



## COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B100 – September 20, 2014 **Approved**

Board Members in Attendance: K. Bal P. Gardner D. Hengel  
C. Kafka A. Kumar C. LeVasseur  
A. Magro P. McKivett D. Sailer

Staff in Attendance: J. Roff, Registrar  
N. Graham, Program Coordinator

The meeting was held at Douglas College in New Westminster, BC and called to order at 8:20am.

### Approve Draft Agenda

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

**CARRIED**

### Approve Consent Agenda

- Draft Minutes of the May 31, 2014 Meeting
- 2013-2016 Strategic Plan
  - DABC Monthly Communication Update
  - Activity & Outcome Report Update
  - Report Reminders
- Health Profession Regulators of BC Update
- Examination Update
- Approved Executive Committee Meeting Minutes
- Approved Inquiry Committee Meeting Minutes
- Approved Quality Assurance Committee Meeting Minutes
- Approved Registration Committee Meeting Minutes
- 2014-2015 Committee Member List
- Updated Calendars (September - December)
- Expense Form

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

**CARRIED**

### Review Unaudited Financial Statements

The Board members reviewed the unaudited financial statement for May, June, July and August 2014. The Registrar answered questions from the Board.

**MOTION:** By K. Bal to approve the unaudited financial statements. Second by D. Hengel.

**CARRIED**

## **Review CDBC Bylaw Amendments**

The Board members reviewed the additional amendments presented by the Registrar, Ministry of Health and the College's legal counsel.

### **Section 1.06**

**MOTION:** By P. McKivett to approve the use of electronic voting. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By D. Hengel to amend section 1.06(4) to read 'it is received by the registrar or the election trustee'. Seconded by A. Kumar.

**CARRIED**

### **Section 1.07**

**Action Item:** The Registrar will clarify the process for simultaneous elections with different terms.

### **Section 2.08**

**MOTION:** By P. Gardner to approve the amendment proposed by legal counsel on page 3 of his briefing note. Seconded by A. Magro.

**CARRIED**

**MOTION:** **Section 3.02**

By P. McKivett to accept legal counsel's recommendation and delete section 3.02 and Schedule A. Seconded by K. Bal.

**CARRIED**

### **Section 4.02(3)**

**MOTION:** By P. McKivett to approve the amendment proposed by legal counsel on page 4 of his briefing note. Seconded by P. Gardner.

**CARRIED**

### **Section 4.03**

**MOTION:** By D. Hengel to accept legal counsel's recommendation to revise the limited registration application form. Seconded by C. Kafka.

**CARRIED**

### **Section 4.04**

**MOTION:** By P. Gardner to remove section 4.04(4) and replace it with 'this section and all references to this section elsewhere in these bylaws are repealed at such time that the last registrant in this class ceases to be registered with the College'. Seconded by C. LeVasseur.

**CARRIED**

**MOTION:** By P. McKivett to approve all other bylaw amendments as presented in the draft titled MOH markup @Aug 11/14. Seconded by D. Hengel.

**CARRIED**

## **Review Strategic Plan Activity (SPA) Reports**

- **SPA 1.1.4: Improve Regulatory Effectiveness**

The Board members reviewed Strategic Plan Activity 1.1.4 on reducing infractions through proactive practice.

**MOTION:** By C. Kafka to approve SPA 1.1.4 as presented. Seconded by A. Magro.

**CARRIED**

- **SPA 1.2.5: Improve Regulatory Effectiveness**

The Board members reviewed Strategic Plan Activity 1.2.5 on improving regulatory processes.

**MOTION:** By A. Magro to approve SPA 1.2.5 as presented. Seconded by P. Gardner.

**CARRIED**

- **SPA 3.3.4: Enhance Operations and Governance**

The Board members reviewed Strategic Plan Activity 3.3.4 on building a learning culture.

**MOTION:** By K. Bal to approve SPA 3.3.4 as presented. Seconded by A. Kumar.

**CARRIED**

### **Discuss Strategic Plan Activity 3.2.2: Identify Potential Candidates for Election**

The Board members reviewed Strategic Plan Activity 3.2.2 and the Registrar requested each Board member to identify one or more potential candidates for election.

**Action Item:** All Board members are to submit their recommendations to the Registrar.

### **Discuss the 2015 DABC Convention**

The Board members discussed the College's future participation at the Denturist Association of British Columbia's (DABC) annual convention. The Board agreed that continued participation is important and will work closely with the DABC to ensure that our meetings are scheduled appropriately at the 2015 Convention in Parksville.

### **Discuss Credit Card Payment**

The Board members reviewed credit card costs and payment options for the College's annual registration renewal fees. The Board agreed to survey Registrants, during the AGM, to collect feedback on this topic.

### **Discuss Infection Control Panel Recommendations**

The Board members reviewed the Infection Control Checklist created by the Infection Control Panel and agreed that additional amendments are required. The Panel will meet to review their Checklist.

The Board members also discussed amending the College's Infection Control policy to require all Registrants to use autoclaves and ultrasonic cleaners. The Board agreed that more time was needed to discuss this matter and tabled it to their next meeting scheduled for Friday December 12, 2014.

### **Discuss VELscope Examination Review**

The Board members reviewed the use of the VELscope Vx Oral Mucosal Examination System and agreed that more time was needed to discuss this matter and tabled it to their next meeting scheduled for Friday December 12, 2014.

### **Other Business**

The Board members had no other business to discuss.

### **Adjournment**

**MOTION:** By D. Sailer to adjourn the meeting at 9:51 am. Seconded by P. McKivett.

**CARRIED**