

College of Psychologists

OF BRITISH COLUMBIA

Annual Reports ~ & ~ Meeting Material

CIRCULATED FOR THE 2000 ANNUAL GENERAL MEETING

11 MAY 2000 • 5:30 PM

VANCOUVER

FRASER BALLROOM, EXECUTIVE INN
7211 WESTMINSTER HIGHWAY, RICHMOND, BC

VICTORIA

EXECUTIVE BOARDROOM 612, CLARION HOTEL GRAND PACIFIC
450 QUEBEC STREET, VICTORIA, BC

2000 ANNUAL GENERAL MEETING: AGENDA

1. Call to order, welcome to new members and guests, introduction of Board and staff,
5:30 p.m
2. Approval of Agenda
3. Minutes of 1999 Annual General Meeting
 - 3 1 Errors/Omissions
 - 3 2 Adoption
 - 3 3 Business arising from Minutes
- 4 Opening remarks from the Chair
5. Financial Report
 - 5.1 Presentation of 2000 Budget
6. Question Period
7. Adjournment

SECRETARY-TREASURER'S REPORT

At the last Annual General Meeting in November 1999, we reported that 1999 registrant fees would initially apply for 2000. This was to allow the Board to address a number of issues, get some experience under the Health Professions Act, and conduct some necessary reviews before coming back to the new AGM date in May 2000 with an adjustment to the annual fee that better reflected the actual costs associated with running the College for the year 2000. In addition, we reported on a set of financial budgeting principles passed by the Board to guide future Boards in setting budgets. The Finance Committee has initiated steps to examine and alter the cycle of annual fee increases and special levies with future increases being based upon a rigorous examination of the College's needs in accordance with the application of the budgeting principles.

The ability of the College to achieve a satisfactory contingency fund has been hampered by year-end statutory costs that have drawn back from new year revenues from registrant fees. For example, in 1999 for the first time in many years, the College had a surplus, but \$35,000 was drawn back into 1998 to cover debts due largely to statutory costs. But for the thorough application of budgeting principles and a high standard of management in the financial affairs of the College in future we could have the dubious distinction of having the highest fee structures on a comparative basis in Canada. The prime cost drivers for the College budget are staff salaries and legal fees. Since the inception of the College, there have been regular

calls at AGMs for a comprehensive review of legal costs. This has been a repeated theme that is being addressed by the Board in the form of an independent administrative review of statutory costs. This review will provide the Board with recommendations regarding different options to ensure the various legal services that the College requires are delivered on a cost-effective basis and mandate-effective basis.

The preparation of the 2000 budget has been unique in that it involved all staff from the College, suggestions from committees, and all Board members. The composition of the Finance Committee was enlarged to include more Board members and to recognize the direct impact of human resources costs as a growing part of the College budget. The College auditor and independent bookkeeper were also involved to ensure that as many perspectives as possible were included in this budget building process to ensure accuracy and completeness. All budgetary items were reviewed on a line-by-line basis by the entire Board with adjustments, reductions, and amendments before any conclusions were made for the registrant fee adjustment necessary to carry the College budget for the remainder of the year.

A major change in the budget process for 2000 is that the College has moved from an estimated costs/income basis to an actual cashflow basis. The College will know its position to the budget on a monthly basis and have an early warning system of any budget problems. Variance motions at Board meetings are required to



fund any exceptional costs or unbudgeted costs. The Finance Committee has been designated the last stop on financial matters before proceeding to the Board as a whole. The College must effectively manage both its staff costs and manage its legal costs to adequately protect the public interest. Public protection requires a fiscally sound and well managed College.

The audit of the 1999 year will result in new financial policy improvements. A timely complaint process will assist the College in managing statutory costs. New procedures for the consolidation of legal opinions, tracking of penalties and Court decisions to College committees and Board members will make for more efficient, informed, and cost-effective processes. These will also empower the committees to fulfill their duties, eliminate cost duplication, and support the privilege the profession has been given to self-regulate.

Volunteers contribute to the broader participation in the College affairs while at the same time favourably impacting the College's finances. Although the Health Professions Act allows fees to be paid to Board and committee members, given the desire of the Board to move forward on a number of public and registrant information resources (a new website, the Directory of Registered Psychologists, and regular publications of the *Chronicle*), the Board has decided to forego honorariums for Board members at this time. Notwithstanding the Board's decision, we are moving to recognize the time intensive nature of the work of volunteers from the profession to the Inquiry Committee and

the Discipline Committee with an appropriate honorarium. In addition, the Board acknowledges that it wants to recognize the efforts of other volunteer committees and has budgeted for an annual appreciation dinner to recognize and say thanks in a very special way to volunteers who have generously come forward to donate their time, energy, and commitment to the College and the profession.

The advancement of technology for the College staff through the provision of new computers, the creation of a new database, and the prospect of a new website are important developments in the College's efforts to communicate with registrants on an ongoing basis.

The Finance Committee is in the process of producing new financial procedures and policy to assist the College in regularly reviewing investment options, to regularly review any variances in the budget, to track all financial expenditures and ensure compliance with policy.

The Financial Statement for 1999 is attached for your review. The audit for 1999 is the earliest and most thorough ever undertaken in the College's history. Given the transition to new legislation and the new approach to the complaint process, the audit has been helpful in identifying areas of cost controls, monitoring procedures, and additional accountability measures that can assist the Board in the future.

The Board has decided after reviewing the entire budget on a line-by-line basis that the adjustment in the annual registrant fee for the year 2000 will be

\$200 for full registrants and \$100 for other registrants. As discussed earlier in this report, these fees will assist the College in improving its systems, communication with registrants, and recognizing the intensive work of the volunteers who serve on committees. My preference is not to have this year's fee level assumed as a baseline for next year's fees. As the College gains experience under the new legislation, and implements structural improvements from the reviews the Board has commissioned, it is entirely possible and ought to be our objective in my view that next year's fee structure will be less onerous.

It has been rewarding and challenging to serve as a Lay member of the Board and I'd like to thank the College and members of the profession for the earnest support and appreciated encouragement you have given me over the past six years. This is my last term with the College as a Lay member and I will be stepping down from the Secretary-Treasurer position later this year. The past year in particular has been

the most time-intensive and demanding volunteer position I've ever had. My colleagues on the Board have given tirelessly of their personal time, often donating their evenings and weekends to research, debate, and decide important issues facing the College structure, finances, and complaint process under the Health Professions Act. While we may not always agree, the Board strives consistently for the betterment of the College and the profession of Psychology. The members of the Finance Committee - Bill Borgen, Stephen Flamer, and Anastasia Mirras have worked very hard to make this year's budget address the needs of the College during a crucial transition. The Committee's efforts have been supplemented by the expertise of Paul Brun, auditor and independent bookkeeper Marie Brown as well as College staff. The Committee welcomes volunteer involvement. I look forward to seeing you at the Annual General Meeting.

*Blake Williams,
Secretary-Treasurer*

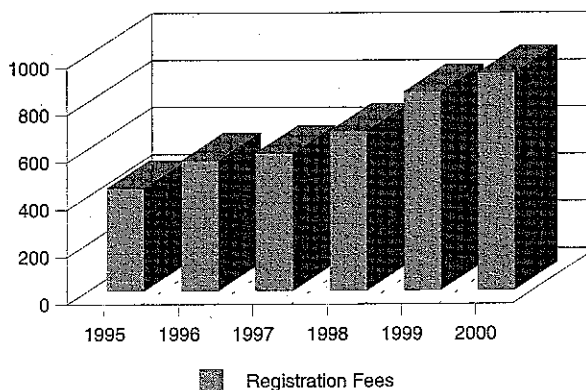


COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA

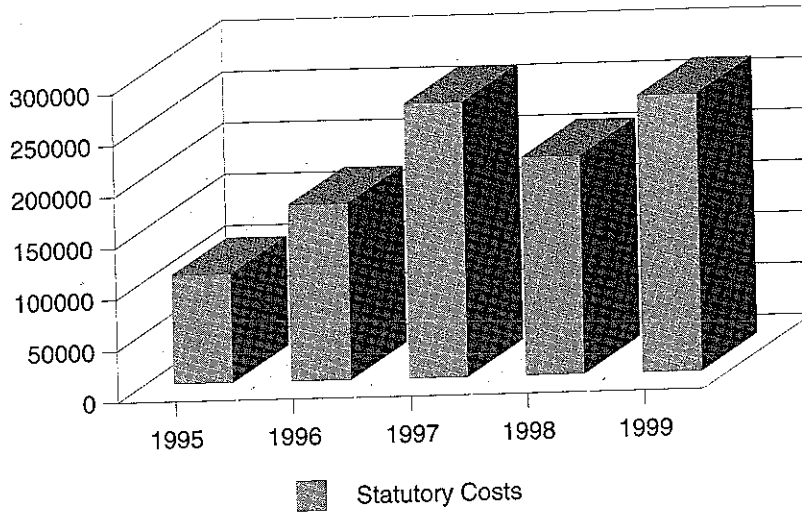
BUDGET SUMMARY FOR FISCAL PERIOD 2000

RECEIPTS		EXPENDITURES	
Membership Fees	677,000	Audit and Consultation	8,560
		External Relations	10,000
Amended Fees:		Exams and Workshops	22,000
865 @ \$200	173,000	Services for Registrants	48,900
157 @ \$100	15,700	Statutory Functions	209,000
		Administration	57,160
Application and Exam Fees	59,000	Operations	62,000
Interest	9,000	Wages	360,000
Other	2,000	Board Expenses	47,000
	<hr/>	Discipline Committee	24,200
Total Receipts	<u>935,700</u>	Finance Committee	14,100
		Registration Committee	6,800
		Inquiry Committee	25,000
		Quality Assurance Committee	2,300
		A.G.M.	2,500
		Capital Expenditures	3,000
		Contingency Reserve	20,000
		Advertising for New Registrar	<u>4,000</u>
		Total Expenditures	<u>926,520</u>
		Net Surplus	<u>9,180</u>

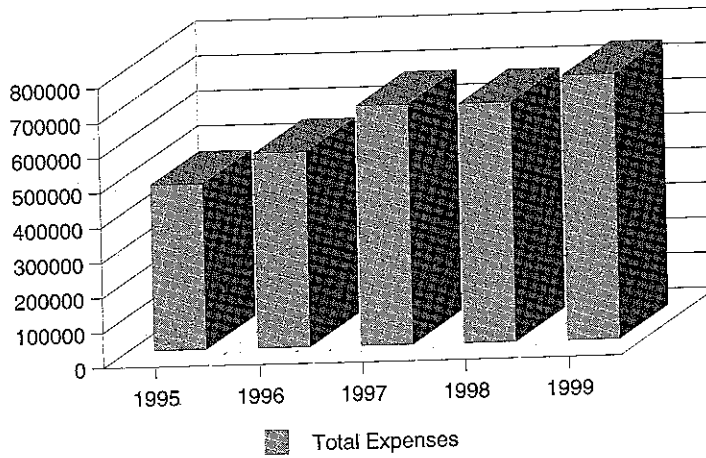
REGISTRATION FEES



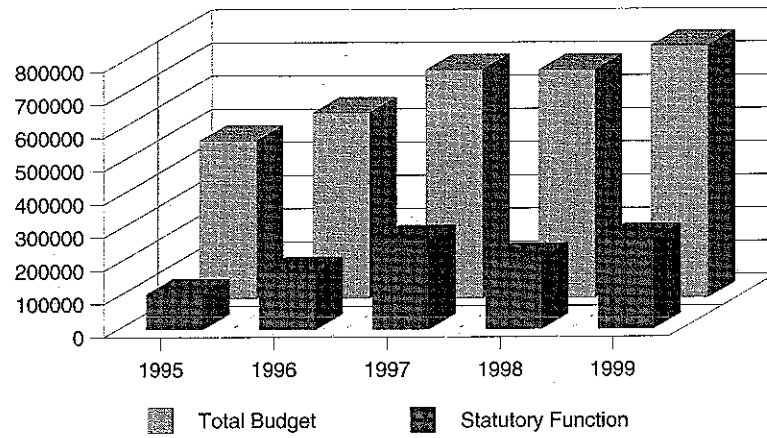
1995 - 1999 STATUTORY COSTS



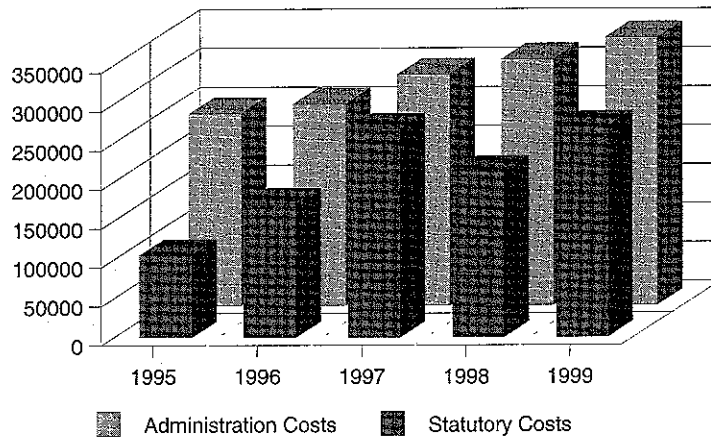
1995 - 1999 TOTAL EXPENSES



TOTAL BUDGET/STATUTORY FUNCTIONS



ADMINISTRATION/STATUTORY EXPENSES



AUDITOR'S REPORT

FOR THE YEAR ENDED 31 DECEMBER, 1999
TO THE MEMBERS OF THE COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA:

I have audited the statement of financial position of the College of Psychologists of British Columbia as at December 31, 1999, and the statements of operations, changes in net assets, and cash flows for the year then ended. These financial statements are the responsibility of the College's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the College as of December 31, 1999, and the results of its operations and the changes in financial position for the year then ended in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

PAUL BRUN

Certified General Accountant, North Vancouver, B.C., 25 March, 2000

STATEMENT OF FINANCIAL POSITION

FOR THE YEAR ENDED DECEMBER 31, 1999

ASSETS	1999	1998
CURRENT		
Cash	\$ 27,916	\$ 13,947
Short term investments	64,237	125
Accounts receivable	1,096	900
Special levy receivable	13,200	
Prepaid expenses	5,053	2,678
	<u>111,502</u>	<u>17,650</u>
CAPITAL (note 3)	20,968	14,734
	<u>132,470</u>	<u>32,384</u>



LIABILITIES AND NET ASSETS (DEFICIENCY)

CURRENT	1999	1998
Accounts payable	38,316	47,274
Employee remittances payable	8,283	7,625
PST payable	24	202
	<u>46,623</u>	<u>55,101</u>

NET ASSETS (DEFICIENCY)

Capital assets	20,968	14,734
Unrestricted	64,879	(37,451)
	<u>85,847</u>	<u>(22,717)</u>
	<u>132,470</u>	<u>32,384</u>

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 1999

	1999	1998
RECEIPTS		
Membership dues	\$ 679,061	\$ 628,673
Special levy	113,853	-
Application and exam fees	62,971	63,800
Interest	9,112	7,805
Other	2,066	5,774
	<u>867,063</u>	<u>706,052</u>

EXPENDITURES

Administration	343,452	315,734
Operations	75,341	64,957
Board	10,196	8,780
External relations	8,054	13,964
Audit	4,167	3,900
Member services	41,510	58,313
Statutory functions	269,623	212,330
Committee meetings and travel	6,156	7,809
	<u>758,499</u>	<u>685,787</u>

EXCESS (DEFICIENCY)
OF RECEIPTS OVER EXPENDITURES

	<u>108,564</u>	<u>20,265</u>
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Refer to the accompanying notes

STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 1999

	INVESTED IN CAPITAL ASSETS	UNRESRICTED	1999	1998
BALANCE - Beginning of the year	\$ 14,734	\$ (37,451)	\$ (22,717)	\$ (42,982)
Excess (deficiency) of receipts over expenditures	6,234	102,330	108,564	20,265
BALANCE - End of the year	20,968	64,879	85,847	(22,717)

STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31, 1999

	1999	1998
OPERATING ACTIVITIES		
Excess (deficiency) of receipts over expenditures	\$ 108,564	\$ 20,265
Amortization, an item not involving cash	6,857	4,659
Changes in non cash working capital		
Accounts receivable	(196)	(297)
Special levy receivable	(13,200)	10,433
Prepaid expense	(2,375)	-
Accounts payable	(8,958)	(47,426)
Employee remittances payable	658	779
PST payable	(178)	202
	91,172	(11,385)
INVESTING ACTIVITIES		
Purchase of capital assets	13,091	3,048
INCREASE (DECREASE) IN CASH FOR THE YEAR	78,081	(14,433)
CASH - Beginning of the year	14,072	28,505
CASH - End of the year	92,153	14,072
CONSISTING OF:		
Cash	\$ 27,916	\$ 13,947
Short term investments	64,237	125
	92,153	14,072

Refer to the accompanying notes

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 1999

1. OPERATIONS

The College was incorporated under the Psychologists Act of British Columbia, to perform those statutory functions required under the Act.

2. SIGNIFICANT ACCOUNTING POLICIES

Capital assets are recorded at cost. Furniture and equipment are amortized on a declining balance basis at the rate of 20%.

Computers are amortized on a declining balance basis at the rate of 30%

Membership dues are recognized as income in the fiscal year due. Expenditures are recognized as incurred.

Claims involving costs against the College, arising from disciplinary proceedings, are recognized upon settlement, (please refer to note 4).

3. CAPITAL ASSETS

Capital assets consist of the following:

	1999		1998	
	COST	ACCUMULATED AMORTIZATION	NET BOOK VALUE	NET BOOK VALUE
Furniture & equipment	\$ 47,732	\$ 38,214	\$ 9,518	\$ 9,265
Computers	55,071	43,621	11,450	5,469
	<u>102,803</u>	<u>81,835</u>	<u>20,968</u>	<u>14,734</u>

Capital assets are recorded at cost. Office furniture and equipment are being amortized on the declining balance basis at the rate of 20%.

Computers are being amortized on the declining balance basis at the rate of 30%.

4. CONTINGENT LIABILITIES

As at December 31st, 1999, there was one legal claim outstanding against the College for costs arising from disciplinary proceedings.

March 26, 2000

College of Psychologists of British Columbia
Suite 404 - 1755 West Broadway
Vancouver, BC
V6J 4S5

Attention: Audit Committee

Dear Sir or Madam:

Re: Audit Letter

Notes and Recommendations

Referring to the audit of the College of Psychologists of British Columbia financial statements for the year ended December 31, 1999, I note the following:

A. CONTROL ENVIRONMENT - GENERAL

- 1 A current accounting procedures manual should be developed.
- 2 Accounting records should be reviewed on a monthly basis by management. This should include:
 - reviewing monthly and year to date financial statements
 - reviewing financial statements and budget variances
 - ensure that variances to budget are fully explained and recommendations made to the Finance Committee
 - reviewing and initialling monthly bank reconciliations
 - reviewing accounts payable listings
 - reviewing all wages paid during the month
 - reviewing short term investments and the management of same
 - forward reports to the Finance Committee within 21 days of month end
3. Financial information should be reviewed by the Finance Committee on a monthly basis. This should include:
 - reviewing financial statements and budget variances
 - approving any overtime pay
 - reviewing changes to staff wages and making any necessary recommendations to the Board
 - reviewing short term investments and the management of same
 - monthly review of statutory costs with information of files identified to have considerable cost exposure
4. The financial statements, (noted in 2 and 3 above), should be reviewed both to comparable prior year periods as well as to the budget.

- 5 Both from a management and an audit perspective, it is essential that the recording of membership dues, special levies and other sources of income, be accrued and payments be applied against the applicable account. This will facilitate the timing of the income recognition and the management of receivables

This system, once in place, will also be cost effective when future dues are invoiced.

- 6 One back up of the accounting system and data base should always be maintained outside of the College office so as to protect the integrity of College financial data
- 7 Marie Brown has been engaged as the external bookkeeper. The external bookkeeper position, (responsible to the Finance Committee), is very important from a management and an audit perspective.
8. There should be an organizational chart developed which clearly outlines lines of authority and responsibility.
9. My understanding is that a directory was not completed in 1999 and this should be reviewed
10. A policy should be instituted relative to the College Newspaper and the timing requirements for same
- 11 There appears to be a lack of control over billings for membership dues. This primarily consists of not sending all BC psychologists an 'Information Form and Fee Statement' but only those who paid last year's fees or who updated their information. This aspect should be fully reviewed by the Finance Committee. There is also no apparent follow-up, (on a sample basis), to ensure that the assessments between 'full fee' members and 'partial fee' members is correct. This aspect should be reviewed to ensure that all psychologists are mailed a form annually and that sampling reviews are undertaken to ensure that the fee assessments are correct.

B. CASH

1. During the year substantial cash balances were maintained in the bank account. There should be a policy that substantial cash balances in the bank should be invested.
- 2 Management should review bank reconciliations monthly and initial same as evidence of their review. This review should occur no later than 21 days after the end of the month.
3. A member of the Finance Committee or other designated Board member should be required to countersign all College cheques.
- 4 The budget of the College should include a cash flow forecast so that cash and short term investments may be appropriately managed and subject to constant review.

C. SHORT TERM INVESTMENTS

1. Management should review the balance in short term investments each month and such should also be reviewed by the Finance Committee.
2. A representative from Scotia McLeod should periodically review the account with the Finance Committee, (at least annually).

D. ACCOUNTS RECEIVABLE

1. As previously noted, it is essential that the reporting of income switch from a 'cash' to an 'accrual' method of income recognition. This means that dues and levies will be recognized as income as the invoices are mailed and accounts receivable will be recognized until payment is received.

Management and the Finance Committee will have to monitor accounts receivable on a monthly basis and ensure that proper follow up actions are being initiated for outstanding accounts.

It will also be necessary to ensure that all members are receiving their invoices and are reporting their fee status in an appropriate manner

- 2 It will be necessary to ensure that directories are prepared annually
3. Management and the Finance Committee will also be required to review the status of the College 'Newspaper' and advertising income
4. It should be the College policy that payments must be made by cheque and that cash will not be accepted, (this is for internal control reasons) Any variations to this policy should be fully documented REFER TO ATTACHMENT 'B'. THIS POLICY IS FOR INTERNAL CONTROL PURPOSES.

E. PREPAID EXPENSES

1. The Finance Committee should review all insurance policies so as to ensure adequate fire, liability, office overhead and director liability insurance are in place and constantly reviewed. The insurance confirmation letter which was received from McFarlan Rowland Insurance Ltd relative to Association liability is indicated to cover the period September 26, 2000 to September 26, 2001. This aspect should be reviewed. Please ensure that any changes in insurance coverage provide for continuous coverage during any transition. REFER TO ATTACHMENT 'A'.

F. CAPITAL ASSETS

1. Please ensure that the Board approves all capital expenditures
2. Please ensure that the budget and cash flow projections include provision for capital expenditures estimated for the year 2000.



G. ACCOUNTS PAYABLE

1. Please ensure that accounts payable listings are reviewed by management monthly and the review noted by initialling the listing.
2. Please ensure that all subcontractor arrangements are approved by the Finance Committee and supported by a contract which has had a legal review, (this would relate to subcontractor arrangements for a significant amount say, in excess of \$5,000 per year). The auditor should also be forwarded a copy of these contracts.
3. Payments for 'statutory costs' should be fully analyzed by day of service rendered, file or category of legal expense and invoices should be requested from solicitors on a monthly basis. Monthly monitoring of legal expenses should be made by management and reviewed by the Finance Committee and subsequently, the Board.
 - a current listing of all active complaint files should be maintained
 - such should be reviewed monthly by management and Board representatives
 - costs, (investigation, legal and disbursements), should be allocated to specific files
 - completed files should be reviewed by management and Board representatives and a periodic report prepared for the Board so as to evaluate the resolution of cases and the cost effectiveness of College procedures

H. MISCELLANEOUS ITEMS FOR REVIEW WITH AUDIT COMMITTEE

1. Attachment 'C' is a cheque with only one signature. While such was the only cheque which I noted which was not countersigned, it should be emphasized that all cheques must be signed by two parties and that for the year 2000, it is recommended that one of the signatures be that of a Board Member.
2. Attachments 'D' are samples of payroll cheques which were issued for dates prior to the completion of the relative payroll period. This practice should be cancelled immediately.
3. Overtime should only be recognized upon approval by the Finance Committee
4. Daily employee time sheets should be prepared in a manner appropriate to the Finance Committee. Summary reports should be reviewed periodically by the Finance Committee.
5. The Finance Committee should meet periodically with the Human Resource Committee to ensure the efficient management of personnel

I look forward to reviewing the December 31, 1999 financial statements and this letter with you.

Yours truly,
PAUL BRUN, CGA

MINUTES OF THE ANNUAL GENERAL MEETING

NOVEMBER 04, 1999

The Annual General Meeting of the College of Psychologists of British Columbia was held on November 4, 1999 at the Executive Inn, Richmond, with the Clarion Grand Pacific Hotel in Victoria linked by teleconference. President Verna Amell, acting as chair called the meeting to order at 6:02 p.m. with 30 members present in Vancouver and 11 members present in Victoria. Lay board member Blake Williams was present at the Vancouver meeting and Barbara Passmore at the Victoria meeting.

Michael Joschko chaired the meeting in Victoria, where they were prevented from joining the meeting at the outset due to technical difficulties with the teleconferencing system. Dr. Amell introduced the board members, Dr. Stephen Flamer, Dr. Lorne Meginbir, Dr. Marvin McDonald and Ms. Anastasia Mirras and lay board member, Blake Williams. Regrets were given for the Registrar, Dr. Ed Kramer, who has been on sick leave since September, board member, Dr. Bill Borgen, and lay board member Larry Kahn.

Staff members present were Deputy Registrar, Vicki Huxtable, Membership Secretary, Lyn Hellyar, and Recording Secretary, Judy Clausen.

AGENDA

The circulated agenda was reviewed. It was moved by Anneliese Robens and seconded by Robert Leonard that the agenda be adopted as circulated. Carried.

MINUTES

Errors or Omissions - On page 21, Rule 9 6(f) there was no indication that the motion carried.

It was moved by Henry Harder and seconded by Evelyn Corker that the Minutes of the Annual General Meeting of November 19, 1998 be adopted as amended. Carried.

Business Arising from the Minutes: None.

ANNUAL REPORTS: PRESIDENT

Dr. Amell reviewed her written report with particular emphasis on the implications for change as the College comes under the Health Professions Act. She outlined the work that has been done in drafting the new bylaws and the two major differences which will result when the College comes under the Act. These are: (a) the classes of registrants and (b) the broader protection of the public. The new bylaws could enable the College to regulate and monitor the services of Masters-level providers and persuade government to remove the exemptions from the Act for current school psychologists and mental health psychologists.

Another major factor facing the College Dr. Amell outlined was the Agreement on Internal Trade. The Federal Government is pushing to have the barriers to job mobility for professionals moving to different jurisdictions within Canada removed. British Columbia has done a lot



of the work on a competency based model to facilitate this process.

A Preliminary Report on the Psychologists Scope of Practice has been circulated by the Health Professions Council. The reserved act for psychologists as set out in this document is the act of diagnosis. The oral examination would be used to decide competency and the College would have control over who had access to the reserved act of diagnosis.

DEPUTY REGISTRAR'S REPORT

Vicki Huxtable reported briefly on the functioning of the College during the past year, particularly with respect to statutory issues; decisions of the Supreme Court won by the College and how the disciplinary process will be carried out under the Health Professions Act.

The Deputy Registrar expressed her thanks to the outside investigators for the hard work they put into investigating complaints, to all the volunteers who serve on committees and to Brenda Kosaka and the membership committee for their work on the new Supervision Standards.

The teleconference with Victoria was established.

SECRETARY-TREASURER'S REPORT

Blake Williams reviewed the 1998 Auditor's Report and responded to questions regarding the contingency fund and the deficiency in the 1997 special levy. It was moved by Paul Peel and seconded by Julian Gray that the 1998 Auditor's Report be accepted. Carried in Richmond. Carried in Victoria.

It was moved by Carol Solyom and seconded by Evelyn Corker that the

College reappoint Paul Brun as auditor for the 1999 fiscal year. Carried in Richmond. Carried in Victoria.

PROFESSIONAL STANDARDS COMMITTEE

Verna Amell reported that she is now chairing the Professional Standards Committee following the resignation of Doreen Kilpatrick. The committee is a very hard working group of individuals who have developed a protocol to ensure that complaints are reviewed thoroughly and competently.

PROFESSIONAL STANDARDS APPEAL COMMITTEE

In Larry Kahn's absence, Verna Amell and Vicki Huxtable reported on this committee. They have had a few appeals this year where complaints were dismissed because there was not sufficient evidence to proceed. One of the appeals was returned to the Professional Standards Committee for further review.

MEMBERSHIP COMMITTEE

Stephen Flamer referred the attendees to his report on Page 12 of the Annual Report. He reported on how the Membership Committee will become an expanded Registration Committee under the Health Professions Act and urged the membership to get involved in determining standards on registration. The EPPP scores were discussed and the difficulty of the April exam. When the new bylaws are approved, the pass rate for the EPPP will go from 65% to 70%.

Stephen Flamer thanked Victor Colotla who had also contributed substantially to the Supervision Standards and Ed Kramer for his work on the new bylaws.

QUALITY ASSURANCE COMMITTEE

In Bill Borgen's absence the membership was referred to his report in the circulated materials. This is a hard working group doing a great deal of detailed work on the self-assessment document. It is almost ready for circulation. After registrants complete the self-assessment they will be required to sign an attestation to that fact. It is imperative people know that they have to take this self-assessment seriously.

NEW BUSINESS

The two new elected Board members and one new lay member were welcomed to the meeting. Marvin McDonald's term expires December 1, 2000 and Anastasia Mirras' term expires December 1, 2001. Their backgrounds and personal histories are included in the *Chronicle*. Appointment of the new board is done by the government for the first year after the Health Professions Act comes into effect. Barbara Passmore, the new lay Board member, was appointed too late to include information about her but she spoke to the Membership from the Victoria meeting, outlining her background and her willingness to work hard.

ADOPTION OF THE BUDGET FOR 2000

Blake Williams reported that it has been a very busy year and thanked his colleagues on the Finance Committee. The membership was referred to the Budget principles listed on page 11 of the report. This is the first time that the Board has actually said how the budgeting process

would work. Because of the many variables involved in coming under the Health Professions Act, the committee opted to present a budget to the membership which leaves the registration fees unchanged for January 2000. The College will hold another Annual General Meeting in May 2000 when the fees will be adjusted. This will allow the Finance Committee to come back with more accurate figures based on a completed audit for 1999 and more information on changes required under the Health Professions Act. It will also set the College up for an AGM in May 2001 instead of November.

Questions were received from the membership with respect to the budget presented. It was moved by Paul Peel and seconded by Carol Solyom that the 2000 budget be accepted as presented. Carried in Richmond. Carried in Victoria with 1 abstention.

The balance of the meeting was devoted to questions and comments on the Health Professions Act and Health Professions Council. Many of the questions involved Masters registration and a competency based model of registration.

Membership agreed that because of all the changes being planned, there is a real necessity for increased communications between the College and the membership. The development of a web site for the College was discussed.

It was moved by Carol Solyom and seconded by Julian Gray that the meeting be adjourned at 8:02 p.m. Carried in Richmond. Carried in Victoria.

NOTES