



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B115 – Sept. 16, 2017 Approved

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

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

The meeting was called to order at 9am.

Approve Draft Agenda

MOTION: By D. Hengel, that the draft agenda be approved as presented. Seconded by S. Lal.

CARRIED

Approve Consent Agenda

- Draft Minutes of the June 23, 2017 Board Meeting
- Task List
- Approved Registration Committee Minutes
- Approved Inquiry Committee Minutes
- Approved CDBC's Schedule A
- BC Health Regulators Update
- Dental Hygiene Education Day
- CDBC Meeting Dates 2018
- Updated Calendars (October - December)
- Expense Form

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

CARRIED

DABC Monthly Communication; update and discussion

There was no communication update between the Board Chairs of the CDBC and DABC.

CDBC Theory Exam

The Theory Exam is tentatively booked to be held at CDI College on Friday October 27, 2017.

Review of Unaudited Financial Statements

The Board reviewed and discussed the unaudited financial statements as presented.

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

CARRIED

Updates from VCC and CDI

The Board reviewed and discussed the Denturist Annual Update Report provided by CDI College. The Registrar shared information from the teleconference call with Vancouver Community College (VCC). It was suggested by the Registrar for the

Registration Committee to start looking at possible locations to hold the Board exams next July if VCC isn't available.

Advertising

The Board reviewed and discussed advertising policies.

Action item: The Registrar will create a draft policy on how to properly use the term implants in advertising, denture over implant.

Risk Register

The Board reviewed and discussed the proposed Risk Register. As this is part of the Strategic Plan it will be added onto the consent agenda at future Board meetings.

CDBC Code of Ethics

The Board reviewed and discussed the CDBC Code of Ethics.

Action Item: The Patient Relations Committee will develop a policy to address Code of Ethics – Financial Matters.

Strategic Plan Discussion

The Board reviewed and discussed the Strategic Plan Activities.

Action Item: The Program Coordinator will send out electronic copies of the Strategic Plan Activities to all the leads and include examples from the previous Strategic Plan.

Other Business

- **Quality assurance proposal** – A proposal was presented by a Board member who wanted to make the complaint process more user friendly.
Action Item: The Vice Chair will review the proposal and see what components relate to the Strategic Plan.
Action Item: The Registrar will review the proposal and ask for input from the various Committees.
- **Certified dental assistants** – A Board member inquired about the hiring of Certified Dental Assistants for denturists. It was recommended that this inquiry be made through the Denturist Association of B.C.
- **QA increase** – A board member inquired how to start the process of increasing the amount of CE hours.
Action Item: The Quality Assurance committee will research other Regulatory Colleges within B.C. and across Canada for their requirements and report back with their findings at the next Board meeting.
- **Resolutions:**
 - By P. McKivett, that, Ms. Louise Crowe's designated signing authority and position as Registrar completes effective October 2, 2017.
Seconded by S. Lal.

MOTION:

CARRIED

- 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 re-appointed as registrar for the College of Denturists of British Columbia effective October 2, 2017. Seconded by T. Turko

CARRIED

- MOTION:**
- By S. Lal, that Ms. Jennifer Roff be re-appointed as designated signing officer, pursuant to bylaw 2.02(1) of the College of Denturists of British Columbia effective October 2, 2017. Seconded by B. Der.

CARRIED

Adjournment

As the Board members had no other business to discuss at this time, the meeting was adjourned at 10:30am