

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B097 – December 13, 2013 **Approved**

Board Members in Attendance: P. Gardner D. Harden
A. Kumar C. LeVasseur
A. Magro P. McKivett
T. Perrault D. Sailer

Absent: C. Kafka

Guest in Attendance: Annette Angell – College of Opticians of BC

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
T. Cahill-Closs, Executive Secretary

The meeting was called to order at 1:22 pm, by the Vice Chairperson, Darren Sailer.

i Approve Draft Agenda

MOTION: By P. Gardner, that the draft agenda be approved as presented.
Seconded by P. McKivett.

CARRIED

ii Approve Draft Minutes of September 21, 2013 (AGM)

MOTION: By P. McKivett, that the minutes of the September 21, 2013 Annual
General Meeting be approved as presented. Seconded by T. Perrault

CARRIED

These minutes are approved as circulated.

Date

April 9/14

Chair of the Board

iii Approve Draft Minutes of September 21, 2013

MOTION: By T. Perrault, that the minutes of the September 21, 2013 Board meeting be approved as presented. Seconded by C. LeVasseur.
CARRIED

iv Approve Draft Budget (April 2014 - March 2015)

The Board reviewed the draft budget for April 2014 to March 2015.

MOTION: By A. Magro, that the budget for April 2014 to March 2015 be approved as presented. Seconded by A. Kumar.
CARRIED

v Approve 2014 Board Meeting Dates

MOTION: By A. Magro, that the 2014 Board meeting dates be approved as presented. Seconded by P. McKivett.
CARRIED

vi Approve 2014 Committee Meeting Dates

MOTION: By T. Perrault, that the 2014 Committee meeting dates be approved as presented. Seconded by A. Kumar.
CARRIED

vii Approve 2014 Election Schedule

MOTION: By P. McKivett, that the 2014 election schedule be approved as presented. Seconded by A. Magro.
CARRIED

viii Approve 2014 Annual General Meeting Location

The Board discussed the pros and cons of holding the Annual General Meeting (AGM) in Victoria or Vancouver. Due to costs and possible quorum requirements, they agreed to hold the 2014 AGM in Metro Vancouver.

MOTION: By P. McKivett, to hold the 2014 Annual General Meeting in Metro Vancouver. Seconded by T. Perrault.
CARRIED

Action item: The Executive Secretary is to consider Surrey and Metrotown as options.

ix Registrar's Report

a) Unaudited Financial Statements

The Board reviewed the unaudited financial statements for September and October 2013. The Registrar highlighted a few categories including the examination expenses, internet/computer expenses and the Registrar's expenses.

b) Health Professions Review Board Update

The Registrar reported that the College has two inquiry matters before the Health Professions Review Board (HPRB). The registration matter has been withdrawn.

c) Theory Examination Update

The Registrar reported that two candidates challenged the September 27, 2013 Theory Examination. One candidate was successful.

d) CDBC Proposed Bylaws Update

The Registrar reported that no response has been received from the Minister of Health regarding the College's proposed bylaws.

T. Perrault reported that he, K. Connolly and G. Sallaway met with the Minister of Health, Terry Lake and Ted Patterson, Assistant Deputy Minister, in October 2013. The College and the Denturist Association of BC (DABC) demonstrated a united front and communicated the struggle they are experiencing with respect to the College's proposed bylaws.

The Registrar received a follow up phone call from Ted Patterson, to confirm the information discussed. Legal council has recommended that the College resubmit the proposed bylaws for approval.

MOTION: By P. McKivett, to make necessary amendments to the College's proposed bylaws and resubmit for approval. Seconded T. Perrault.

CARRIED

e) HPRBC Update

The Health Professions Regulators of British Columbia (HPRBC) has formally registered as a society and developed bylaws. In the near future, they will charge a membership fee and seek other

financial contributions.

MOTION: By P. Gardner to support the College of Denturists of British Columbia's membership in the Health Professions Regulators of British Columbia. Seconded by P. McKivett.

CARRIED

f) Program Advisory Committee Update

Vancouver Community College has developed a Program Advisory Committee, which will include A. Kumar and J. Roff.

x 2013-2016 Strategic Plan

a) Strategic Plan Activity Reports

MOTION: By T. Perrault to approve SPA report #1.2.2 as presented. Seconded by C. LeVasseur.

CARRIED

MOTION: By P. McKivett to approve SPA report #2.1.2 as presented. Seconded by A. Magro.

CARRIED

MOTION: By C. LeVasseur to approve SPA report #2.1.3 as presented. Seconded by A. Kumar.

CARRIED

MOTION: By A. Magro to approve SPA report #2.3.1 as presented. Seconded by T. Perrault.

CARRIED

MOTION: By P. McKivett to approve SPA report #3.1.4 as presented. Seconded by A. Magro.

CARRIED

MOTION: By C. LeVasseur to approve SPA report #3.1.5 as presented. Seconded by T. Perrault.

CARRIED

b) DABC Monthly Communication Update

T. Perrault met with K. Connolly, President of the DABC to discuss issues of mutual interest. The DABC has two vacancies on their Executive Committee. G. Sallaway has taken the lead on the

proposed scope of practice and K. Connolly plans to contact the Minister of Health every month starting in January.

The DABC is launching a new website and will also be participating in the 2014 Pacific Dental Conference. Their booth will be located next to the College's booth.

Action Item: As per the DABC's request, the Executive Secretary will send a copy of all future College Board meeting agendas to the DABC.

c) Approve Memorandum of Understanding

As per SPA 2.1.2, the Board reviewed the draft Memorandum of Understanding between the College and DABC.

MOTION: By C. LeVasseur to approve the Memorandum of Understanding between the College of Denturists of British Columbia and the Denturists Association of British Columbia as presented. Seconded by A. Kumar.

CARRIED

d) Certificate of Self-Regulation

As per SPA 1.3.4, the Board reviewed the Certificate of Self-Regulation and the letter addressed to Registrants.

MOTION: By T. Perrault to approve the Certificate of Self Regulation and the letter of explanation as presented. Seconded by D. Harden.

CARRIED

e) 2014 Board Development Activity

As per SPA 3.3.2, the Board discussed ideas for upcoming Board development/educational activities.

The following ideas were suggested:

- The auditor to present their perspective on where the non-profit sector is going financially.
- An interactive lesson on Robert's Rules of Order.
- A communication course.

The Board also felt it would be useful for the staff to evaluate each Board member during the Board evaluation process.

f) 2014 Continuing Education Workshop

As per SPA 1.1.1, the Board discussed ideas for a continuing education workshop to be held in conjunction with the Annual General Meeting.

The following ideas were suggested:

- Patient record keeping workshop, recording it for online continuing education with a quiz at the end.
- World café session, where registrants move to different tables, with various topics covered at each table.
- Frequently asked question session.
- Immediate denture information for patients.

The Board also reviewed SPA 1.1.1, relating to the Inquiry Committee's common/serious infractions that were reported to the College in 2013.

g) Board Governance Model and Organization Chart

As per SPA 2.3.1, the Board reviewed the CDDBC's organizational chart and board governance model.

MOTION: By P. Gardner to approve the College of Denturists of British Columbia's Organization Chart as presented. Seconded by A. Magro.
CARRIED

MOTION: By P. McKivett to approve the Board Governance Model with the addition of the Vision Statement. Seconded by P. Gardner.
CARRIED

h) Registrant Satisfaction Survey Results

As per SPA 2.2.3, the Board reviewed the results of the 2013 Satisfaction Survey. The survey received a 17% response rate, which is considered an excellent response rate for surveys.

The Board agreed to send this survey in November of each year. The results of the survey are to be published in the Articulator.

i) Staff/Board Event

As per SPA 2.3.3, the Board discussed team building between the Board and staff to foster a greater sense of understanding of one another's roles. P. McKivett agreed to take the lead on 2014's informal event.

xi Approve National Competency Profile for Denturists

The Board reviewed the National Competency Profile for Denturists.

MOTION: By T. Perrault, to approve the National Competency Profile for Denturists as presented. Seconded by C. LeVasseur.

CARRIED

In 2014 the College of Denturists of Ontario will offer a Theory and Objectively Structured Clinical Examination only. They are eliminating the Complete Denture Examination.

xii 2014 Pacific Dental Conference

The Board reviewed the available Pacific Dental Conference (PDC) shifts and chose accordingly.

The Board also reviewed a proposal from the DABC, requesting the College to co-host a cocktail reception during the PDC.

MOTION: By P. McKivett, to co-host a cocktail reception with the DABC and match the DABC's contribution of up to a maximum of \$1,500. Seconded by T. Perrault.

CARRIED

xiii Vancouver Community College's Accreditation Status

The Board discussed Vancouver Community College's (VCC) request for input regarding the possibility of not renewing their accreditation with the Denturist Association of Canada (DAC).

Action Item: The Registrar will write to VCC to advise that the Board strongly recommends VCC renew their accreditation with DAC.

xiv Review Sterilization Requirements

The Board reviewed the College's Infection Control policy, DAC's Infection Control Recommendations and the College of Alberta Denturists' Infection Prevention and Control Standards. D. Sailer also presented a Health & Safety Office Assessment Initiative.

Action Item: D. Sailer to research the College of Dental Surgeons of British Columbia's procedures for office infection control inspections and present the findings at the April Board meeting.

Action Item: D. Sailer to develop an infection control education plan for Registrants and present it at the April Board meeting.

Action Item: The Registrar will review the *Health Professions Act* and College's bylaws to determine enforcement options regarding office inspections and present the findings at the April Board meeting.

xv Historical Look at Registrants in British Columbia

The Board reviewed the Registration Statistical Report.

Action Item: The College is to produce the Registration Statistical report every five years.

xvi Information For Review

a) Calendars – Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for January, February, March and April 2014.

b) Expense Form

Expense forms were distributed to the Board for their convenience.

xvii Business Arising from Committee Minutes

a) Approved Executive Committee Meeting Minutes

The approved November 8, 2012 meeting minutes were presented for members of the Board to review.

b) Approved Registration Committee Meeting Minutes

The approved August 15, 2013 meeting minutes were presented for members of the Board to review.

xix Other Business

Unauthorized Practice Concern

The College received a report from the person hired to investigate an unauthorized practice concern.

Action Item: The Registrar will provide the Board with a copy of the investigator's most current report.

The meeting was adjourned at 4:28 pm.