



## COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B110 – September 17, 2016 **APPROVED**

Board Members in Attendance: K. Bal M. Blake B. Der  
D. Hengel A. Kumar S. Lal  
P. McKivett T. Turko

Regrets: C. Kafka

Guests: G. Sallaway

Staff in Attendance: L. Crowe, Registrar  
N. Graham, Program Coordinator  
V. Burns, Executive Secretary

The meeting was called to order at 9:38am.

### **Approve Draft Agenda**

**MOTION:** By K. Bal, that the draft agenda be approved as presented. Seconded by A. Kumar.

**CARRIED**

### **Approve Consent Agenda**

- Draft Minutes of the June 17, 2016 Meeting
- 2013-2016 Strategic Plan
  - DABC Monthly Communication Update
- Health Professions Review Board Update
- Examination Update
- Scope of Practice Panel Update
- Approved Executive Committee Meeting Minutes
- Approved Inquiry Committee Meeting Minutes
- Approved Registration Committee Meeting Minutes
- Approved Scope of Practice Panel Meeting Minutes
- Review Ombudsperson's Report
- Updated Board Member's Contact Information
- Updated Calendars (June, July, August, September)
- Expense Form

**MOTION:** By S. Lal, that the consent agenda, in its entirety, be approved as presented. Seconded by M.Blake.

**CARRIED**

### **Approve Registrar's Replacement**

The Board reviewed the information and approved the action taken by the Executive Committee.

**MOTION:** By D. Hengel, to approve that the Executive Committee of the College of Denturists of British Columbia approve the request by Ms. Jennifer Roff for Employee Pregnancy and Parental Leave effective September 12, 2016. Seconded by A. Kumar

**CARRIED**

**MOTION:** By T. Turko, that pursuant to section 21 of *the Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Louise Crowe is appointed as Registrar for the College of Denturists of British Columbia effective August 15, 2016. Seconded by K. Bal.

**CARRIED**

**MOTION:** By S. Lal, that Ms. Louise Crowe be appointed as a designated signing officer pursuant to bylaw 2.02 (1) of the College Denturists of British Columbia effective August 15, 2016. Seconded by D. Hengel.

**CARRIED**

#### **Review Unaudited Financial Statements**

The Board members reviewed the unaudited financial statements.

**MOTION:** By D.Hengel, to accept the unaudited financial statements as presented. Seconded by S. Lal.

**CARRIED**

#### **Approve Framework for Patient – Practitioner Relationship Program**

The Board reviewed and discussed the Framework for Patient – Practitioner Relationship Program. The recommendations from BC Health Regulators were that each College regulated under the HPA that is required to establish a patient relations program:

- Endorses the Framework for a Model Patient-Practitioner Relationship Program for BC Health Regulator no later than September 30, 2016
- Agrees to implement the new Framework no later than March 31, 2017
- Provides an annual report to the BC Health Regulators on progress under the framework

**MOTION:** By M. Blake, to approve the Recommendations from the BC Health Regulators. Seconded by K.Bal.

**CARRIED**

**Action Item:** The Program Coordinator will provide the framework for the Patient-Practitioner Relationship Program to the Patient Relations Committee.

#### **Approve Draft Policy: Unrestricted Funds**

The Board members reviewed and discussed the draft Policy: Unrestricted Funds.

**MOTION:** By D. Hengel, to approve the Policy: Unrestricted Funds. Seconded by B.Der.

**CARRIED**

**Action item:** The Executive Committee will discuss a possible amendment in regards to the Unrestricted Funds if it should go under \$200,000. Is there a remedy or policy that addresses this? Or a special assessment and/or levy?

### **Discuss Future Strategic Plan**

The Board members reviewed and discussed the current Strategic Plan, it was agreed that it was a great success and time to look at a new plan.

**MOTION:** By M. Blake, to approve moving forward with a new strategic plan. Seconded by S. Lal.

**CARRIED**

**Action item:** The Registrar will compile comparison quotes and proposals to present at the December 9, 2016 Board meeting.

### **Review Curriculum Advisory Committee's Information Package**

The Board members reviewed and discussed the Curriculum Advisory Committee's Information Package. G. Sallaway offered that the Denturist Association of British Columbia would be willing to take on the responsibility of collecting the \$40 per registrant as suggested in the proposal. The Executive Committee would like to have a further discussion regarding this.

**MOTION:** By S. Lal, to refer the financial implication back to the Executive Committee for their review. Seconded by K. Bal.

**CARRIED**

Additional discussion was held regarding the Interns who didn't pass their exams and concerns were brought up about the current CDI College students and the gap of not having an accredited school in B.C.

**MOTION:** By A. Kumar, for the Registration Committee to discuss the framework of the Curriculum Advisory Committee's (CAC) proposal and the framework for CDI College graduates. Seconded by S. Lal.

**CARRIED**

**Action item:** The Registrar will provide the Registration Committee with the framework for the Curriculum Advisory Committee and CDI College.

### **Discuss Registration Fee Increase**

The Board discussed a policy to increase the Registration fee by 2% over a period of 6 years.

**MOTION:** By T. Turko, to accept the fee increase as presented. Seconded by S. Lal.

**CARRIED**

**Action Item:** The Executive Secretary will ensure that this policy is added to the December issue of the College's newsletter and website.

### **Identify Potential Candidates for Election (SPA 3.2.2)**

The Board discussed Identifying Potential Candidates for election.

**Action item:** The Executive secretary will ensure that a memo is put into the December issue of the Articulator.

### **Review June 2016 Board Survey Results**

N. Graham discussed the results of two surveys; Robert's Rules of Order Education Session and a Board and Self-Evaluation Survey. This year's Board Evaluations will be sent out in October. The board discussed exploring a self-awareness assessment such as a personality test for the April 2017 board and staff education day.

**Action item:** The Program Coordinator will look into some quotes for someone to come in to do a workshop on personality testing for the board and staff members in April 2017.

#### **Other Business**

- Memorandum of Understanding (MOU) between the College of Denturists of British Columbia and the Denturist Association of British Columbia was distributed.

**Action Item:** The Board Chair will discuss the Memorandum of Understanding further with the DABC president.

- VCC update – The program will be launching on September 5, 2017, with an annual in-take.
- BCHR Fall Symposium – Thursday Oct 13, 2016, this year's theme is Governance and the BC Health Profession Regulators.
- Record keeping – The College of Denturists of Ontario has this posted their new Standards of Practice in regards to record keeping on their website.

#### **Adjournment**

As the Board members had no other business to discuss at this time, the meeting was adjourned at 11:17am.