**EMA Executive Committee**

**April 14 2016 @ 0715, E1-123 VIC**

**MINUTES**

1. **ATTENDANCE**

Present: Drs. Anderson (until 0820), Church (via TConn at approx. 0750), Dukelow, Regan (via TConn), Sedran, Shah

Absent: Terry

1. **APPROVAL OF MINUTES –** March 10 2016

Circulated via email March 18th, but not yet approved.

1. **BUSINESS ARISING**
2. **EMA OFFICE PERSONNEL**
   1. HR Update

Melanie met with the lawyer from Lerners, but had little to report. She will need to meet with them again.

1. **SCHEDULE**

Through some discussion about where to add extra minutes/hours to shifts, it was decided that as long as all Exec members were in general agreement to add time to shifts, the final decision as to where to add the time to each shift should be given to the site chiefs.

Summer Schedule

Rob Sedran asked Karalyn for an update on the summer schedule. She is working through some glitches, and will hopefully be done very soon.

1. **CTAS**
   1. Jan to March 2016 (previously circulated)

Those who had reviewed this latest data agreed that the mark was being met. Electronic submission of January to March data has been made. Signed copied will be mailed asap.

1. **UCC**

After a number of email conversations, it was agreed that May 2 would be the start date of the new shift times at the UCC. Adam will be discussing this at the department meeting, following this Exec meeting. The new hours (attached here) were attached to that agenda as well.

1. **HUMAN RESOURCES**
2. **FINANCE**
   1. HOCC Funding

Adam has asked for a report representing amounts of HOCC funding that has been distributed to each physician in 2015. Melanie will work with Terry to provide this to Adam. Adam would also like this information on an ongoing basis.

1. **NEW BUSINESS**
   1. Scheduling of Physicians in Twilight Years

Adam wanted to bring forward some discussion surrounding non-financial privileges or advantages to those partners who are winding down in their careers (ie, no nights, preferential shift selection, etc). All present felt that more discussion needed to take place on this subject, and it will be added to the next full meeting agenda.

1. **OTHER**
   1. Terms of Reference

Kelly has had no further feedback from partners regarding the Terms of Reference for the EMA Executive.

Kelly will forward a motion to Melanie (and Amit will second the motion) to circulate to the group to accept the document.

1. **IN CAMERA**
2. **NEXT MEETING(S)**

**EMA Exec Meeting:**  Thursday May 12, 0730-0900 Rm E1-123, VIC

**EMA Special Meeting: Apr 27**

**EMA full Meeting**: tba

1. **ADJOURNMENT**

The meeting was adjourned at approximately 0830 hours.