



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B102 – December 12, 2014 **Approved**

Board Members in Attendance: K. Bal D. Hengel C. Kafka
 A. Kumar C. LeVasseur P. McKivett
 D. Sailer

Regrets: A. Magro

Staff in Attendance: J. Roff, Registrar
 N. Graham, Program Coordinator
 V. Burns, Executive Secretary

The meeting was held at the College of Denturists of British Columbia's office in New Westminster, BC and called to order at 10:00am by the Chairperson, Darren Sailer.

i Approve Draft Agenda

MOTION: By C. LeVasseur, that the draft agenda be approved as presented. Seconded by K. Bal.

CARRIED

ii Approve Consent Agenda

- Draft Minutes of the September 20, 2014 Annual General Meeting
- Draft Minutes of the September 20, 2014 Board Meeting
- 2013-2016 Strategic Plan
 - DABC Monthly Communication Update
 - Approve SPA Report 1.2.6
 - Activity & Outcome Report Update
 - Report Reminders
- Legal Opinion: Fabricating Dentures without Intraoral Procedures
- Health Profession Regulators of BC Update
- Examination Update
- Health Professions Review Board Update
- Program Advisory Committee Update
- CDBC Staff Update
- Approved Executive Committee Meeting Minutes
- Approved Inquiry Committee Meeting Minutes
- Approved Registration Committee Meeting Minutes
- Approved Nominations Panel Meeting Minutes
- Updated Calendars (January - April)
- Expense Form

MOTION: By C. LeVasseur, that the consent agenda, in its entirety, be approved as presented. Seconded by P. McKivett.

CARRIED

iii Approve 2015-2016 Draft Budget

The Board reviewed the draft budget for April 2015 to March 2016.

MOTION: By A. Kumar, that the budget for April 2015 to March 2016 be approved as presented. Seconded by D. Hengel.

CARRIED

iv Approve 2015 Board Meeting Dates

The Board considered a request to change the Annual General Meeting date but agreed, as per previous meetings, to leave it on the third Saturday of September.

MOTION: By P. McKivett, that the 2015 Board Meeting dates be approved as presented. Seconded by C. Kafka.

CARRIED

v Approve 2015 Committee Meeting Dates

MOTION: By D. Hengel, that the 2015 Committee meeting dates be approved as presented. Seconded by K. Bal.

CARRIED

vi Approve 2015 Annual General Meeting Location

The Board discussed possible locations for the 2015 Annual General Meeting (AGM) and noted that the Denturist Association of British Columbia was having their 2015 Convention on Vancouver Island.

In addition, the Board noted that the 2014 AGM, held at Douglas College in New Westminster, was a great location.

MOTION: By A. Kumar, to hold the 2015 Annual General Meeting in Metro Vancouver. Seconded by C. LeVasseur.

CARRIED

vii Appoint 2014-2015 Committee Members

Inquiry Committee Vacancy

MOTION: By D. Sailer, to nominate P. McKivett for appointment to the Inquiry Committee. Seconded by C. LeVasseur.

CARRIED

There were no other nominations and P. McKivett was appointed by acclamation.

MOTION: By D. Hengel, to nominate P. McKivett for election as the Chair of the Inquiry Committee. Seconded by C. LeVasseur.

CARRIED

There were no other nominations and P. McKivett was elected by acclamation.

Request for Appointment

The Board considered a request from a Vancouver Community College (VCC) student to join two committees; Executive Committee and Registration Committee. The Board agreed to deny this request but noted that he is welcome to attend any future Executive Committee and/or Registration Committee meeting.

Action Item: The Registrar will invite the VCC student to attend a future Executive Committee meeting and Registration Committee meeting.

viii Review Unaudited Financial Statements

The Board reviewed the unaudited financial statements for September, October and November 2014.

ix Discuss 2015 Pacific Dental Conference

Volunteers for Information Booth

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

Action Item: The Executive Secretary will contact Board members who have not yet volunteered for a PDC shift, to ensure all shifts are covered.

Cocktail Reception

The Board discussed co-hosting the Cocktail Reception at the PDC.

Action Item: The Registrar will write to the Denturist Association of British Columbia to advise them of the Board's decision, including the need to discuss our participation in future years.

MOTION: By P. McKivett, to contribute up to a maximum amount of \$1000 towards the food at the PDC Cocktail Reception. Seconded by C. LeVasseur.

CARRIED

x Review the Denturist Association of Canada's (DAC) Curriculum Advisory Committee's (CAC) Proposal

The Board reviewed and discussed the Curriculum Advisory Committee's proposal, as well as interest from the College of Alberta Denturists and the College of Denturists of Ontario to form a working group to discuss this proposal.

MOTION: By P. McKivett, to approve British Columbia's participation in a joint working group with the College of Alberta Denturists and the College of Denturists of Ontario, to discuss the Curriculum Advisory Committee's proposal. Seconded by D. Hengel.

CARRIED

D. Sailer and P. McKivett are both interested in participating in this working group.

xi Discuss 2015 Continuing Education Workshop Ideas (SPA 1.1.1)

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:

- Documentation and record keeping
- Infection control and office inspection
- Advertising issues
- Bylaw review
- Scope of Practice
- FAQ's
- The complaint process
- Common infractions and how to avoid them

The Board also explored the possibility of hosting a series of one hour workshops, with Board and staff speaking to appropriate topics.

Action Item: The Program Coordinator will review the information and present a proposal for the Board's consideration in April 2015.

xii Review Board Governance Model and Organization Chart (SPA 2.3.1)

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

MOTION: P. McKivett, to approve the organizational chart and board governance model as presented. Seconded by C. Kafka.

CARRIED

xiii Discuss 2015 Board/Staff Event (SPA 2.3.3)

As per SPA 2.3.3, the Board discussed the continuation of team building between the Board and staff to foster a greater sense of understanding of one another's role.

Action Item: A. Kumar agreed to take the lead, with support from the Executive Secretary, to organize the 2015 event.

xiv Discuss Board Development/Educational Activity (SPA 3.2.3/3.2.4/3.3.2/3.3.3)

As per SPA 3.2.3/3.2.4/3.3.2/3.3.3, the Board discussed ideas for upcoming Board development/educational activities.

The following ideas were suggested:

- Finance Review – For example, inviting the College auditor to talk about the following topics
 - why we do the budget statements the way we do,
 - how to read financial statements,
 - how and when the unrestricted reserve fund should be used,
 - the importance of fiscal management, and
 - fraud.

- Review of Roberts Rules of Order
- Directors Education Program – A brochure was circulated for review

Action Item: The Program Coordinator will review the information and prepare an activity for 2015.

xv Review Denturist Association of British Columbia’s (DABC) Scope of Practice Proposal

The Board reviewed and discussed the Denturist Association of British Columbia’s (DABC) Scope of Practice proposal and agreed that due to the unprofessionalism of the proposal, the Board could not support it at this time.

Action Item: The Registrar will communicate the Board’s decision to the DABC.

Action Item: D. Sailer and D. Hengel offered to meet with the DABC to discuss the proposal and offer their assistance.

xvi Discuss Credit Card Payments

The Board reviewed the credit card survey results and the estimated costs to the College for allowing Registrants to renew their registration with a credit card.

Action Item: The Executive Secretary will collect additional information regarding credit card fees, including answers to the following questions,

- How much money would the College be losing by taking credit cards?
- How would it affect our budget?
- What does Beanstream offer?
- How many other HRO’s are doing this?

xvii Review Infection Control Panel Recommendations

The Board reviewed the Infection Prevention and Control Checklist and the Denturist Association of Canada’s Infection Control Policy.

D. Sailer suggested adding a date and signature line, for the Inspector, to the bottom of the Checklist.

In addition, the Board discussed the College’s current Infection Control policy and agreed that it may need to be updated.

Action Item: The Infection Control Panel will review the College’s Infection Control policy, as well as the College of Alberta Denturists current Infection Control policy.

MOTION: By C. Kafka, to approve the Infection Prevention and Control Checklist as amended. Seconded by K. Bal.

CARRIED

xviii Review VELscope Examination

The Board discussed the use of the VELscope Vx Oral Mucosal Examination System. They agreed that while they support oral examinations, it is each denturist's choice as to whether or not they choose to use the VELscope system in their office.

Action Item: The Registrar will respond to Mr. Wayne Rees' letter to advise him of the Board's decision.

xix Other Business

Registration Committee Matter: Use of Implant Center/Centre

The Registration Committee proposes that the College write to the Denturist Association of British Columbia and the remaining Registrants using the term 'Implant Center/Centre', to advise and solicit any feedback by June 30, 2015, that as of December 31, 2015, the remaining Registrants using the term 'Implant Center/Centre' will not be permitted to expand their business using the term 'Implant Center/Centre' and/or sell their business name with the term 'Implant Center/Centre' to any other Registrant.

MOTION: By P. McKivett, to request a legal opinion on how to bring the grandfathering of the use of 'Implant Center/Centre' to an end, including our approach of how this is going to be done. Seconded by C. Kafka.

CARRIED

xx Adjournment

As the Board members had no other business to discuss at this time, the meeting was adjourned at 1:42 pm.