

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B089 – May 26, 2012 **Approved**

Board Members in Attendance: B. Butt G. Feldman  
P. Gardner D. Harden  
C. LeVasseur A. Magro  
T. Perrault

Regrets: J. Bains D. Sailer

Staff in Attendance: J. Roff, Registrar  
T. Cahill-Closs, Recording Secretary

The meeting was called to order at 11:07 am.

**i Approve Draft Agenda**

**MOTION:** By C. LeVasseur, that the draft agenda be approved as presented.  
Seconded by G. Feldman.

**CARRIED**

**ii Approve Draft Minutes of April 13, 2012**

**MOTION:** By P. Gardner, that the draft minutes of the April 13, 2012 meeting be approved as presented. Seconded by A. Magro.

**CARRIED**

**iii Registrar's Report**

These minutes are approved as circulated.

Oct 26/12  
Date

[Signature]  
Chair of the Board

**a) Unaudited Financial Statements**

The members of the Board reviewed the unaudited financial statements for March and April 2012. The Registrar answered questions from the Board members.

**b) Health Professions Review Board Update**

The College has two matters before the Health Professions Review Board, one inquiry and one registration. At this time the Registrar will proceed without legal counsel.

**c) Theory Examination Update**

The next Theory Examination will be held on Friday June 29, 2012, at the College office. At this time, four candidates are eligible.

**d) Clinical Examination Update**

The Clinical Examinations will be held from July 9 to 13, 2012 at Vancouver Community College. The cost of rental space was increased this year due to the potential of 28 candidates. Chris Nordell is the 2012 Complete Denture Examination Coordinator and Jason Kasper is the 2012 Objectively Structured Clinical Examination (OSCE) Coordinator. July 9<sup>th</sup> is reserved for Examiner training.

Due to the large number of eligible candidates, the OSCE will be split into two parts. Part one will be a two hour station and part two will be a series of 10 minute stations. Half the candidates will start with part one and the other half will start with part two. Candidates will switch parts upon completion.

The College is looking for examiners who are Active registrants with 5 years, or more, experience.

**e) Regulator's Meeting Update**

The Registrar's of Ontario, Alberta and BC will be meeting in Vancouver on June 11<sup>th</sup> and 12<sup>th</sup>. The meeting was arranged by Deanna Williams, the government appointed supervisor of the College of Denturists of Ontario, to discuss issues of mutual interest. The draft agenda was circulated.

**f) CDBC Proposed Bylaws Update**

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

**g) AGM Location Confirmation**

The Registrar reported that the Holiday Inn Vancouver Centre has been booked on September 22<sup>nd</sup> for this year's Annual General Meeting. A regular Board meeting will be held in the afternoon.

The College has also scheduled the same location on September 21<sup>st</sup> for a Strategic Planning session.

**h) Program Coordinator Position Update**

The Program Coordinator, Nicole Pasacreta, did not meet the College's expectations during her probation period and, therefore, is no longer employed.

The College's new Program Coordinator, Nancy Graham, will start on June 19<sup>th</sup>.

**iv Scope of Practice Update**

T. Perrault updated the Board on the progress of the proposal for an increased scope of practice. Allan Boos from the Denturist Association of BC has drafted a letter to the Ministry of Health. The College is waiting for direction from the Denturist Association of BC.

**v Credit Card Costs & Payment Options**

The Registrar, at the request of the Board, presented information on the costs of offering credit card processing, as well as the issues around charging for this service. The credit card companies do not permit merchants to charge a fee for using a credit card. Also, the issues of information privacy and regulations regarding storing credit card information were discussed.

Additional information was distributed regarding a federal Competition Bureau tribunal hearing in Ottawa about the fees that merchants charge for processing credit card transactions.

**Action item:** The Board requested the Registrar to investigate the costs of offering debit cards and to collect information regarding BeanStream.

The members of the Board agreed to revisit this matter, including the additional information requested, at their next meeting scheduled for September 22, 2012.

**vi Information For Review**

**a) CAD: Infection Prevention and Control Standards**

The Registrar presented the new College of Alberta Denturists' Infection Prevention and Control Standards document as an example of a well produced guideline.

**b) Calendars – Updated**

The Registrar presented calendars, complete with Board and Committee meeting dates, for May, June, July, August and September.

**c) Expense Form**

Expense forms were distributed to the Board.

**vii Business Arising from Committee Minutes**

**a) Approved Inquiry Committee Meeting Minutes**

**(not distributed to Discipline Committee members)**

Approved meeting minutes were presented for members of the Board to review.

**b) Approved Quality Assurance Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**c) Approved Registration Committee Meeting Minutes**

Approved meeting minutes were presented for members of the Board to review.

**viii Other Business**

No other business was presented for discussion.

The meeting was adjourned at 12:50 pm.