



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B103 – April 10, 2015 Approved

Board Members in Attendance: K. Bal B. Der D. Hengel
C. Kafka S. Lal P. McKivett
D. Sailer T. Turko

Regrets: A. Kumar

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

The meeting was called to order at 12:20pm

Approve Draft Agenda

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

CARRIED

Elect Board Chair

Nominations opened for the Chair of the Board.

MOTION: By C. Kafka, to nominate D. Sailer for Chair of the Board for the term April 2015 to March 2016. Seconded by K. Bal.

CARRIED

There were no other nominations; D. Sailer was elected by acclamation.

Elect Board Vice-Chair

Nominations opened for the Vice-Chair of the Board.

MOTION: By C. Kafka, to nominate P. McKivett for Vice-Chair of the Board for the term April 2015 to March 2016. Seconded by D. Sailer.

CARRIED

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

Appoint Committee Chair and Members

Discipline Committee

MOTION: By P. McKivett, to nominate A. Kumar as Chair of the Discipline Committee for the term April 2015 to March 2016. Seconded by D. Hengel.

CARRIED

A. Kumar – Chair, Elected Member

C. Kafka – Elected Member

S. Lal – Appointed Member

Executive Committee

MOTION: By D. Hengel to nominate D. Sailer as Chair of the Executive Committee for the term April 2015 to March 2016. Seconded by K. Bal.

CARRIED

D. Sailer – Chair, Elected Member
A. Kumar – Elected Member P. McKivett – Appointed Member

Inquiry Committee

MOTION: By D. Sailer to nominate P. McKivett as Chair of the Inquiry Committee for the term April 2015 to March 2016. Seconded by T. Turko.

CARRIED

P. McKivett - Chair, Appointed Member
D. Hengel - Elected Member D. Sailer - Elected Member

Patient Relations Committee

MOTION: By D. Hengel to nominate T. Turko as Chair of the Patient Relations Committee for the term April 2015 to March 2016. Seconded by K. Bal.

CARRIED

T. Turko - Chair, Elected Member
B. Der - Elected Member S. Lal - Appointed Member

Quality Assurance Committee

MOTION: By D. Sailer to nominate C. Kafka as Chair of the Quality Assurance Committee for the term April 2015 to March 2016. Seconded by P. McKivett.

CARRIED

C. Kafka - Chair, Elected Member
K. Bal - Appointed Member B. Der - Elected Member

Registration Committee

MOTION: By D. Sailer to nominate A. Kumar as the Chair of the Registration Committee for the term April 2015 to March 2016. Seconded by P. McKivett.

CARRIED

A. Kumar - Chair, Appointed Member
S. Lal - Appointed Member T. Turko - Elected Member

Nominations Panel

MOTION: By D. Sailer to nominate D. Hengel as the Chair of the Nominations Panel for the term April 2015 to March 2016. Seconded by P. McKivett.

CARRIED

D. Hengel - Chair, Elected Member
K. Bal - Appointed Member S. Lopareva - Registrant

Infection Control Panel

MOTION: By P. McKivett to nominate C. Kafka as the Chair of the Infection Control Panel for the term April 2015 to March 2016. Seconded by T. Turko.

CARRIED

C. Kafka - Chair, Elected Member
K. Bal - Appointed Member B. Der - Elected Member

Scope of Practice Panel

MOTION: By K. Bal to nominate D. Sailer for Chair of the Scope of Practice Panel for the term April 2015 to March 2016. Seconded by P. McKivett.

CARRIED

D. Sailer - Chair, Elected Member

D. Hengel - Elected Member

P. McKivett - Appointed Member

Approve Consent Agenda

- Draft Minutes of the December 12, 2014 Meeting
- Certificate of Election
- 2013-2016 Strategic Plan
 - DABC Monthly Communication Update
 - Summary of October 2014 Board Evaluations
 - Activity & Outcome Report
- Health Professions Review Board Update
- Health Professions Regulators of BC Update
- Approved Executive Committee Meeting Minutes
- Approved Inquiry Committee Meeting Minutes
- Approved Quality Assurance Committee Meeting Minutes
- Approved Registration Committee Meeting Minutes
- Approved Nominations Panel Meeting Minutes
- 2015-2016 Board Member Contact Information
- Updated Calendars (April, May, June)
- Expense Form

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

CARRIED

Approve Consequential Motions

The consequential motions required by the *Health Professions Act* and the College's bylaws are as follows,

MOTION: By D. Hengel, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Jennifer Roff is appointed as Registrar for the College of Denturists of British Columbia. Seconded by K. Bal.

CARRIED

MOTION: By C. Kafka, that pursuant to section 11(5) of the College's bylaws (June 2000), the Registrar is the delegated Head of Public Body for the purposes of the *Freedom of Information/Protection of Privacy Act* R.S.B.C. 1996. Seconded by T. Turko.

CARRIED

MOTION: By P. McKivett, that pursuant to section 26(2) of the College's bylaws (June 2000), the Registrar is designated as the holder of the seal for the College and must affix the seal to Licensure Certificates and other documents from time to time as required.
Seconded by T. Turko.

CARRIED

MOTION: By P. McKivett, that pursuant to section 34 of the College's bylaws (June 2000), the accounting firm of McDonald Rickett Chartered Accountants is appointed as auditors for the College of Denturists of British Columbia. Seconded by K. Bal.

CARRIED

MOTION: By T. Turko, that pursuant to section 35 of the College's bylaws (June 2000), a committee or a panel of a committee, may retain legal counsel to assist the board, a committee or panel. Seconded by C. Kafka.

CARRIED

MOTION: By B. Der, that pursuant to section 50(3) (a) of the College's bylaws (June 2000), the theory portion of the registration examinations may be held prior to the completion of the internship. Seconded by S. Lal.

CARRIED

MOTION: By D. Hengel, that pursuant to section 54(6) of the College's bylaws (June 2000), a registrant may pay, by cheque, in installment or otherwise, an amount equal to the administration fee in advance of the next fiscal year. Seconded by T. Turko.

CARRIED

MOTION: By P. McKivett, that pursuant to section 20(6) (b) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the definition of "registration committee" includes the Registrar, except in subsections (2.1) and (2.2). Seconded by B. Der.

CARRIED

MOTION: By T. Turko, that pursuant to section 22(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar may disclose information from the register that she determines is appropriate in the circumstances. Seconded by K. Bal.

CARRIED

MOTION: By, C. Kafka, that pursuant to section 32(3) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to dismiss a complaint, or request that the Registrant act as described in section 36(1), without reference to the Inquiry Committee if the Registrar determines that the complaint

- (a) is trivial, frivolous, vexatious, or made in bad faith,
- (b) does not contain allegations that, if admitted or proved, would constitute a matter subject to investigation by the Inquiry Committee under section 33(4), or
- (c) contains allegations that, if admitted or proved would constitute a matter, other than a serious matter, subject to investigation by the Inquiry Committee under section 33(4).

Seconded by B. Der.

CARRIED

MOTION: By T. Turko, that pursuant to section 43(4) of the *Health Professions Act*, R.S.B.C. 1996, c. 183, the Registrar is authorized to act on behalf of the Board under section 43. Seconded by D. Hengel.

CARRIED

Review Unaudited Financial Statements

The Board members reviewed the unaudited financial statements and the Registrar answered questions from the Board members.

MOTION: By P. McKivett, to accept the unaudited financial statements as presented. Seconded by T. Turko.

CARRIED

Approve Revised Advertising Policy: Years of Experience

The Board reviewed and discussed the revised Advertising Policy: Years of Experience.

MOTION: By D. Hengel, to approve the revised Advertising Policy: Years of Experience. Seconded by P. McKivett.

CARRIED

Approve Revised Advertising Policy: Implant Centre

The Board members reviewed and discussed the revised Advertising Policy: Implant Center.

MOTION: By S. Lal, to approve the revised Advertising Policy: Implant Centre. Seconded by D. Hengel. Abstained by B. Der and C. Kafka.

CARRIED

Action Item: The Registrar will notify the 5 Registrants using the term 'Implant Center/Centre' of the policy clarification. The policy will also be posted on the College's website, announced in the next newsletter and during the 2015 AGM.

Discuss Registration Renewal Payment Options

The Board members reviewed and discussed the registration renewal payment options.

MOTION: By P. McKivett, that the College of Denturists of British Columbia will not accept credit card payments at this time. Seconded by T. Turko. Opposed by B. Der.

CARRIED

Discuss CDBC's 2015 Annual General Meeting Date

The Board discussed and considered a request to change the Annual General Meeting (AGM) date.

MOTION: By P. McKivett, to move the College of Denturists of British Columbia's Annual General Meeting to Saturday October 3, 2015. Seconded by T. Turko.

CARRIED

Review 2015 DABC Convention Schedule

The Board reviewed and discussed the 2015 Denturist Association of British Columbia's (DABC) Convention schedule and agreed to hold an information/question and answer session directly after the DABC's Annual General Meeting (AGM).

The Board suggested the following topics for discussion during the information session,

- Insurance Requirements (ex. Treatment dates vs. Billing)
- Standards of Practice
- Revised Advertising Policy: Implant Center

Action Item: The Executive Secretary will bring hard copies of the most recent edition of the Articulator to the DABC's Convention.

Discuss Quality Assurance Committee Correspondence

The Board reviewed and discussed the Quality Assurance Committee correspondence and agreed to send the letter as presented.

Action Item: The Program Coordinator will send the letter to Mr. Rudi Peters.

Discuss 2016 Pacific Dental Conference Cocktail Reception

The Board discussed their future participation at the 2016 Pacific Dental Conference Cocktail Reception. The Board agreed that more time was needed to discuss this matter and tabled it to their next meeting scheduled for Saturday May 30, 2015.

Reassign 2013-2016 Strategic Plan Activities

The following amendments and/or reassignments were made to the 2013-2016 Strategic Plan.

- Activity #1.2.3 – The Support changed from P. Gardner to S. Lal.
- Activity #1.2.5 – The Support changed from P. Gardner to T. Turko.
- Activity #1.3.2 – The Support changed from A. Magro to B. Der.
- Activity #2.2.1 – The Support changed from A. Magro to T. Turko.
- Activity #2.3.3 – The Lead changed from P. McKivett to A. Kumar and the Support changed from P. Gardner to P. McKivett.
- Activity #3.1.4 – The Support changed from C. LeVasseur to S. Lal.

MOTION: By P. McKivett, to approved the 2013 – 2016 Strategic Plan activities as amended. Seconded by C. Kafka.

CARRIED

Other Business

The Board discussed the College's mandate and how it may relate to their role in regulating Registrant's who run contests in their denture clinic.

Action Item: The Inquiry Committee will continue to discuss this topic at their next meeting scheduled for May 26, 2015.

Adjournment

As the Board members had no other business to discuss at this time, the meeting was adjourned at 3:20 pm.