



DATE:	Monday, November 29, 2021 – 9:30 a.m.
SUBJECT:	Executive Committee Meeting
ATTENDEES:	Billy Cheung (Chair), James Morrison (Vice Chair), Sara Ingram, Christine Henderson, Dan Stapleton
REGRETS:	
STAFF:	Susan James, Connie Campbell, Angela Bates, Stephenie Summerhill, Sarah MacDougall
LOCATION:	MS Teams

Call to order 9:33 a.m. The Chair noted the members present and welcomed all to the meeting.

1. Approval of Agenda

There was a motion to approve the agenda; all were in favour; **the motion carried.**

2. Approval of Minutes

2.1 Minutes of August 26, 2021 Meeting

2.2 Minutes of November 11, 2021 In Camera Meeting

2.3 Minutes of November 12, 2021 In Camera Meeting

A motion to approve the minutes as presented was moved and seconded. The motion CARRIED.

3. Declaration of Conflict

The Chair asked if any member of the Committee had any conflicts to declare. None were declared.

4. Matters Arising from Previous Minutes

There were none.

5. For Preview

5.1 Briefing Note – Chair’s Report for December 2021

Mr. Cheung provided an update on the meetings attended and noted that the report will be updated before coming to the Board in December. The Committee reviewed and noted the positive feedback on the September Board meeting evaluation and discussed altering the format of the next Board meeting to increase participation and allow for better flow. The Committee decided to implement two fixed 30-minute breaks at the next Board meeting. The Committee discussed the eventual move back to in-person Board meetings and the need to determine the technology required to host hybrid meetings in the future.

5.2 Briefing Note – 2022 Scorecard without targets

Ms. Campbell provided an overview of the 2022 Scorecard and highlighted that the measures support and align with the objectives in each of the three strategic priorities in the strategic plan as well as in the seven College Performance Management Framework (CPMF) measurement domains. The Committee discussed how best to present this document to the Board of Directors at the December meeting and

concluded that each Director with extra background would explain each section in depth from the definitions document.

5.3 Briefing Note – Acting Registrar’s Report for December 2021

Ms. James provided a verbal update of the highlights of the report including the extension of existing Emergency Assignment (EA) Registration Certificates and an update on COVID-19 testing in Community Pharmacies, which were announced mid-November by the provincial government.

6. December Board Meeting Agenda and Available Materials - FYI

- 6.1 December 2021 Board Meeting Agenda

A newly formatted draft of the December 13, 2021 Board meeting agenda was shared and discussed. Agenda items included: the 2021 Q3 Scorecard, the 2022 Scorecard without targets, the 2021 Risk Report and 2022 Risk Register, the coming year’s Budget and a presentation on Provider Indicators. It was discussed that the Board would participate in a facilitated discussion regarding the Risk Register and be provided with examples to work through to further increase understanding and engagement.

The Committee asked that a descriptor be added to the in camera session (personnel matter) to increase transparency. For the December meeting, the personnel matter for discussion will be the Employee Engagement survey results. It was agreed that the Executive team and the HR Manager will attend during the presentation by McLeans and then the Board will meet without management at the end of the session.

7. *In Camera - Compensation Related Duties (Target Salary Increase for Staff)*

A motion to move the meeting in camera at 11:38 a.m. was moved and seconded. The motion **CARRIED**.

Connie Campbell attended a portion of the in camera meeting with the Executive. The target salary increase was determined and provided to Ms. Campbell for communication to staff.

8. Adjournment

There being no further business, **at 1:05 p.m.**, a motion to adjourn the meeting was moved and seconded. The motion was **CARRIED**.

Stephenie Summerhill
Executive Assistant to the CEO & Registrar

Billy B. Cheung
Board Chair