

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

Meeting:	Board of Directors	Meeting Date:	Wednesday November. 30, 2016
Meeting Facilitator:	Thea Aldrich	Time schedule:	11:00am EST
Attendees:	Susan Allardyce Kelvin Brown Dennis Shaw Sharon Smith Roselle Piccininni Sandra Preeper Warren Comeau Keith Glynn Jac Quinlan Terena Delaney Jennifer Chladny Maureen Haan Janice Ray, Registrar	Absent: Sean FitzGerald Dr. Jody Hawley Hon. Judge Patrick Kennedy	Note Taker: Amber Capotosto
Item	Summary		Action Item Date of Completion
Call To Order	The meeting was called to order by Thea Aldrich at 11:04am		
Roll Call Declaration of Conflict of Interest	Roll call completed. No conflict of interest declared.		
Approval of Agenda	Accepted as presented.		
Approval of Minutes	1) BOD Meeting Minutes Sept 8, 2016 – Reviewed Discussed Motion: to accept the BOD meeting minutes from September 8, 2016 Moved by: Dennis Shaw; seconded by Sharon Smith. Vote; So moved.		
Review of Action Items	Actions from Sept 8, 2016 Reviewed and completed.		
President's Report	<p>a) Welcome the new members on the board</p> <p>Motion: to appoint Ms. Maureen Haan as a Public Director Moved by: Warren Comeau; seconded by Sandra Preeper Vote; So moved.</p> <p>b) Appointment of VRA Liaisons and their roles Motion: to appoint Roselle Piccininni as the CVRP Liaison to VRAC and Jennifer Chladny as the VRAC Liaison to CVRP and their roles to be determined. Moved by: Terena Delaney; seconded by Sue Allardyce: Discussion: Rules/policy of board member roles. Liaison differences between a college board and association board. Outline a terms of reference and policy Vote: So moved</p> <p>c) In Person Meeting March 9, 2017 at Millcroft Discussion: People to arrive on March 9, 2017 for group dinner at 7 pm Strategic Plan to be discussed in conjunction to the communication</p>		<p>Action: Jennifer Chladny, Roselle Piccininni, and Janice Ray to work on a policy around the role an Association (VRA) Liaison to present to the board on Feb 22, 2017.</p> <p>Action: Board Members planning flights, book flights and forward your receipts as soon as possible to get the best price.</p>

	<p>plan; determine key messaging – led by Dr. Garry Corbett Succession Planning – CVRP office space Directors to book return flight until after 7pm on March 9th.</p>	
Treasurer's Report	<p>August, September and October 2016 Financial Statements were posted on the Directors page. Motion to approve the expenses of a face-to-face board meeting in combination with the Examination Retreat at Millcroft Inn and Spa. Moved by: Warren Comeau; seconded by Terena Delaney. Vote: So moved.</p> <p>Motion to accept the financials as posted and presented Moved by: Warren Comeau; seconded Keith Glynn Vote: So moved.</p>	
VRAC Liaison Report	<p>Not a formal report but overview provided:</p> <p>Discussion: Communicating and educating the differences between the College and the Association for VRA members. VRA Board has been working together, office services have been working smoothly. Members are hoping to have more streamlining between membership renewals and continuing education processes. AGM and Conference in Montreal in June 2017</p>	
Registrar's Report	<p>a) Jurisprudence Education Module Discussion Ready; just have to add some more questions. Once the course is available we will be providing Directors with free access to complete.</p> <p>b) VRA and CVRP Training and Examination Initiative in BC. Discussion The Registrar has asked with Garry Corbett to develop an education day, to be presented in Vancouver on January 28th with the assistance of Phil Boswell. The 29th will be the CVRP examination. This initiative is a pilot project in BC.</p> <p>If accepted well, this can then be offered to every VRA provincial society. This will be presented as a onetime offer to RRP's in good standing, who did not take advantage of the grandfathering period, due to misinformation and lack of support from VRAC. VRA BC has noted that other non-VRA members could be invited as new applicants to participate in both days as per available space.</p> <p>Motion: to accept Pre-Exam Training and Exam Initiative for BC as a Pilot Project. Moved by: Sharon Smith; seconded by Sue Allardyce Vote: So Moved</p> <p>c) Employer invoice requests – letter of complaint Discussion: The admin policy is not to provide invoices for renewal fees. The registrant can forward the CVRP receipt to claim the expenses.</p> <p>d) Examination Update – Retreat and updated manual e) Membership Update - Suspended registrants were removed from the database. There are approx. 650 registrants. Terena Delaney recommended that we send out an email</p>	<p>Action: Janice Ray to reword the BC initiative and change the wording to forward to Jennifer Chladny to send out to all VRA members.</p> <p>Action: Sharon Smith to add for discussion on the Registration Meeting.</p> <p>Action: Janice Ray and Sandra Preeper to include a message as an overview to registrants on December 5, 2016.</p>

	advising registrants that the system was down. Maureen Haan recommended an announcement be created on the website advising the website issues to registrants	
Standing Committee Reports (as posted online)	<p>Meeting quorum was lost at 12:35 pm -</p> <p>Some discussion continued re: Form for Supervisor mentoring: See action 2</p> <p>Items below to be addressed by email vote as per Action 1.</p> <ul style="list-style-type: none"> a) Registration Committee: <ul style="list-style-type: none"> 1) Registration Rule - 2) Registration Committee – Terms of Reference for 2016-2017 3) The CVRP Intern Classification Mentoring Supervisor 4) The CVRP Provisional Classification Mentoring Supervisor Qualification Form 5) CVRP Intern and Provisional Mentoring Supervisors 6) CVRP Intern and Provisional Mentoring Supervision Contract b) Communication c) Complaints – NA d) Fitness to Practice e) CCVE – Phil Boswell and Sean FitzGerald 	<p>Action: Janice Ray to send email vote to the registration committee with changes as discussed by December 10, 2016.</p> <p>Action: Janice Ray to remove the education qualification from the Mentoring Supervisor form for Provisional and Intern. CVRP and send back to Registration committee for review.</p>
Next Meeting Date	Wednesday Feb. 22, 2017 at 11:00am EST	
Meeting Adjournment	Motion to adjourn the meeting: Thea Aldrich - 12:50 pm	