

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B092 – December 7, 2012 Approved

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

Absent: J. Bains
Guest: A. Boos
Staff in Attendance: J. Roff, Registrar
N. Graham, Program Coordinator
T. Cahill-Closs, Recording Secretary

The meeting was called to order at 10:05 am. The Chair, Tyler Perrault, welcomed Nancy Rickett of McDonald Rickett Chartered Accountants and brief introductions of attendees were made.

i Approve Draft Agenda

T. Perrault requested that '2013-2014 Committee Positions' be added to the agenda under item xix Other Business.

MOTION: By D. Sailer, that the draft agenda be approved as amended.
Seconded by C. LeVasseur.

CARRIED

ii Presentation: Ms. Nancy Rickett, CDBC Auditor

The College staff was excused from the meeting while the Auditor discussed the College's financial statements and fraud prevention. The Auditor also answered questions posed by Board members.

These minutes are approved as circulated.

Date

May 6/2013

Chair of the Board

iii Approve Draft Minutes of September 22, 2012 (AGM)

MOTION: By P. Gardner, that the minutes of the September 22, 2012 Annual General Meeting be approved as presented. Seconded by D. Sailer.
CARRIED

iv Approve Draft Minutes of September 22, 2012

MOTION: By A. Magro, that the minutes of the September 22, 2012 Board meeting be approved as presented. Seconded by B. Butt.
CARRIED

v Approve Draft Budget (April 2013 - March 2014)

The Board members reviewed the draft budget for April 2013 to March 2014. The line item previously named 'Capital Expenditures' has been amended to 'Strategic Planning Initiatives'.

MOTION: By D. Sailer, that the budget for April 2013 to March 2014 be approved as presented. Seconded by B. Butt.
CARRIED

It was noted that the number of Registrants has not substantially increased in the past few years. This is due to the number of Registrant's retiring versus Vancouver Community College's reduced student intake.

Action Item: The Registrar is directed to include 'Historical Look at Registrants in British Columbia' on the December 2013 Board meeting agenda. She is to include statistical information on Registrant's ages and the total number of Registrants each year for the past few years. Any additional information that is available, such as the number of Registrants moving in or out of the profession, will also be included.

vi Approve 2013 Board Meeting Dates

MOTION: By G. Feldman, that the 2013 Board meeting dates be approved as presented. Seconded by D. Sailer
CARRIED

The Denturist Association of BC (DABC) has offered to share their

Convention meeting space with the College. They have suggested the College hold their Board meeting, in the same room, right after the DABC's Annual General Meeting, so that Registrants do not have to relocate to attend.

MOTION: By P. Gardner, that the College hold its May 2013 Board meeting at the DABC's Convention in Harrison Hot Springs. Seconded by A. Magro.

CARRIED

Action Item: The Registrar is directed to add a question and answer session, with a list of suggested topics to be discussed, at the end of the May 31, 2013 Board meeting. This will ensure Registrants are motivated to stay.

Action Item: The Executive Secretary will investigate the possibility of including the May 31, 2013 board meeting agenda in the DABC Convention packages. In addition, the College will post the meeting agenda on the website.

At 10:45 am Allan Boos, representing the DABC, joined the meeting already in progress.

vii Approve 2013 Committee Meeting Dates

The Registrar requested that the Registration Committee meeting of January 14, 2013 be moved to January 28, 2013.

MOTION: By C. LeVasseur, that the 2013 Committee meeting dates be approved as amended. Seconded by A. Magro.

CARRIED

viii Approve 2013 Election Schedule

MOTION: By D. Sailer, that the 2013 election schedule be approved as presented. Seconded by A. Magro.

CARRIED

ix Approve 2013 Annual General Meeting (AGM) Location

The Board discussed the pros and cons of holding the AGM in Victoria and Vancouver. Due to costs and quorum requirements, they agreed to hold the 2013 AGM in Vancouver.

MOTION: By G. Feldman, to hold the 2013 Annual General Meeting in Vancouver. Seconded by D. Sailer

CARRIED

x Registrar's Report

a) Unaudited Financial Statements

The members of the Board reviewed the unaudited financial statements for September and October 2012. The Registrar highlighted a few items as follows; board expenses are over budget due to the strategic planning session held in September; advertising expenses are over budget due to advertising for the Program Coordinator position; and the Registrar's expenses are over budget as a result of hosting Vancouver meetings with the College of Alberta Denturists (CAD) and the College of Denturists of Ontario (CDO). The Registrar also answered questions from the Board members.

b) Health Professions Review Board Update

The Registrar reported that the College has three matters before the Health Professions Review Board, one inquiry and two registrations.

c) Theory Examination Update

The Registrar reported that the October 19, 2012 Theory examination had one candidate who successfully completed the examination.

d) Clinical Examination Update

The Registrar reported that the Registration Committee is actively looking for an Examination Coordinator and will be publishing the position vacancy in the Articulator. The 2013 examination will be a smaller cohort as Vancouver Community College will not have any new eligible graduates for this examination.

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 Board reviewed the Letter of Agreement between the College of Denturists of British Columbia, College of Denturists of

Ontario and the College of Alberta Denturists for a national competency profile.

The fascinator of this project is Professional Examination Service (PES). James Connolly and Michelle Nelson will be representing BC on the working group.

g) Database Revision Update

The Registrar reported that the College has chosen the In1Touch system for their new database. CDO already uses this system and CAD will also be purchasing it in the near future. The Board had previously approved an \$80,000 budget and the system will not exceed this amount.

h) 2013 Pacific Dental Conference

The Registrar reported that 49 Denturists attended the 2012 Conference.

The proposed schedule for the 2013 PDC was reviewed by the Board members and volunteers were asked to commit to a convenient time slot.

i) HRO Update

The Registrar reported that a public awareness campaign for health professionals in BC is being developed. The financial contract is currently being negotiated.

xi Scope of Practice Panel Update

D. Sailer updated the Board on the progress of a proposal for an increased scope of practice. Allan Boos, from the Denturist Association of BC, is waiting for a response to his letter sent to the Ministry of Health.

xii 2013-2016 Strategic Plan

a) Approve 2013-2016 Strategic Plan

The Board reviewed each section of the 2013 – 2016 Strategic Plan and agreed with the content presented.

MOTION: By D. Sailer, that the 2013 – 2016 Strategic Plan be approved as presented. Seconded by C. LeVasseur.

CARRIED

Action Item: The Registrar is to present the completed Strategic Plan, with Leads and Supports assigned, at the April 2013 Board meeting.

Action Item: The Registrar is directed to publish, on the College's website, *The Plan at a Glance*, as well as the Vision, Mission and Values, after the April 2013 Board meeting.

Action Item: If time permits, the Board is to present the Strategic Plan to Registrants at the DABC Convention in May 2013.

b) Assign Activity Leads

See c) below.

c) Assign Activity Supports

The Board reviewed the *2013 – 2016 Strategic Plan: Board Member Activities – Leads and Supports* documents. Board members and staff volunteered to lead and/or support the 37 activities as listed below.

Activity #	Lead	Support
1.1.1	N. Graham	TBD
1.1.2	J. Roff	T. Cahill-Closs
1.1.3	T. Cahill-Closs	TBD
1.1.4	J. Roff	D. Sailer
1.2.1	J. Roff	T. Perrault
1.2.2	T. Cahill-Closs	G. Feldman
1.2.3	T. Perrault	P. Gardner
1.2.4	J. Roff	TBD
1.2.5	J. Roff	P. Gardner
1.2.6	J. Roff	T. Cahill-Closs
1.3.1	J. Roff	B. Butt
1.3.2	T. Cahill-Closs	A. Magro
1.3.3	J. Roff	T. Cahill-Closs
1.3.4	A. Magro	T. Cahill-Closs
2.1.1	T. Perrault	D. Sailer
2.1.2	J. Roff	B. Butt
2.1.3	J. Roff	TBD
2.2.1	J. Roff	A. Magro
2.2.2	J. Roff	TBD
2.2.3	J. Roff	T. Cahill-Closs

2.3.1	C. LeVasseur	B. Butt
2.3.2	D. Sailer	N. Graham
2.3.3.	G. Feldman	P. Gardner
3.1.1	J. Roff	T. Perrault
3.1.2	J. Roff	TBD
3.1.3	P. Gardner	TBD
3.1.4	T. Perrault	C. LeVasseur
3.1.5	J. Roff	D. Sailer
3.1.6	J. Roff	TBD
3.2.1	N. Graham	T. Perrault
3.2.2	T. Perrault	G. Feldman
3.2.3	TBD	N. Graham
3.2.4	C. LeVasseur	N. Graham
3.3.1	J. Roff	C. LeVasseur
3.3.2	B. Butt	D. Harden
3.3.3	D. Harden	TBD
3.3.4	J. Roff	TBD

The Board meeting recessed for lunch.

The meeting was called back to order at 1:31 pm

xiii Approve CDBC Board Member Position Descriptions

The Board reviewed the Board position descriptions. The Board agreed to amend the time commitment stated in the '*Member of the Board of Directors* position description' from 'approximately 10 hours over 12 months' to '3 – 5 hours per month'.

MOTION: By P. Gardner, to accept the Board Member Position Descriptions as amended. Seconded by D. Sailer.

CARRIED

xiv Review Scope of Practice Request: Sport Guards

The Board reviewed legal council's opinion on the College's Scope of Practice, specifically relating to the provision of mouthguards.

MOTION: By D. Harden, to respond to the Registrant's request to provide mouthguards, citing the information outlined in the legal opinion dated December 4, 2012. Seconded by C. LeVasseur.

CARRIED

xv DAC: Infection Control Recommendations

The Board reviewed the DAC's Infection Control Recommendations.

MOTION: By D. Sailer, to adopt the updated Infection Control policy as presented. Seconded by A. Magro.

CARRIED

Action item: At the next board meeting, D. Sailer will present information on infection control measures for the Board to consider.

xvi Registrant Recognition: John Mayr

The Board discussed the previous Registrar's, John Mayr, recent retirement from the Denturist profession. They agreed that appropriate recognition has already been provided.

xvii Information For Review

a) Calendars – Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for January, February, March and April 2013.

b) Expense Form

Expense forms were distributed to the Board for their convenience.

xviii Business Arising from Committee Minutes

a) Approved Executive Committee Meeting Minutes

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

b) Approved Inquiry Committee Meeting Minutes

(not distributed to Discipline Committee members)

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

c) Approved Registration Committee Meeting Minutes

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

xix Other Business

The Registrar reported that the College of Registered Nurses of BC has adopted a checklist that is very similar to the CDNBC's quality assurance checklist.

The Chair reported that the College's next Board meeting will include decisions on who will sit on the various committees. He asked each Board member to start thinking about which committees they would like to serve on.

T. Perrault closed by saying that this College has a very strong Board and he would like to ensure that this continues.

The meeting was adjourned at 2:55 pm.