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**MINUTES OF THE BOARD MEETING OF THE CHIROPRACTORS' ASSOCIATION OF SASKATCHEWAN HELD
AT THE CAS OFFICE IN REGINA, SASKATCHEWAN ON TUESDAY, JUNE 18, 2013**

Attendance	Dr. D.D. Kashton President/Chair Dr. L.K. Henbid Vice-President Dr. M.R. Majeran Director Dr. J.W. Reihl Director Mr. W. MacKay Public Member Ms. L. Ziolkowski Registrar Ms. L. Foster Executive Director Ms. S. England Executive Secretary
Regrets	Dr. S.S. Robertson-Bitz Director Ms. J. Forbes Public Member
	A quorum being present, Dr. Kashton called the meeting to order at 8:02 a.m.
	1.0 APPROVE AGENDA
51/13 Agenda	It was moved and seconded, THAT the agenda be adopted with two additions, and one deletion. <p style="text-align: right;">CARRIED</p>
	2.0 BOARD MINUTES
52/13 Minutes	It was moved and seconded, THAT the April 30, 2013 board minutes be adopted as amended. <p style="text-align: right;">CARRIED</p>
53/13 Minutes	It was moved and seconded, THAT the May 16, 2013 board conference call minutes be adopted as circulated. <p style="text-align: right;">CARRIED</p>
	3.0 CONSENT ITEMS
	The Executive Director, Registrar, President, and Committee Reports were reviewed and adopted as circulated.

**54/13 Consent
Items**

It was moved and seconded THAT, the consent items be adopted as circulated.

CARRIED

4.0 STRATEGIC PLAN

GOVERNANCE

A. Governance Education

A tentative date of September 30 and October 1 has been set for Board Governance Training. Mr. MacKay has been asked to participate in the training and he has agreed.

Action: Submit names to NIRO for board training (Foster)

B. Appointment of the University of Regina Senate Representative

The CAS was informed by the University of Regina that Dr. Reihl's three-year term expires as of June 30. Dr. Reihl is eligible to serve two consecutive three-year terms if so desired by the professional organization and the representative. Dr. Reihl has agreed to stay on for a second term.

55/13 Appointment

It was moved and seconded THAT Dr. Reihl be appointed as the University of Regina Senate Representative for a second three-year term, July 1, 2013 – June 30, 2016, effective July 1, 2013.

CARRIED

(Dr. Reihl abstained
from voting)

Action: Inform University Secretariat of board's decision (Foster)

C. Diagnostic Imaging and Health Region Advisor

Dr. Labrecque suggested that the Registrar assume the diagnostic imaging advisory role to ensure the proper use of chiropractic X-ray facilities, identify and deal with any issues regarding the ordering of X-rays and diagnostic ultrasound and the production of clinic-based X-rays. There are two x-ray units operated by chiropractors in Saskatchewan.

Dr. Labrecque will continue working with the Saskatoon Health Region.

The board added the diagnostic imaging advisory role to the Registrar's responsibilities.

**56/13 Diagnostic
Imaging
Advisory**

It was moved and seconded THAT the advisory role for diagnostic imaging be added to the Registrar's responsibilities.

CARRIED

Action: Write letter to Dr. Labrecque to transfer data/files to the Registrar (Foster)

Action: Add to Registrar's responsibilities (Foster)

D. Policy Review

The board reviewed policies AA – HH, W and requested amendments to:

- Policy BB Memorial Donations – remove CMCC and Mount Royal and replace with chiropractor's alumni;
- Policy CC Canadian Chiropractic Examining Board Requirements – remove requirements because they are always under review and replace with the Chiropractors' Association of Saskatchewan supports the Canadian Chiropractic Examining Board examinations and provisions for examinations;
- Policy EE Issuing T4A's for Per Diem Payments – remove, the CAS complies with the CRA guidelines (federal law);
- Policy W Member Advertising in Membership Communications – change wording and split into two sections.

The board proposed a new policy:

- The board is recommending that the costs to pay for re-assessments be the member's responsibility. Policy on Recovering Costs for Repeat Visits by the Quality Assurance Committee

Chiropractors who fail a second and third office assessment will be required to pay for the assessor's costs, for the reassessment, within 60 days. In 2011, 9/53 chiropractors failed the office assessments due to illegible patient records, deficient SOAP notes, inadequate history and/or initial exam and lack of diagnosis. The CAS provided a Record Keeping Workshops in 2008 and 2012.

The board recommended one amendment and proposed one addition to Administrative Bylaw 6:

- Amend 6(3) to read: If all the members of the board or committee of the board consent, a member of the board may participate in a meeting of the board or a committee of the board by means of telecommunication technology, and a

member of the board participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the board and committees of the board held while the member remains on the board. Members of the board may vote on resolutions of the Board by means of telecommunications technology.

- The board examined procedures for appropriate use of voting by email and will ask the Bylaws Committee to review it.

- Add 6(13) Each director of the board shall do his/her best to attend all scheduled meetings of the board. If a director misses three or more consecutive meetings of the Board, he/she may be removed from the Board of Directors of the CAS by a motion of the Board.

**57/13 Policy
Amendments**

It was moved and seconded THAT the proposed policy amendments for policies W, AA - HH, be accepted as discussed and sent to the Bylaws Committee for review and comments.

CARRIED

**58/13 Admin Bylaw
6 Amendments**

It was moved and seconded THAT the proposed Administrative Bylaw 6 amendment and addition be accepted and sent to the Bylaws Committee for review and comments.

CARRIED

- Action: Send policy amendments to Bylaws and Resolutions Committee (Foster)
- Action: Send Administrative Bylaw 6 amendment and new section to Bylaws and Resolutions Committee (Foster)
- Action: Prepare resolutions for AGM (Foster)

E. Finance

The 2013 – 2014 Ministry of Health contract has a provision of \$21,000.00 for the CAS continuing education program. The board decided to apply this amount to the 2014 calendar year to allow the Continuing Education Chair time to plan the programs for next year.

**59/13 CE Funds
from the
Min of Health**

It was moved and seconded THAT the funds for CAS continuing education programs, in the Ministry of Health 2013-2014 contract of \$21,000.00, be allocated to the 2014 calendar year.

CARRIED

The board reviewed the budget for 2014 and made one change to the Quality Assurance Committee total to allow the Quality Assurance Committee more money for the first year

of the five-year cycle. The board budgeted a surplus to increase the CAS reserves. The Regular membership fee highlights for 2014 include:

- the CAS portion of the Regular membership fees will remain the same as last year at \$2400.00;
- the CCA membership fee will increase by \$10.00;
- the CFCREAB membership fee will remain the same at \$35.00;
- the CPG/CCRF Research fee will remain at \$100.00;
- the Direct West Yellow Page advertising fee will remain at \$175.00 per member/per listing;
- the five-year Research Chair stipend ends in 2013.

60/13 2014 Budget

It was moved and seconded THAT the 2014 budget be accepted as amended with an increase to the Quality Assurance Committee total.

CARRIED

Action: Update 2014 budget (England)

The board will inquire about the costs for the CAS Representative to the Canadian Memorial Chiropractic College for travel to Toronto and clarify procedures for the election of the CAS representative to CMCC.

Action: Contact Dr. Labrecque about costs for CAS representative to CMCC and election procedures for the CAS representative to CMCC (Kashton)

CARRIED

F. 2013 Annual General Meeting

The CAS has received requests for presentations at the AGM. This would be approximately over two hours of presentations. The board recommended that the meeting start at 8:00 am and go until 1:00 pm; the seminar would then start at 2:00 pm and go until 6:00 pm. This would provide time for the business meeting, exhibitor breakout session, elections, discussion and presentations. The board also recommended that there be entertainment in the evening after the banquet.

Action: Contact CE Chair with board's recommendation (Foster)
Contact entertainment for evening (Majeran)

G. Board Meeting Surveys

The initial procedure was to conduct board-meeting surveys after each board meeting to provide director feedback and improve meeting efficiencies. The board has amended the procedure to conduct board-meeting surveys twice in a calendar year.

Action: Add to board calendar (Foster/England)

H. CAS Awards

The board reviewed the award criteria and made the following motions:

The Life Member honour bestows membership for life without fees. It is recognition of lifetime service to the profession, the affairs of the CAS and the development of chiropractic.

61/13 Life Membership It was moved and seconded THAT [REDACTED] receive a CAS Life Membership effective January 1, 2014.

CARRIED

The Don Bramham Award of Excellence in Chiropractic is an award for individuals demonstrating exceptional dedication or service to chiropractic and/or the CAS.

62/13 Award It was moved and seconded THAT [REDACTED] be awarded the Don Bramham Award of Excellence in Chiropractic for his work on the [REDACTED] Committee.

CARRIED

Action: Prepare awards for AGM (Foster/England)

CONSISTENT MESSAGE

Television ads will continue to play in the fall for the Think Twice, Lift Once campaign. New packing tape with seven colors has been ordered.

Dr. Reihl and Dr. Goldie will be providing advice on stretching for golf at the NDP Golf Tournament today at Deer Valley.

A half-page color ad, "Chiropractors are Back Doctors", was placed in the Veterans Military Service Recognition Book.

MEMBERSHIP ENGAGEMENT

Member Outreach Program and New Member Orientation

The board of directors discussed the results of the member outreach program and how to make it more effective.

The New Member Orientation was held at the Regina Travelodge on May 31, 2013. Four new members attended. The CAS Office was proposed as a location for the examination and orientation program next year.

STAKEHOLDER RELATIONSHIPS

A. WCB Contract

A draft contract was presented to the board for review. The contract was missing soft tissue guidelines, modalities, Schedule C and report fees. The board approved the draft contract with amendments and requested that the final contract be completed and signed by September 1, 2013 with the stipulation that WCB pay retro-fees from June 1, 2013, if the contract is not signed.

63/13 WCB Contract

It was moved and seconded THAT the WCB contract include a clause that the new chiropractors' fees will be paid retro-active effective June 1, 2013 if the contract is delayed past September 1, 2013.

CARRIED

64/13 RTW Guidelines

It was moved and seconded THAT the draft WCB contract be accepted with amendments and THAT the return to work guidelines be accepted as circulated.

CARRIED

Action: Send final WCB contract to Membership for feedback/ratification (Foster)

B. Ministry of Health Contract for fees for service by a chiropractor

65/13 Ministry of Health

It was moved and seconded THAT the Ministry of Health contract for fees for service by a chiropractor contract be amended to change the word "board" to "association".

CARRIED

Action: Send amendment to the Ministry of Health (Foster)

An email was received from Dr. [REDACTED] concerning the contract for fees for service by a chiropractor are being signed before the members accept the new contract. In prior years the membership was involved in the collective decision making process by voting on accepting or rejecting the new contract and contracts were shared prior to signing.

The board will review governance procedures.

Action: Write letter to Dr. [REDACTED] with board's response (Foster)

C. SGI – new fees for chiropractors

Members were asked to reconcile their billing prior to June 11, 2013 as the SGI e-pay program was being updated on this date. The new 2013 fees will take effect from this date forward.

2013 billing fees will be sent to the membership and software providers via e-mail and newsletter communication.

Action: Send new billing fee schedule to membership and software providers (Foster)

EXCELLENCE

A. Renewal of an Annual Permit by a Professional Corporation

A condensed form for renewal of an annual permit by a Professional Corporation was proposed. The board approved the new form and recommended changes to the initial application form to remove the renewal sections. Send to Bylaws and Resolutions Committee for review.

It was moved and seconded THAT the condensed form for renewal of an annual permit by a Professional Corporation be accepted and THAT the initial application form for Professional Corporation be amended to remove the renewal sections.

Action: Send amendments to Bylaws Committee (Foster)

B. Commissioner of Oaths

A legal opinion was requested to clarify if a commissioner of oaths from out of province can sign the declaration area on the application form. If the commissioner of oaths appends their seal, that would be acceptable from in or out-of-province.

Action: Update Registrar Manual (Ziolkowski)

C. Inquiry from Dr. [REDACTED]

Dr. [REDACTED] inquired if a patient receives a chiropractor treatment and an acupuncture treatment from two different chiropractors, on the same day, at the same clinic, is this considered one treatment or two for billing purposes?

66/13 Prof Corp
Permit Renewal
Form

The board agreed that if a patient sees two different chiropractors, at the same clinic, on the same day, one for a chiropractic treatment and one for acupuncture treatment, the clinic will bill for two treatments: one for chiropractic and one for acupuncture.

Action: Write letter to Dr. [REDACTED] with board's decision (Ziolkowski)

D. Administrative Bylaw 16(1) Individual Memberships in Other Associations

Dr. Kashton asked the board to consider removing the words "founding member" from the Administrative Bylaw 16(1). The board agreed to send it to the Bylaws Committee for review.

Action: Send Administrative Bylaw 16(1) to Bylaws Committee to remove the words "founding member" (Foster)

OTHER BUSINESS

A. Chiropractic Compensation Fund Proposal

The Registrar provided an email received from the Manitoba Chiropractors Association about how liability insurance is portrayed by regulators in Manitoba. The Manitoba government is drafting the legislation of the Regulated Health Professions Act and the question was raised as to whether the public is best served by the current liability protection model. The Manitoba Chiropractors Association proposed a new model called the chiropractic compensation fund and requested feedback from other provinces. CCA and CCPA questioned the integrity of the proposal. Other provinces responded to the proposal and re-iterated their support of the current system with CCPA.

The CAS board disagreed with the proposal by the Manitoba Chiropractors Association and reaffirmed their support of the current system. A response will be sent to the Manitoba Chiropractors Association.

67/13 Compensation
Fund Proposal

It was moved and seconded THAT the CAS send a response, in support of CCPA, to the Manitoba Chiropractors Association (MCA).

CARRIED

Action: Write letter to the MCA in support of CCPA (Foster/Kashton/Ziolkowski)

B. Clinical Practice Guidelines

The Canadian Chiropractic Association Clinical Practice Guideline Taskforce requested whether or not the provincial associations prefer a paper or electronic version of the clinical practice guidelines. Their recommendation is that an electronic version is more cost effective. The board agreed with the recommendation.

Action: Write letter to CPG Taskforce with board's recommendation (Ziolkowski)

5.0 NEXT MEETING

The next meeting of the board is scheduled for August 13 at the CAS Office 8 a.m.

The meeting was adjourned at 12:10 pm.

Dr. Darryl Kashton, President

Ms. Sandra England, Executive Secretary