

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B088 – April 13, 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

Staff in Attendance: J. Roff, Registrar
T. Cahill-Closs, Recording Secretary

The meeting was called to order at 10:06 am

i Approve Draft Agenda

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

CARRIED

ii Presentation of the Certificate of Election

The Certificate of Election was presented, stating that Carol LeVasseur and Adam Magro were elected for the term April 1, 2012 – March 31, 2015.

C. LeVasseur and A. Magro 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.

These minutes are approved as circulated.

Date

July 25/12

Chair of the Board

iii 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 2012 to March 2013. Seconded by D. Harden.

CARRIED

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

Nominations opened for the Vice-Chair of the Board

MOTION: By G. Feldman, to nominate C. LeVasseur as Vice-Chair of the Board for the term April 2012 to March 2013. Seconded by D. Sailer.

CARRIED

There were no other nominations. C. LeVasseur was elected by acclamation.

iv Appointment of Committee Chairs & Members

a) Executive Committee

MOTION: By P. Gardner, to nominate T. Perrault as Chair of the Executive Committee for the term April 2012 to March 2013. Seconded by D. Sailer.

CARRIED

T. Perrault – Chair, Elected Member
P. Gardner – Appointed Member
C. LeVasseur – Elected Member

b) Registration Committee

MOTION: By P. Gardner, to nominate T. Perrault as Chair of the Registration Committee for the term April 2012 to March 2013. Seconded by A. Magro.

CARRIED

T. Perrault – Chair, Elected Member
B. Butt – Elected Member
D. Harden – Appointed Member

c) Inquiry Committee

MOTION: By A. Magro, to nominate C. LeVasseur as Chair of the Inquiry Committee for the term April 2012 to March 2013. Seconded by D. Sailer.

CARRIED

C. LeVasseur – Chair, Elected Member
P. Gardner – Appointed Member
A. Magro – Elected Member

d) Discipline Committee

MOTION: By D. Sailer, to nominate B. Butt as Chair of the Discipline Committee for the term April 2012 to March 2013. Seconded by G. Feldman.

CARRIED

B. Butt – Chair, Elected Member
J. Bains – Appointed Member
D. Sailer – Elected Member

e) Quality Assurance Committee

MOTION: By P. Gardner, to nominate D. Sailer as Chair of the Quality Assurance Committee for the term April 2012 to March 2013. Seconded by A. Magro.

CARRIED

D. Sailer – Chair, Elected Member
J. Bains – Appointed Member
G. Feldman – Elected Member

f) Patient Relations Committee

MOTION: By A. Magro, to nominate C. LeVasseur as Chair of the Patient Relations Committee for the term April 2012 to March 2013. Seconded by D. Harden.

CARRIED

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

g) Nominations Panel

MOTION: By D. Sailer, to nominate G. Feldman as Chair of the Nominations Panel for the term April 2012 to March 2013. Seconded by C. LeVasseur

CARRIED

G. Feldman – Chair, Elected Member
P. Gardner – Appointed Member
D. Sailer – Elected Member

v **Video: Introduction & Role of the Board and Committees**

The video presentation was watched by the members of the Board in attendance.

vi Approve Draft Minutes of December 9, 2011

MOTION: By P. Gardner, that the draft minutes of the December 9, 2011 Board meeting be approved as presented. Seconded by D. Harden.

CARRIED

vii Approve Consequential Motions

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

MOTION: By B. Butt, that pursuant to section 21 of the *Health Professions Act*, R.S.B.C. 1996, c. 183, Ms. Jennifer Warkentin is appointed as Registrar for the College of Denturists of British Columbia. Seconded by D. Sailer.

CARRIED

MOTION: By D. Sailer, 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 D. Harden.

CARRIED

MOTION: By C. LeVasseur, 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 P. Gardner.

CARRIED

MOTION: By D. Sailer, 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 B. Butt, 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 A. Magro.

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 P. Gardner.

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 A. Magro.

CARRIED

MOTION: By P. Gardner, 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 A. Magro.

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 D. Sailer, 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 D. Harden.

CARRIED

viii 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) CDBC Proposed Bylaws Update

The Registrar reported that no response has been received from the Minister of Health regarding the College's proposed Bylaws, despite continuous emails and telephone messages.

c) Health Professions Review Board Update

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

d) Theory Examination Update

The February 24, 2012 Theory Examination had five successful candidates and one unsuccessful. The next Theory Examination will be held on Friday June 29, 2012.

e) Clinical Examination Update

The College's Clinical Examinations are scheduled for the week of July 9, 2012 at Vancouver Community College. There will be 28 candidates eligible to challenge these examinations. There will be two Examination Coordinator positions, Chris Nordell, as the Complete Denture Examination Coordinator, and Jason Kasper, as the Objectively Structured Clinical Examination (OSCE) Coordinator. Again, the College will hold an Examiner Training session for the examination team.

f) Pacific Dental Conference Review

The cost of the College's participation at the Pacific Dental Conference (PDC) Trade Show was \$1200. It is estimated that 150 people visited the booth, with many valuable connections made. The Board felt it was important to continue to participate.

MOTION: By P. Gardner, that the College participate in the 2013 Pacific Dental Conference. Seconded by D. Sailer.

CARRIED

Action item: The Executive Secretary will request a report from the PDC on the number of Denturists who attended the 2012 PDC.

Action item: The Board members and staff will solicit current and past

Board members to assist with the 2013 PDC booth.

Action item: To increase traffic at the College's booth, the College staff will purchase candy.

ix Scope of Practice Update

D. Sailer reported that the Scope of Practice Panel continues to work on a draft proposal to request an increased scope of practice for the profession of Denturism. In the summer, they met with the Denturist Association of BC (DABC). Videos have been prepared and will be reviewed by the DABC. The application form is being prepared by Allan Boos, an Executive member from the DABC.

x Seniors' Oral Health Secretariat Update

C. LeVasseur updated the Board on the work of the Secretariat. The Secretariat was dissolved on March 31, 2011. A report has been produced and distributed to all the dental professional groups. Any feedback on the report is to be directed to C. LeVasseur.

xi DABC 2012 Convention

The Denturist Association of BC's 2012 convention will be held in Osoyoos, BC at the Watermark Beach Resort from May 24th to 27th.

a) Approve College Board Meeting Date

MOTION: By G. Feldman, to hold the next Board meeting in Osoyoos at the Watermark Beach Resort on Saturday May 26, 2012. Seconded by A Magro.

CARRIED

C. LeVasseur and D. Sailer may be able to attend this meeting by teleconference.

b) Public Members – Accommodations / Dinner

As per usual, the College will pay for the appointed board members to attend the DABC's dinner on Friday May 25, 2012, as well as any expenses incurred to attend the Board Meeting.

xii Strategic Planning session

The Board discussed an all day strategic planning session, with a facilitator. It was felt that combining it with the AGM would be most cost effective.

MOTION: By D. Sailer to schedule a strategic planning session for Friday, September 21, 2012. Seconded by C. LeVasseur.

CARRIED

xiii Credit Card Survey Results

The credit card survey, held in January 2012, received strong support, with 73% indicating that they would strongly agree to use a credit card to pay for their registration renewal fees.

MOTION: By G. Feldman that the College investigate the costs of credit card transactions and how to recover those costs. Seconded by B. Butt.

CARRIED

Action Item: The Executive Secretary will contact the DABC to investigate their credit card payment system and rates.

Action Item: The Executive Secretary will also investigate government credit cards rates.

xiv Policy Development

a) Approve Advertising Policy: Use of Coupons and/or Discounts

MOTION: By D. Sailer to approve the Advertising Policy: Use of Coupons and/or Discounts as presented. Seconded by D. Harden.

CARRIED

b) Approve Communication Policy: Mailing Addresses

MOTION: By D. Sailer to approve the Communication Policy: Mailing Addresses as presented. Seconded by B. Butt.

CARRIED

c) Approve Communication Policy: Email Addresses

MOTION: By B. Butt to approve the Communication Policy: Email Addresses as presented. Seconded by D. Harden.

CARRIED

xv Information for Review

a) Board Member Contact Information – Updated

The members of the Board were provided with updated contact information for all Board members.

b) Calendars - Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for April and May 2012. The Quality Assurance Committee meeting for April 17, 2012 has been cancelled.

c) Expense Form

Expense forms were provided for Board member's convenience.

xvi 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.

xvii Other Business

The meeting was adjourned at 12:21 pm.

