



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, March 22, 2023, 2:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Jim Daley, Public Appointee
2. Matthew Doyle, Professional Member
3. Melanie Atkinson, Professional Member
4. Winnie Linker, Public Appointee

Regrets:

N/A

Staff in Attendance:

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager Registration, Examinations & Quality Programs
4. Stanley Huang, Executive Assistant

1. Call to Order, Appointment of Secretary, Approval of the Agenda

The Chair opened the meeting noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. The meeting began at 2:34 p.m.

M. Clarke was appointed as Secretary.

It was moved by J. Daley and seconded by M. Doyle to approve the agenda – Motion CARRIED.

M. Doyle put forward 90 minutes of preparation time for this meeting and the Committee agreed.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Approval of Minutes from February 15, 2023

It was moved by W. Linker and seconded by J. Daley to approve the minutes of the February 15, 2023 Executive Committee meeting – Motion CARRIED.

4. Discussion Items

4.1 Registrar's Report

N. Zwiers advised that the newest public member, Orlando Moreno, resigned for personal reasons. Also, W. Linker's term expires in July 2023 and she will not seek reappointment.

N. Zwiers was approached by C. Roxborough at the CPSO about joining the Citizen Advisory Group ("CAG"). There are 22 RHPA Colleges who are members of the group – each College pays a membership fee based on their size. The cost to the College is \$250/year. The CAG has 40 members of the public (they are currently recruiting more diverse members) who will answer surveys or participate in a focus group for a fee. N. Zwiers confirmed the CAG has members who have experience with chiropody care. There are ways the College can use the CAG, for example, the Strategic Planning Committee could conduct a survey about support for the podiatry model.

N. Zwiers is meeting with the MOH next week to follow up on conversations with the Michener about increasing surgical competencies. N. Zwiers explained that, unlike other colleges, the Michener falls under the jurisdiction of the MOH, not the Ministry of Training, Colleges and Universities.

Next week is the staff retreat. Staff will receive training on SharePoint, which will be used to disseminate Council and committee material. The retreat will also focus on updating the College's website with the help of Council member M. Andrade.

Staff are also working on cleaning up the College's office to eliminate unnecessary paper.

N. Zwiers reported that the CPMF is almost complete and will be submitted by March 31, 2023.

N. Zwiers advised that the College is working on having Scotiabank add the College as a payee so members can pay fees online without having to use their credit card. There is a cost to the College of \$100 to set it up and \$50/month going forward. Committee members expressed support for the change.

5. Decision Items

N/A

6. Next Meeting

6.1 Proposed agenda items for next meeting – April 26, 2023

7. In Camera

The Committee moved in-camera at 3:15 p.m.

It was moved by W. Linker and seconded by M. Doyle to move in-camera – Motion CARRIED.

8. Adjournment

The Committee adjourned the meeting at 3:58 p.m.

It was moved by P. Stavropoulos and seconded by J. Daley to adjourn the Executive Committee meeting – Motion CARRIED.