

Clifford Kafka and Alisha Kumar were sworn in and the Oath of Office documents were signed and witnessed.

All Board members in attendance completed the Conflict of Interest Disclosure statement.

Action Item: The Executive Secretary will follow up with P. Gardner to ensure a Conflict of Interest Disclosure statement is signed.

iv Board Member Roles and Responsibilities

Dr. John Moss, from Vantage Point, presented a seminar on Board Governance - Roles and Responsibilities.

Lunch Break

v Election of Board Chair and Vice-Chair

Nominations opened for the Chair of the Board

MOTION: By D. Sailer, to nominate T. Perrault as Chair of the Board for the term April 2013 to March 2014. Seconded by A. Magro

CARRIED

There were no other nominations. T. Perrault was elected by acclamation.

Nominations opened for the Vice-Chair of the Board

MOTION: By D. Sailer, to nominate A. Magro as Vice-Chair of the Board for the term April 2013 to March 2014.

Motion failed as A. Magro declined position of Vice-Chair.

MOTION: By D. Harden, to nominate D. Sailer as Vice-Chair of the Board for the term April 2013 to March 2014. Seconded by C. Kafka.

CARRIED

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

vi Appointment of Committee Chairs & Members

a) Executive Committee

T. Perrault – Chair, Elected Member
P. Gardner – Appointed Member
D. Sailer – Elected Member

b) Registration Committee

MOTION: By D. Harden, to nominate P. McKivett as Chair of the Registration Committee for the term April 2013 to March 2014. Seconded by C. LeVasseur

CARRIED

P. McKivett – Chair, Appointed Member
A. Kumar – Elected Member
T. Perrault – Elected Member

c) Inquiry Committee

MOTION: By D. Harden, to nominate C. LeVasseur as Chair of the Inquiry Committee for the term April 2013 to March 2014. Seconded by C. Kafka.

CARRIED

C. LeVasseur – Chair, Elected Member
P. Gardner – Appointed Member
D. Sailer – Elected Member

d) Discipline Committee

MOTION: By C. Kafka, to nominate D. Harden as Chair of the Discipline Committee for the term April 2013 to March 2014. Seconded by P. McKivett.

CARRIED

D. Harden – Chair, Appointed Member
A. Kumar – Elected Member
C. Kafka – Elected Member

e) Quality Assurance Committee

MOTION: By D. Harden, to nominate A. Magro as Chair of the Quality Assurance Committee for the term April 2013 to March 2014. Seconded by P. McKivett.

CARRIED

A. Magro – Chair, Elected Member
P. McKivett – Appointed Member
C. Kafka – Elected Member

MOTION: **f) Patient Relations Committee**
By A. Magro, to nominate C. LeVasseur as Chair of the Patient Relations Committee for the term April 2013 to March 2014. Seconded by D. Harden.

CARRIED

C. LeVasseur – Chair, Elected Member
D. Harden – Appointed Member
A. Magro – Elected Member

MOTION: **g) Nominations Panel**
By D. Harden, to nominate D. Sailer as Chair of the Nominations Panel for the term April 2013 to March 2014. Seconded by C. LeVasseur

CARRIED

D. Sailer – Chair, Elected Member
P. Gardner – Appointed Member
T. Perrault – Elected Member

vii Approve Draft Minutes of December 7, 2012

MOTION: By D. Harden, that the draft minutes of the December 7, 2012 Board meeting be approved as presented. Seconded by A. Magro

CARRIED

viii Approve Consequential Motions

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

MOTION: By P. McKivett, 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 D. Sailer.

CARRIED

MOTION: By C. LeVasseur, that pursuant to section 11(5) of the Bylaws (June 2000), the Registrar is delegated Head of Public Body for the purposes of the

Freedom of Information/ Protection of Privacy Act R.S.B.C. 1996. Seconded by P. McKivett.

CARRIED

MOTION: By D. Sailer, that pursuant to section 26(2) of the 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 C. LeVasseur.

CARRIED

MOTION: By D. Harden, that pursuant to section 34 of the 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 A. Magro.

CARRIED

MOTION: By P. McKivett, that pursuant to section 35 of the 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. LeVasseur.

CARRIED

MOTION: D. Sailer, that pursuant to section 50(3)(a) of the Bylaws (June 2000), the theory portion of the registration examinations may be held prior to the completion of the internship. Seconded by A. Magro.

CARRIED

MOTION: By A. Magro, that pursuant to section 54(6) of the 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 D. Sailer.

CARRIED

MOTION: By D. Sailer, 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 subsection (2.1) and (2.2). Seconded by P. McKivett.

CARRIED

MOTION: By A. Magro, 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 P. McKivett.

CARRIED

MOTION: By C. LeVasseur, 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 D. Sailer.

CARRIED

MOTION: By P. McKivett, 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 C. LeVasseur.

CARRIED

ix **Registrar's Report**

a) Unaudited Financial Statements

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

b) Health Professions Review Board Update

The Registrar reported that the College currently has one registration matter before the Health Professions Review Board.

c) Theory Examination Update

The Registrar reported that the next Theory examination is scheduled for June 28, 2013, with approximately twelve VCC students and three other candidates eligible.

d) Clinical Examination Update

The Registrar reported that the 2013 Clinical Examination Coordinator is Chris Nordell. There will be fewer candidates expected than last year.

The Registration Committee is adopting a new format for the 2013 Complete Denture Examination (CDE), in which patients will be

reassigned to different candidates. Guidelines have been developed for this process and notice will be provided to candidates in advance of the CDE.

The College is exploring having an Examiner Training Session at the DABC Convention in Harrison Hot Springs. This training is valuable to Registrants who want to be College examiners or student mentors.

e) CDBC Proposed Bylaws Update

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

f) National Competency Development Update

The Registrar reported on the National Competency Development project. The Working Group, including two practitioners from BC, met in December 2012 to develop the initial draft of baseline competencies. Currently, three focus groups are reviewing this draft and then it will be circulated to all Canadian Denturists for the opportunity to comment.

g) Database Revision Update

The Registrar reported on the database update through In1Touch. It will include an interactive website for Registrants. The first payment has been made and work has begun. Implementation is expected in July 2013.

h) 2013 Pacific Dental Conference

The Registrar reported that, according to PDC's report, 50 Denturists were in attendance. T. Perrault thanked those Board members who volunteered their time at the College's booth. The College's participation was invaluable in connecting with Registrants and other dental health care professionals.

This was the first year that the Denturist Association of BC (DABC) participated.

Action Item: The Executive Secretary will try and arrange for the CDBC and the DABC to have side by side booth space next year.

i) HRO Update

The Registrar reported on the Public Relations advertising campaign. The College has sent a contribution in the amount of \$5000.

The HRO is attempting to schedule a meeting with Darryl Beckett from the Ministry of Health.

x Scope of Practice Update

Recently, a Scope of Practice meeting took place between D. Sailer, T. Perrault, A. Boos and M. Nelson. A. Boos is in the process of arranging a meeting with Darryl Beckett from the Ministry of Health.

xi DABC 2013 Convention

The Denturist Association of BC's 2013 convention will be held at the Harrison Hot Springs Resort from May 30th to June 1st.

a) Approve Proposed Information Session

The time allotted by the DABC for the College's Board meeting on Friday May 31, 2013 is 45 minutes. It was agreed that this was not enough time.

MOTION: By P. McKivett, to hold a question and answer session with Registrants at the Harrison Hot Springs Resort on Friday May 31, 2013 after the Denturists Association of BC's Annual General Meeting. Seconded by D. Sailer.

CARRIED

Action Item: The Registrar will develop an outline of topics to be discussed during the question and answer session. Ideas may include the Strategic Plan and CDBC's 2012 accomplishments.

b) Approve Board Meeting

Since the CDBC cannot hold their Board meeting on May 31, 2013, another time is required.

MOTION: By P. McKivett to hold the next College Board meeting at the Harrison Hot Springs Resort on Saturday June 1, 2013 at 10:30 am. Seconded by D. Sailer.

CARRIED

c) CDBC Information Booth

The DABC has requested that CDBC have an information booth set up during the supplier's breakfast on Saturday June 1, 2013, with shifts from 9:00 am to 10:30 am and 12:30 pm to 1:00 pm.

The following Board members agreed to fill a shift C. LeVasseur, D. Sailer, P. McKivett and T. Perrault.

Action Item: The Registrar will circulate the shift schedule with the next Board information package.

xii 2013-2016 CDBC Strategic Plan

The 2013-2016 CDBC Strategic Plan was presented to the Board.

MOTION: By D. Sailer to approve the 2013-2016 CDBC Strategic Plan as presented. Seconded by C. Kafka.

CARRIED

a) Activity Lead & Support Reassignments

The term for three Board members has been completed. As a result, new leads and supports need to be assisted to their Strategic Plan Activity roles. The changes are as follows:

Activity 1.2.2 change Support from G. Feldman to A. Kumar
Activity 1.3.1 change Support from B. Butt to A. Kumar
Activity 2.1.2 change Support from B. Butt to C. Kafka
Activity 2.2.3 change Support from J. Bains to C. Kafka
Activity 2.3.1 change Support from B. Butt to P. McKivett
Activity 2.3.2 change Support from J. Bains to P. McKivett
Activity 2.3.3 change Lead from G. Feldman to P. McKivett
Activity 3.2.2 change Support from G. Feldman to P. McKivett
Activity 3.2.3 change Lead from J. Bains to N. Graham
and Support from N. Graham to P. McKivett
Activity 3.3.2 change Lead from B. Butt to N. Graham

b) Final Reports

MOTION: By A. Magro to table the Strategic Plan Final reports until the June 1, 2013 Board meeting. Seconded by C. Kafka.

CARRIED

c) Progress Reports

MOTION: By A. Magro to table the Strategic Plan Progress reports until the June 1, 2013 Board meeting. Seconded by C. Kafka.

CARRIED

d) Report Reminders

The Board was presented with a list of Strategic Plan Activities that will require reports at the June 1, 2013 Board meeting.

xiii Policy Development

a) Approve Revised Guideline: Determining Substantial Equivalency Using an ICES Report

MOTION: By D. Sailer to approve the revised Guideline: Determining Substantial Equivalency Using an ICES Report as presented. Seconded by P. Harden.

CARRIED

b) Review Conflict of Interest Policy

The College staff requested clarification of this policy, especially with regards to gifts under section 5. The Board agreed to leave the policy as it is written.

xiv Infection Control Recommendations

The Denturist Association of Canada's Infection Control recommendations were distributed, as well as the College of Alberta Denturists' Infection Prevention and Control Standards.

Action Item: D. Sailer will develop an infection control checklist and/or an assessment tool with N. Graham.

xv DD Designation

Currently, all Registrants of the College of Denturists of British Columbia are permitted to use the designation RD.

The history of the DD designation was presented, outlining the Denturist Association of Canada's ownership of the trade-mark indicating Denturist services. C. LeVasseur provided additional documents showing members from Denturist associations across Canada using the DD designation. C. LeVasseur would like to see Registrants who belong to the DABC also use the DD designation.

The Board advised C. LeVasseur to contact the DABC to express her concern about their members not using the DD designation.

xvi Theory Examination Question Development

The Registration Committee asked Board members to commit to developing a minimum of 4 patient relations/patient management questions on or before May 3, 2013.

Action items:

- C. Kafka will develop 4 patient relations/patient management questions, including references.
- A. Kumar will develop 4 patient relations/patient management questions, including references.
- C. LeVasseur will develop 4 patient relations/patient management questions, including references.
- A. Magro will develop 4 patient relations/patient management questions, including references.
- D. Sailer will develop 4 patient relations/patient management questions, including references.

xvii Information for Review

a) Correspondence: College of Dental Surgeons of BC

The Board reviewed correspondence from the CDSBC regarding the DABC radio advertisements. No further action is required.

b) Correspondence: Dental Technicians Association of BC

The Board reviewed correspondence regarding the Dental Technicians Association of BC's Scope of Practice proposal. No further action is required.

c) Board Member Contact Information – Updated

The members of the Board were provided with updated contact information for 2013 - 2014 Board members.

d) Calendars - Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for May and June 2013. The Quality Assurance Committee meeting for April 16, 2013 has been cancelled.

c) Expense Form

Updated GST expense forms were provided for Board member's convenience.

xviii 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.

xix Other Business

The members of the Board had no other business to discuss at this time.

The meeting was adjourned at 4:15 pm.