



COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Board Meeting Minutes #B116 – Dec. 8, 2017 Approved

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

Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
V. Burns, Executive Secretary

Regrets: D. Hengel

The meeting was called to order at 10:04 am.

Approve Draft Agenda

MOTION: By M. Blake, that the draft agenda be approved as presented. Seconded by A. Kumar.
CARRIED

Approve Consent Agenda

- Draft Minutes of the September 16, 2017 Annual General Meeting
- Draft Minutes of the September 16, 2017 Board Meeting
- 2018 Board Meeting Dates (*Revised*)
- 2018 Election Schedule
- Health Professions Review Board Update
- Theory Examination Update
- British Columbia Health Regulators Update
- Bylaw Amendments (Form 2 & Form 4)
- BCHR Quality Assurance Program Principles
- October 2016 Board Evaluation Summary
- 2016-2017 QA Practitioner Review Survey Summary
- Approved Executive Committee Meeting Minutes (June 2016, August 2016, November 2016 & June 2017)
- Approved Inquiry Committee Meeting Minutes (July 2017)
- Approved Quality Assurance Committee Meeting Minutes (April 2016, September 2016 & January 2017)
- Approved Registration Committee Meeting Minutes (July 2017)
- Correspondence: College of Dental Technicians of British Columbia
- Correspondence: College of Alberta Denturists
- Risk Register
- Updated Calendars (December 2017 – April 2018)
- Expense Form
- Article Review – Final Report: A vision for the future

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

CARRIED

Approve 2018-2019 Draft Budget

The Board reviewed the draft budget for April 2018 to March 2019.

MOTION: By M. Blake, that the budget for April 2018 to March 2019 be approved as presented. Seconded by B. Der.

CARRIED

Approve Bylaw Amendments: Schedule C

The Board reviewed the Schedule C bylaw amendments regarding the registration fee increase.

MOTION: By A. Kumar, that Schedule C be approved as presented. Seconded by B. Der.

CARRIED

Approve Draft Advertising Policy: Use of the term 'implant'

The Board reviewed and discussed the Draft Advertising Policy: Use of the term 'implant'.

MOTION: By S. Lal, to accept the Draft Advertising Policy: Use of the term 'implant' as presented. Seconded by T. Turko.

CARRIED

Review of Unaudited Financial Statements

The Board reviewed and discussed the unaudited financial statements.

MOTION: By A. Kumar, to accept the unaudited financial statements as presented. Seconded by M. Blake.

CARRIED

Discuss 2018 Annual General Meeting

The Board reviewed and discussed the 2018 Annual General Meeting.

Action Item: The Executive Secretary will contact the Denturist Association of British Columbia's (DABC) secretary to secure a date and time for the September 2018 AGM, Board Meeting and any additional rooms required.

Action Item: The Program Coordinator will organize a CE course in conjunction with the AGM in an effort to increase attendance.

Discuss CDBC's Commitment to the First Nations Health Authority

The Board reviewed and discussed their commitment to the First Nations Health Authority (FNHA). The CDBC has been asked to report on the activities we are doing or that have been done that speak to the declaration.

Action Item: The Registrar will invite a representative from FNHA to a future Board meeting to provide some education and to discuss possible opportunities for collaboration.

Action Item: The Program Coordinator will work with the Quality Assurance (QA) Committee and FNHA to develop a QA tool on the subject of First Nations people.

Discuss Vancouver Community College's Program Proposal

The Board reviewed and discussed Vancouver Community College's (VCC) request to remove CDBC's Internship Portfolio requirement whereby successful graduates of the renewed VCC Denturist Sciences diploma program would be approved to write CDBC's registration exams.

Action Item: The Registrar will look into a request made by a Board member to attend the next VCC Steering Committee Meeting.

MOTION: By B. Der to approve, in principle, removing CDBC's Internship Portfolio requirement and thereby, allowing successful graduates of the renewed Vancouver Community College Denturist Sciences diploma program to challenge CDBC's registration examinations. Seconded by A. Kumar.

CARRIED

Discuss 2017-2020 Strategic Plan

The Board reviewed and discussed the 2017-2020 Strategic Plan. The Registrar noted her comments and discussed possible amendments. Suggested changes include adding the following items:

- Declaration of Commitment Initiatives
- Financial Planning (Office/Staff Expansion)
- National Competencies Expansion
- Standards of Practice Review
- Code of Ethics Review, and
- Website Review.

Action item: The Registrar will work on the proposed changes to the Strategic Plan and will add it to the next Executive Committee Meeting agenda for review before bringing it back to the Board for further discussion.

Discuss BCHR's Shared Office Space Project

The Board discussed BCHR's Shared Office Space Project and would like the Registrar to attend the Final Design Presentation Meeting scheduled for February 2018, the exact date to be determined.

Action Item: The Registrar will attend the Final Design Presentation Meeting in February 2018.

Review Quality Assurance Committee's Research Findings

The Board reviewed the Quality Assurance Committee's research findings of other regulatory organizations quality assurance requirements within British Columbia and across Canada.

Action Item: The Program Coordinator will discuss, with the QA Committee, a proposal for increasing CE hours and bring it back for discussion at the April Board meeting.

Review Quality Assurance Proposal

The Board reviewed the Quality Assurance Proposal submitted by a Registrant. The proposal contained information regarding infection control, process for handling

complaints and treatment records. A response will be provided to the Registrant thanking her for her suggestions and referring her assessment tool on the topic of infection control to the Quality Assurance committee for further consideration at their December meeting. It will also be recommended that the Registrant submit her proposal to the Denturist Association of British Columbia for consideration.

MOTION: By M. Blake, for the Registrar to respond in writing to the Registrant regarding the proposal. Seconded by B. Der.

CARRIED

Discuss Bylaw Amendments

The Board reviewed and discussed the proposed bylaw amendments and agreed that, at this time, a comprehensive bylaw review is not required.

MOTION: By S. Lal, to proceed with the current bylaw amendments as presented. Seconded by K. Bal.

CARRIED

Review Code of Ethics

The Board reviewed and discussed CDBC's current Code of Ethics and noted that it is part of our Strategic Plan. Therefore, no further action is required at this time.

Discuss Board & Committee Information Packages

The Board discussed Board & Committee information packages and provided feedback to CDBC staff on how they preferred their information packages to be organized. Overall, the Board is satisfied with the way the information is being provided and a suggestion was made to continue to provide the Inquiry Committee packages in a binder with numbered pages.

Discuss June 2018 Board Meeting: Virtual Attendance

The Board discussed and considered holding the June 2018 Board Meeting using virtual attendance.

Action Item: The Executive Secretary will look into possible options of conducting a virtual meeting.

Other Business

- E. Colebank has stepped down from the Board effective November 26, 2017. Three Board members have been appointed to replace E. Colebank on the following Committees; B. Der – Quality Assurance, A. Kumar – Infection Control and P. McKivett – Nominations. The vacant Board position will be filled in the next election.
- The Registration Committee discussed the 2018 Clinical Exam venue. No relevant feedback was provided.
- Discussion was held regarding the upcoming Pacific Dental Conference on March 8 – 10, 2018 at the Vancouver Convention Centre. The CDBC will need Board members to volunteer to attend the trade show. The Board was asked if

they would like to co-host the cocktail reception this year with DABC and it was agreed that they would.

Adjournment

The Board Meeting was adjourned at 2:30pm.