournment	Meeting adjourned at 1:40 PM by Roselle Piccininni.	
Next Meeting	<p>November 26, 2014 Prep for AGM</p> <p>December 3, 2014 AGM</p>	