



BC Society of Homeopaths
Annual General Meeting Minutes
March 23, 2014

In Attendance:

Marie Lamey, President
Susan Forbes, Treasurer
Lucy De Pieri, Communications
Christy Zettl, Membership Secretary
Sabrina Foldi, Secretary
Lynn Mackay, Director
Allyson Burden
Barbara Roberts
Iain Marrs
Lora Roy

1.Minutes From Last Meeting

Marie distributed last year's minutes for review and noted that these have also been posted in the members' section of our website. There being no changes, Lynn moved to accept the minutes and Christy seconded.

2.Review of Last Year's Activities

Marie referred to the Annual Report, which was emailed to the membership. She distributed a few hardcopies to those in attendance. Marie reported on last year's activities, which included the creation of Adobe Forms for registration and membership renewals; the Board is pleased with these forms as they have streamlined our administrative work.

The following outlines the areas of note in Marie's review of the Annual Report:

Members

Marie reported we currently have 63 members, which is an increase of 3 from last year. We additionally have 1 student now and more students plan on joining. In fact, a few students attended today's conference.

Standards of Practice Document

Marie reported in response to the Standards Document, only 1 member sent negative feedback. Allyson asked to hear the negative feedback. Marie and Susan explained the member had an issue with the society being a voluntary organization that is taking on too much authority in presenting these standards; it was difficult to respond to this feedback, as it was very emotional in nature; however, there was substance to her concerns.

Allyson commented perhaps the feedback came from a place of fear. All agreed. Susan added the member likely felt her autonomy would be compromised by these standards. Marie said the member read too deeply into things that were simple. Lynn felt it was good to receive this type of response because it made us think about new issues like autonomy.

Susan noted we worked hard to avoid the use of strong terminology in the Standards Document. As a result, the document contained numerous passive constructions that the lawyer amended.

Allyson spoke about the Standards Summit Meeting. The result of this meeting was a Standards and Competencies document which outlined standards of practice for homeopaths and educational requirements for schools in North America. Now ACHENA has claimed ownership of this document and has stated that you cannot get your CCH unless you attend an accredited school; they have also stated that everyone requires their CCH by 2018. Allyson added this totally cuts Canada out, as if we are no longer a part of the discussion. While there is a debate over who owns the document, the AHA wants inclusiveness. The accreditation process is very expensive and small schools cannot afford it.

Lora commented this feels like the big is gobbling up the small. Allyson added Ontario is ready to move forward; they have released documents on how to carry out the assessments for the Ontario College of Homeopathic Medicine. However, they will likely not have enough students to pay for a college.

Susan noted Ontario is 5 steps ahead of us. Allyson added the Ontario Government decided Homeopathy can do harm and, therefore, requires regulation. Some US states say it cannot do harm, while others say that it can.

Regarding the one negative response to our Standards Document, Susan wondered if other members had similar reservations but hadn't spoken up. Allyson responded if someone felt that way about the document they wouldn't have joined the BCSH. Susan said she does not like to see this kind of divisiveness, as we are a small group. We may carve out a little place for ourselves with Title Protection while there are competent Homeopaths who do not want it. Joining together is our strength.

Christy said the goal is for more people to have access to Homeopathy. Title Protection will open the doors to insurance coverage. There will be a guarantee on their quality of care. We need to maintain our common ground but we also need Title Protection.

Susan commented the lawyer said Title Protection does not actually help us get insurance coverage. Allyson noted some insurance companies only cover licensed professions. Lucy responded ACTRA covers Homeopathy. Christy added Greenshield and Pacific Blue Cross also cover it and anyone can call themselves "Registered".

Marie commented that Section 52.1 of the Health Professions Act has not yet come into play; this states, “No health professional can call themselves...” Registered, Certified, Licensed or Regulated. Marie added we have registered members of the BCSH, but they are not considered to be a Registered Homeopath in BC because there is no Homeopathic College here. Lora asked if that is noted on our website, as well as suggestions for what we should write on patient receipts. Marie responded it is not on the website but it will be included in the Member Handbook.

Occupational Title Protection

The Board discussed the importance of Title Protection; there was reference made to a news report of a boy who died because his mom tried to help him with Homeopathy. The Board also received a complaint from a man in Surrey; he claimed that a Homeopath was calling himself a Homeopathic Doctor, without credentials, and stating he can cure health issues. Christy responded that this Homeopath was not one of our members.

Marie emphasized Title Protection will help the public choose a Homeopath with appropriate experience and standards. Allyson added if we don't protect ourselves Naturopaths will tell us we don't know what we're doing. Lynn responded Title Protection will create distinction among Homeopaths.

Marie added we require a minimum number of members so that we represent a certain percentage of the professional Homeopaths in BC. Associate Members don't count towards that minimum. Susan said she knows of some Homeopaths who are not registered with any organization. Susan commented the lawyer advised us to put our intent for Title Protection forward; then, any protest that emerges must be taken into account. Susan expressed the importance of reaching out to our colleagues instead of excluding them. Lora agreed we should not repeat Homeopathic history.

Marie reported she informed our lawyer that our application for Designation to the Ministry of Health was denied, but we have received nothing in writing to this effect. The lawyer advised we get something in writing from the Ministry; without confirmation of their decision, our application for Title Protection could be denied; we cannot have both applications on the table. The lawyer also said it will likely take us three years to prepare our application.

Marie reported the lawyer respects our budget and he has delegated work to us. Lynn noted Marie could delegate some of this work to the Board Members. Susan asked if someone could make the changes to the Bylaws so that it becomes one document. Allyson offered to help. Susan added, once we've made the changes, the lawyer would check over the document for \$1000.

****Action Item** – Allyson to help make changes to the Bylaws.

Adobe Forms

Marie reported Christy will create a new online membership registration form. Marie has created a new events posting form for people to fill out and submit. We could also use

this type of online form for the CEUs. Marie added Lucy had suggested we create a form where members could track their own CEUs and upload their documentation. At renewal time, it would be easier to determine where everyone stands regarding CEUs. Allyson agreed this would be helpful. Marie added we could also take care of orders for t-shirts and brochures online.

Marie reported we would also like to collect data on how Homeopathy has helped the provincial medical system save money, and with what conditions Homeopathy has helped. However, this past year, we had little time to set this up as we were focusing on the Standards Document.

(Iain had to leave the meeting for another engagement at this time.)

Allyson asked if the VHA would be running another First Year class. Susan responded, according to Caroline Dent, the school would be running another First Year, but plans for a four-year program are uncertain; Caroline would like to create a strong Foundation Course and feels a lot of people are interested in training online. Lora asked if the VHA would be keeping their name; it is a very different school now and it would be best to have a different name. Susan agreed the curriculum is now very different from what we had. Lynn added this could become an issue.

Marie reported, in our December Board Meeting, we discussed the CSH's claims; they state that their members are the only Homeopaths who are covered by extended medical insurance; the CSH has an online list of the insurance companies who cover them. However, Marie attempted to contact the companies for clarification. She heard back from only one company and the rep said the Homeopath must be a Registered Member of the Canadian Society of Homeopaths or the West Coast Homeopathic Society. It continued to say Registered Members are awarded the credentials RSHom; they must have that designation behind their name to be covered. Marie said the CSH is not a credentialing body or a regulating body and so they have no right to any such title. Our lawyer said that, eventually, someone will discover that.

Allyson asked if the lawyer could issue a cease and desist letter in this case. Susan responded this would negatively affect the people who are claiming the service; they may have to pay back the insurance company. Marie said she is feeling torn between calling them out and leaving it alone; the benefit to leaving it alone is that the CSH has gotten in the door and so now we can as well. Allyson suggested we tell this insurance company that each of our members has been vetted for the education they have received and we would like our services covered in the same manner as the CSH. Lynn said that would be a positive approach; if the insurance company does not agree, then we could ask what requirements we need to meet in order to receive coverage.

Allyson added she would like the CSH to remove that claim of exclusive insurance coverage from their website. Lynn responded the insurance companies may not realize what they have done and we could give them the opportunity to look into this.

Marie reported she and some of the Board Members received an email from the CSH which stated the benefits of their membership; in the email, they claimed to have exclusive access to extended health insurance; however, we have that too. Marie added we were going to solicit their members with our benefits of membership but we have not done so yet; our response to this issue has been delayed due to our work on the documents and the conference. Christy commented that some may have joined the CSH for philosophic reasons. Lora suggested we write to the CSH to say we noticed they have exclusive membership benefits, but we also have these benefits, and here are some samples.

Lynn commented it is important to recognize our approach in this. She prefers to see us all coming together instead of splitting apart. Now we can resume our work on this and we may send an application to the insurance companies.

Newsgroup

Allyson suggested we do a yearly check to make sure that only members are using the newsgroup. Marie agreed and said Lucy would be doing that soon.

Barb asked if we had lost any members. Christy said she has been emailing with Murray Feldman and Susan Gimbel; though they are no longer members, they seem interested in joining. Some members have left and we have new ones; in general, our membership has grown over the year.

Allyson asked if we have a membership category for retired Homeopaths like Susan and Murray. They are like the Founding Fathers to us. Marie suggested we have an alumni category for membership. Lora agreed.

Financial Summary

Susan reported we put \$10,000 into a GIC last year and she is disappointed with how it performed; she will now invest \$10,000 in a GIC again, but without the stocks, for one year.

Susan also reported we spent more than we took in last year. This year's conference venue was more expensive than our usual venue; we plan to use the YWCA for next year's conference. This year, the Y was not available to us.

Allyson asked if we have booked the Y for next year. Lynn responded we would contact the Y in the Fall.

Barb recalled we had our conference in Naramata one year. Lucy commented we had the conference there because the members in that area organized it. Allyson said we used to alternate our conference venues, in Vancouver one year and then out of town the next year. Lucy said this was because the out-of-towners organized it. Lora said we could increase our conference attendance by finding a place for the out-of-towners to stay. Allyson suggested we ask our members to board them. Barb offered to board them.

The group then discussed the date for next year's conference. Allyson said April is all about Hahnemann's birthday. Lucy said our conference dates are determined by the VHA class weekends. Lora responded it can be difficult to plan around that, since we have to wait for Caroline to determine the school's schedule. Lora suggested we give Caroline our conference date and then she could work around that. Lucy said we have to wait until September to see the school schedule; we want to avoid booking the conference during Spring Break.

Allyson suggested we discuss this on the newsgroup. Lora suggested we state we are inviting all of the out-of-towners and we would like to set up a homestay for them. Susan suggested, after each conference, we send a summary and stimulus for the next conference to our membership. This can encourage people to attend next year's conference each time.

Allyson asked if we could use our \$10,000 towards our legal defense fund. Susan agreed and estimated legal fees will be \$5,000-\$10,000. Susan noted most of our money went to legal fees this year.

Susan reported last year's case conference was more expensive than usual due to Kim Elia's travel costs from California, as well as the booking and food costs for the Holiday Inn. Usually we make money, but last year we just broke even.

Lora suggested we continue to highlight presentations from our membership instead of bringing in an outside guest. Allyson agreed. Lynn suggested we ask some presenters to bring back old cases. A number of presentations have stood the test of time and we would like to see them again. Susan added it would be great for our new members to see these presentations for the first time as well.

Lora asked if we could move the conference later in the year. Marie said, in the past, weather may have been the deciding factor against this. Susan added it would have been difficult for members to travel in from the interior in bad weather. However, we don't have that issue now.

Marie commented, in the past, there was an idea to videotape the conference; then members could register to view it online. Lynn said they would be missing out on the contact with people, which is valuable. Allyson added people are not likely to sit in front of a computer that long to watch the conference. Susan responded our resources are stretched at the moment so this would just be an idea for the future.

Susan reported we are also looking at creating a legal defense fund. That leaves us with just over \$4,000; however, this does not include the new money coming in at the moment. When we include the fees for our website and our lawyer we are spending what comes in over the year. Susan said she would be getting advice from someone at the bank about our situation. Lucy said we need to have money available for lawyer's fees, whenever they come up. Susan agreed.

Barb asked if we have lost some Associate Members and wondered if we should contact them. Christy said we have lost some and those who have not renewed their membership receive an email. Some people fall away by mistake.

Allyson asked how we would reach people whom we haven't heard from in a long time. Marie suggested we each contact our friends who are Homeopaths. If we think of someone, we can check the membership list online to see if they are a member; we can ask them to join if they are not a member. Allyson agreed and said we could at least invite them to the conference. Lora added we need to increase our membership if we want to represent 60% of the profession in BC. Lynn commented we could also send them an email outlining the benefits of membership. Lora suggested we include info on the conference.

Barb commented it is good to have Associate Members. Susan agreed and said it furthers communication between professions.

Marie commented some members wanted to attend this year's conference but they had Spring Break vacation plans. Lora suggested we shift the conference to a date earlier in March. Lucy felt we could plan for the first weekend in March. Susan noted it takes us awhile to get the conference organized; we need time to plan after Christmas. The individuals who are presenting will need time after Christmas as well. This means we could consider booking at the end of February or early March at the earliest.

Lora commented some people were interested in returning next year, such as Shoshana Scott and Anke Zimmermann. Christy noted Shoshana would like to join.

3. CEUs

Marie noted that the following are to be voted on:

- ITEM FOR VOTE: To add 1 CEU for 1 hour of political involvement and participation at AGM.

Lora agreed a member should receive 1 CEU for every hour of their Board Meeting participation. Susan expressed some reluctance toward the idea. Allyson noted we have to be careful how we award CEUs; the CHC would frown on members receiving education credits by attending meetings. Marie responded the idea came from last year's AGM; Nathalie Allen had recommended members receive CEUs for political involvement to encourage more participation from our members. Allyson suggested we limit how many CEUs can be acquired this way. She also asked how this furthers someone's education.

Marie offered to put forward Allyson's suggestion of capping the CEUs for meeting involvement at a maximum of three hours. She also offered the alternative of voting against it.

Lora asked to hear Susan's opinion. Susan stated we are not gaining education by attending a meeting; however, our work on the Board is valuable, our attendance at the

AGM is valuable, and we are contributing to our profession. Christy commented it depends on how we define 'education'. Susan responded the Board work is more administrative than educational. Susan felt we give out CEUs for just attending a meeting, we are watering down our standards for education.

Vote: All were opposed.

- ITEM FOR VOTE: To award practitioners and mentors 1 CEU for 1 hour of mentorship.

Vote: All were in favor.

- ITEM FOR VOTE: To add to the Bylaws "If CEU requirements are not met membership will be suspended without re-imbursement of membership fees until such time that the requirements are met."

Susan asked how we would keep track of this. Allyson responded members would be uploading their certificates. Marie explained that members could even take a picture of their certificate with their phone and then email or mail it in. Christy added that it is convenient for members to do this throughout the year, on their own. Marie commented that the Adobe form creates an excel file; the entries in the excel file can be sorted alphabetically and it would be easy to see the CEU totals for each member.

Susan asked if someone would then be responsible for communicating with the members who haven't met their CEU requirements. Allyson noted that there is usually a mad scramble in September as people are making their submissions to the CHC. Marie added that our case conference takes place during the yearly renewal time; the conference is a good reminder for members to check their CEU numbers.

Christy noted that a VHA student, Mardjan Samii, may want to join the Board. Lucy said she heard Mardjan say she would join. Christy said Mardjan could be the person who reviews the records to see if they are up to date. There is a lot of administrative work involved in the Membership Secretary role and Mardjan could be a great help in this area. Lucy offered to help Christy with sending letters to members regarding CEUs. Susan noted this task belongs to a Registrar.

Allyson said it is hard to track CEUs over two years and asked why they aren't tracked yearly. Susan responded we would have to make the change in our Bylaws. Lucy suggested we require 10 CEUs per year. Marie said when CEUs originally came into being, they were modeled in 2009 on the acupuncturists' requirements; the thought was that if someone was too busy one year to accumulate enough CEUs, they had another year to catch up; a number of associations track their CEUs over two years, but Marie agreed that it would be easier to track them over one year. She stated some people think our CEU requirements are too low and suggested we change the number of CEUs gained for conference attendance.

Lucy asked what our definition of ‘suspension’ is. Marie responded a member would be removed from our Member Directory and newsgroup. Susan asked if we would accept someone’s membership fee at renewal time if they hadn’t met their CEU requirements. Marie said if the person is renewing online, their membership has been paid. Susan asked if they would lose their membership after that if they didn’t have enough CEUs. She suggested we give them a grace period.

Christy commented what we have written on this is quite simplified. Lora added it is loose and subject to interpretation.

Lucy suggested, when we announce the conference, we check which members have not met their CEU requirements; then we can encourage them to come to the conference by letting them know they get CEUs for it. Marie commented, if we see someone does not have enough CEUs, we can advise them they require more and ask them to show us the arrangements they have in place to meet the requirements.

Susan asked if someone should assume responsibility for this task. Allyson suggested we create the registrar role, since this would be one of her tasks. Lynn commented the Board had decided to split up the Membership Secretary’s tasks and perhaps delegate some to a new Registrar position.

Regarding the wording in the Bylaw, Lynn suggested we add, “...if not met within a reasonable period of time...” Allyson felt that the phrase, “...until such time that requirements are met” is reasonable.

Vote: To add to the Bylaws ““If CEU requirements are not met within a reasonable period of time, membership will be suspended without re-imburement of membership fees until such time that the requirements are met.”

All were in favor.

4. Membership Renewals

Marie noted the following are to be voted on:

- ITEM FOR VOTE: To add the following to the Bylaws
Termination of Membership:
A Member is deemed to no longer be a Member if
(a) that Member withdraws his or her membership in the society by delivering to the society a written resignation and lodging a copy of the same with the Secretary of the society, or
(b) by failing to pay a membership fee or due by the prescribed date.

Allyson suggested we change ‘due’ to ‘dues’ in (b). All agreed.

- Vote: To add the following to the Bylaws
Termination of Membership:
A Member is deemed to no longer be a Member if

- (a) that Member withdraws his or her membership in the society by delivering to the society a written resignation and lodging a copy of the same with the Secretary of the society, or
- (b) by failing to pay a membership fee or dues by the prescribed date.

Vote: All were in favor.

6. Code of Ethics Document

Marie decided it was best to skip Item 5, Standards of Practice Document, for now. She also noted the following are to be voted on:

- ITEM FOR VOTE: Under Responsibilities to the Patient - remove item 7 – Confidentiality

Vote: All were in favor.

- ITEM FOR VOTE: Under Responsibilities to the Patient -remove item 10 – Disclosure of Therapies

Susan commented she found this to differ from what's in our Standards Document, and for that reason, it may be best to keep it in our code of Ethics. Susan noted this item is about whether we need to make clear what we're recommending and how it differs from Homeopathy.

Allyson commented patients have a right to know that a recommendation is not Homeopathic, as in the case of CEASE Therapy, in which orthomolecular supplements are used. Susan responded our Code of Ethics covers this issue. However, Susan could not find a reference to it in our Standards Document, so there would be no duplication with our Code of Ethics. She added it is included in our Consent Form, but it is not laid out as explicitly as in the Code of Ethics.

Vote: All were opposed.

- ITEM FOR VOTE: Under Responsibilities to the Patient – change item 8 - Sexual Conduct “Only after the formal or therapeutic relationship has been concluded...” to “One year after the formal or therapeutic has been concluded...”

Allyson said it is the norm to have the one year in place. She also noted we should add the word “relationship” after “therapeutic” in the last line.

Vote: Under Responsibilities to the Patient – change item 8 - Sexual Conduct to read, “One year after the formal or therapeutic relationship has been concluded...”

All were in favor.

5. Standards of Practice Document

Marie reported the lawyer edited the Standards Document and as a result its look and feel has changed. The Board planned to set an adequate amount of time aside today to discuss the document. However, this meeting may not be an adequate representation of the membership since the Board is representing 67% of the attendance. Marie added the members were invited by email to attend the meeting. She asked them to email their comments to her if they could not attend; so far, she has received nothing.

Allyson commented most members likely assume the document has been through the process, the document has been streamlined, and they feel like the legalities have been taken care of. She asked the Board to share their concerns with the document. Susan explained she felt a few things were missed. She felt the Board ran out of time to look at it in detail.

Susan said she has an issue with some of the lawyer's recommendations for the Standards Document. The first is in regard to our consent forms; Footnote 9 now reads, "A consent form should also include a statement that the patient understands that the member is not a medical doctor and, in turn, will not diagnose or treat any disease or condition. The member should also state his or her qualifications, training and certifications on this same form." Susan is not comfortable with listing this information on the consent form.

Lucy said she lists her name and qualifications on her consent form. The form doesn't require as much detail as a CV. Allyson noted your designation is your training. Susan clarified she does not want this stipulated in the Standards Document. She added she does not want to say that our members must use the BCSH consent form either. Lora suggested we change the footnote to say, "The member should also state his or her credentials on this same form." All agreed.

Susan also suggested we remove Footnote 17, which reads, "To ensure the maintenance of an appropriate treatment plan, a member should not erase or overwrite missed or cancelled appointments in the daily log." Marie noted, in working for a chiropractic clinic, she is not allowed to remove cancelled appointments from the schedule. Allyson noted this could be due to billing requirements. Marie responded leaving the appointment in the calendar proves the practitioner had the intent to care for the patient even though the patient cancelled. This would also provide proof of the cancellation.

Lora commented she has a running log of every contact she has with the patient. Susan felt it is good enough to document the cancellation in the patient's file. She added some senior Homeopaths believe it's the patient's responsibility to book their appointments to continue the care; those Homeopaths would not feel the need to document the cancellation and so this recommendation should not be in our Standards Document.

Marie responded it is just an aside. Susan felt it is best to remove the footnote because it is not needed. Lora agreed and said she feels uncomfortable with how it could be interpreted over time; organizations tend to get more structured and hardened over time.

Allyson said removing their cancelled appointment from the calendar could be a problem if the patient is suicidal. If the patient says they are too depressed to show up at the office, and the practitioner removes the appointment, and then their mental health decreases further, it could be said that it was the practitioner's lack of continued care which lead to the patient's demise. If the appointment were left in place, it would show that it was the patient's decision to cancel it. Susan responded we are not licensed to take on the responsibility of suicide prevention. Allyson commented she could see where the footnote has trickled down from another profession and doesn't feel we need it in our document.

Susan commented she would prefer less structure in the document. Lora suggested Footnote 17 read, "When appropriate, a member should document missed or cancelled appointments." Christy said we could just call our patient when they don't show up. Lora responded some patients don't want to explain that they didn't show up just because they didn't want to continue. Susan said some patients are used to not having a follow-up unless they are chronically ill.

Marie proposed a vote to remove Footnote 17 from the Standards Document.
Vote: All were in favor.

Susan also reported Footnote 15 ("A member should ensure the patient has a reasonable understanding of the member's billing and collection practices, and the consequences of failing to pay the member's bill in a timely fashion") is duplicated in Item 45, Contents of a Payment Agreement under Section 9. Professional Fees.

Marie proposed a vote on removing Footnote 15.
Vote: All were in favor.

Susan wished to discuss Item 15(d) under Section 5. Informed Consent. She noted we give a remedy that affects our vital force and we do not know the exact outcome. She didn't feel this section, as written, applies to us. Allyson said it suits an allopathic model.

Marie reported she performed the final edits to the document to get it to the membership in time for the AGM; she then emailed the document to the lawyer for comments and, unfortunately, forgot to send it to the Board. The lawyer recommended we add the following section with regards to informed consent:

"An adult gives informed consent to homeopathic care if each of the following occur:

d) the member gives the adult the information a reasonable person would require to understand the proposed care and to make a decision, including information about (i) the condition for which the health care is proposed, (ii) the nature of the proposed health care,

(iii) the risks and benefits of the proposed health care that a reasonable person would expect to be told about, and

(iv) alternative courses of health care; (e) the adult has an opportunity to ask questions

and receive answers from the member about the proposed care”

Marie said the lawyer adopted this section from allopathic providers; he said it applies to unregulated healthcare practitioners. He prefers to retain this wording but with some options; we could change “healthcare” to “Homeopathic care”; the lawyer suggested we at least have a discussion of the risks and benefits of the treatment; there should be an interactive dialogue between practitioner and patient. The Board then agreed 15(d) state only the following: “the member gives the adult the information a reasonable person would require to understand the proposed care and to make an informed decision;

Susan also reported there are some typos in the document; however, she will email the corrections to Marie.

Marie said we would make these edits and bring up the document again at next year’s AGM for a vote. Susan suggested we do not insert the standards into our Bylaws until we have disciplinary action in place; some members may fear they can’t meet these standards. Our emphasis is to increase our membership, to solidify our base so can move ahead. She emphasized there are some things we need to develop so we, as a society, will have the resources to support our membership, such as mentorship.

Christy responded that she was drawn to the BCSH because it values standards and accountability. Susan said that she would like to see more professional development.

Allyson asked if Susan proposes we leave the Standards Document alone until it’s time to put it in the Bylaws. Susan suggested we look at it again when it’s closer to application time.

Christy commented that new members will want to know what direction we are heading in before they join. Allyson felt we could make additions to the Bylaws as they come up. Susan added we would send information, but not our Bylaws, to a new applicant. Marie noted this is where the Member Handbook would come into play. Members could refer to the Handbook to get info on the Newsgroup, the members-only section on our website, brochures, etc. Some long-standing members didn’t know we had some of these resources. The Code of Ethics and our Standards Document would all be found in one place. Susan said she only saw the Bylaws once she joined the Board. Now the members need to be aware of these documents. Marie responded these will be posted on our website.

Lynn suggested we add a modifying statement to our Standards Document; we could note that our intent is to support our practitioners. If someone is not comfortable with some aspect of the document, they could talk to us, or perhaps use the mentorship program.

Marie said she feels hesitant to post the Bylaws and standards online for the public until we have disciplinary action in place. Lora suggested we post them for members only. Susan noted that if we don’t go for Title Protection, we still have good standards of practice in place.

Though Susan had suggested we do not insert the Standards into our Bylaws until we have disciplinary action in place, she was over-ruled.

Marie proposed a vote to accept the Standards Document with the agreed-upon changes.
Vote: All in favor.

- ITEM FOR VOTE: Upon acceptance of the Third Draft of the Standards of Practice document dated February 12, 2014 - To change Bylaw 5 of Part 2: Currently reads: Every member shall, at all times, uphold the constitution, Bylaws and code of ethics established by the society.

Change to: Every member shall, at all times, uphold the constitution, Bylaws, code of ethics and standards of practice established by the society.

Vote: All in favor.

Marie noted the complaints we have received have never involved our members; however, we need a Professional Standards Committee to address what could come up in light of the Standards of Practice Document. Marie asked if we wish to create a Professional Standards Committee at this time. Allyson suggested we create a Registrar position first. Susan said the Registrar could do the work of that committee. Allyson agreed and said the Registrar would know who is in good standing. She emphasized it is time we have a Registrar.

Marie asked how a Registrar is different from a Membership Secretary. Allyson noted NASH has both positions; the Registrar keeps the register of members while the Membership Secretary facilitates their joining the society and handles the registering process. The Registrar not only knows which members are in good standing; they also are aware of the levels of membership. However, they do not handle administration or finances. Susan said, in her experience, the Registrar was the diplomatic frontline for the College of Pharmacy; the Registrar creates the professional front. We could also define the role to further suit our purposes.

Allyson suggested we split up the tasks of the Membership Secretary among the Board Members since the administrative work is so heavy. That position should not have to vet the applications as well as handle the following administration. Christy said she would be happy to do the interviews; it is just the administrative tasks that she cannot continue eg. financial administration, going through the applications, sending them to Susan, updating the excel sheet, updating the member list online, communicating the acceptance or denial with the applicant, etc.

****Action Items:**

- Susan to email the typo corrections to Marie.
- Marie to make today's changes to the Standards Document and send to the Board.
- The Board to find someone to take on the role of Registrar.

7. Election of Board Members

Allyson asked to let the record show that the non-Board Members wish to express their appreciation for the Board's fine work this year.

Marie reported the term is up for Christy Zettl as Membership Secretary and anyone wanting to take on this position can step forward. Christy is willing to remain on the board and will train someone to take over this position.

As no one stepped forward to take on this role, the group discussed possible options. Christy said the online application process will simplify our work a great deal. Susan added that payment from the application process comes to her via PayPal or cheque; if the payment is made through PayPal, then the member receives a receipt from PayPal. If the payment is made by cheque, then the member receives a receipt from Christy. She is pleased to see how many people are now paying via PayPal; this definitely decreases the Membership Secretary's workload.

Allyson found the definition of a Registrar online; this role is responsible for keeping the official records and the Registrar, processing registration requests, scheduling, and enforcing the rules.

Christy noted handling emails from our website is a big job. Lynn felt the Board could discuss the emails and then forward them to the best person for their response. Marie noted we have to identify these jobs and find the best process. Christy suggested we discuss this at the next Board Meeting.

Marie noted that getting a Registrar would be a priority and she asked the group to think of someone who could take on that role.

The group then discussed the value of having a new certificate each year versus having a yearly sticker on one certificate.

Marie noted the Board would continue to take on some of the Membership Secretary tasks while Christy remains on the Board. Christy agreed.

Sabrina will now be taking on the task of posting new members to the online directory. Lynn offered to mail out the yearly renewal stickers.

Marie reported the term is up for Sabrina Foldi as Secretary. Anyone wanting to take on this position can step forward; however Sabrina is willing to retain the same position for the next 2 years if re-elected. The group expressed their appreciation for Sabrina's work this year and she was re-elected as Secretary.

Marie noted that Mardjan Samii may become our student liaison on the Board.

Allyson thanked Barb for the food at the conference and AGM. All agreed the food was wonderful and it was much appreciated

8. Meeting Adjourned

There being no further business, the meeting adjourned at 4:50pm.