



**COLLEGE OF DENTURISTS OF BRITISH COLUMBIA**

Board Meeting Minutes #B120  
December 7, 2018 Approved

Board Members in Attendance: M. Blake D. Hengel S. Lal  
A. Kumar P. McKivett A. Nicholls  
T. Turko

Regrets: K. Bal M. Nelson

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

The meeting was called to order at 10:08 am.

**Approve Draft Agenda**

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

**Approve Consent Agenda**

- Draft Minutes of the September 22, 2018 Annual General Meeting
- Draft Minutes of the September 22, 2018 Meeting
- 2019 Board Meeting Dates
- 2019 Election Schedule
- Health Professions Review Board Update
- British Columbia Health Regulators Update
  - June 7, 2018 Meeting Minutes
  - September 12, 2018 (Draft) Meeting Minutes
  - CPodSBC Announcement
- Examinations Update
- Commitment to Cultural Safety and Humility Update
- Regulation Amendments Working Group Update
- DiSC Workshop Feedback
- Approved Inquiry Committee Meeting Minutes (May 2018)
- 2019 Pacific Dental Conference
- Approved Executive Committee Meeting Minutes (June 2018)
- Approved Inquiry Committee Meeting Minutes (July 2018)
- Approved Registration Committee Meeting Minutes (August 2018)
- Updated Calendars (January - April)
- Expense Form

These minutes are approved as circulated.

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Date

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Chair of the Board

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

**CARRIED**

**Review Unaudited Financial Statements**

The Board reviewed the unaudited financial statements and the Registrar answered questions.

**MOTION:** By P. McKivett, to accept the unaudited financial statements as presented. Seconded by T. Turko.

**CARRIED**

**Approve 2019-2020 Draft Budget**

The Board reviewed the draft budget for April 2019 to March 2020.

**MOTION:** By D. Hengel, that the budget for April 2019 to March 2020 be approved as presented. Seconded by A. Nicholls.

**CARRIED**

**Review Membership with the Commission on Accreditation for Denturism (CAD)**

The Board reviewed and discussed membership with the CAD.

**MOTION:** By P. McKivett to rescind the motion from September 22, 2018 Board Meeting regarding participating in the CAD. Seconded by D. Hengel.

**CARRIED**

**MOTION:** By S. Lal, to approve to become a member of CAD for one year at \$35 per denturist, payable in April 2019. Seconded by M. Blake

**CARRIED**

**Approve Strategic Plan Activity (SPA) 2.2.5**

The Board reviewed and discussed SPA 2.2.5.

**MOTION:** By P. McKivett, to approve SPA 2.2.5 as presented. Seconded by T. Turko.

**CARRIED**

**Approve Revised Strategic Plan Activity (SPA) 3.2.2**

The Board reviewed the revised SPA 3.2.2.

**Action item:** The Program Coordinator will draft a guide or speaking notes for the Board to use when nomination calling.

**MOTION:** By S. Lal to approve the revised SPA 3.2.2 as presented. Seconded by D. Hengel.

**CARRIED**

**Approve Revised Policy: Misconduct of a Sexual Nature**

The Board reviewed and discussed the revised Policy: Misconduct of a Sexual Nature.

**Action Item** – S. Lal will work on this policy and submit it back for review at the April 2019 Board meeting.

**Approve Revised Guide: Professional Boundaries**

The Board reviewed and discussed the revised Guide: Professional Boundaries.

**Action Item:** S. Lal will work on the revised Guide: Professional Boundaries and submit it back for review at the April 2019 Board meeting.

**Review Registrant's Continuing Education Request**

The Board reviewed and discussed the Continuing Education Request.

**MOTION:** By P. McKivett, to not approve Mr. Boo's Continuing Education Request.  
Seconded by A. Nicholls.

**CARRIED**

**Action Item:** The Program Coordinator will write to Mr. Boo's to explain the Board's decision.

**Discuss Continuing Education Course Request Approval**

The Board discussed the continuing education course approvals and requested more information on how Alberta and Ontario handle requests for courses outside their scope of practice.

**Action item** – The Program Coordinator will contact Alberta and Ontario to see how they handle requests for continuing education courses outside of their scope and submit the findings to the Board for review at the April Board meeting.

**Discuss DABC's Annual Convention (SPA 2.2.3)**

The Board discussed the DABC's Annual Convention and due to some scheduling conflicts it was asked that a Doodle Poll be sent out to confirm the Board's availability.

**Action Item:** The Executive Secretary will send out a Doodle Poll for the DABC's Annual Convention.

**Discuss 2019 Annual General Meeting (SPA 1.2.2)**

The Board discussed ideas for continuing education courses that could be offered at our 2019 Annual General Meeting in September. Some of the ideas were as follows:

- Feedback from Don Leban's presentation in 2018 was positive and could we expand upon what he presented?
- Effective communication in practice
- Open forum discussion, lessons learned

**Discuss Board Orientation and Mentoring (SPA 3.2.3)**

The Board discussed succession planning with respect to the Board Chair position and the current chair was asked to reflect on what she found helpful during her first year. Some ideas that were presented include:

- Sharing the role with the current Chair and incoming Chair – splitting the duties
- Creating a past Chair position
- Ensure that each board member Chair's a minimum of 1 committee

**Action Item:** The Program Coordinator will update SPA 3.2.3 to reflect the suggestions presented.

**Discuss Information for CDBC's Website (SPA 1.2.3)**

The Board discussed information on CDBC's website and provided additional suggestions:

- FAQ – how the inquiry process works and attach a sample of a complaint form or practitioner questionnaire.
- CE – requirements
- Prescription requirements
- Record keeping – provide a sample of what a good record looks like

**Action Item:** The Program Coordinator will review the suggestions and make the necessary updates to the website.

**Review Items of Shared Concern/Priority (SPA 2.2.2)**

The Board Chair shared that, at this time, there is no additional information to provide to the Board.

**Discuss CDBC's Clinical Examinations (SPA 1.1.3)**

The Board discussed the Clinical Examination process and agreed that they need to start looking into other options. There is an opportunity to observe the College of Denturists of Ontario's OSCE exam process in January 2019.

**Action Item:** The Registrar and a board member will make a trip to Ontario in January 2019 to observe their OSCE exam process.

**Discuss BCHR's Fall Symposium**

Information was provided by P. McKivett of his experience of attending the BCHR's Fall Symposium.

**Other Business**

- The Registrar informed the Board that the contract with our database provider Olatech was expired. The Board agreed that the Registrar will sign and send in for another 2 year contract.
- The Executive Secretary will send out a Doodle Poll for the 2019 Board meetings to confirm availability of the dates that were originally set.

As the Board had no other business to discuss, the meeting was adjourned at 12:54 pm.