

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B073 – April 3, 2009 APPROVED

Board Members in Attendance: P. Gardner D. Harden  
D. Hart A. Hupka  
C. LeVasseur T. Perrault  
F. Yoo

Board Members Absent: G. Feldman T. Merkley

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

The meeting was called to order at 10:10 am

**Oath of Office**

The Oath of Office was taken by Board members in attendance and witness by Teresa Cahill. Documents were signed.

**i Approve Draft Agenda**


The Registrar of the College requested that correspondence received from a Registrant of the College be considered as agenda item xix (c).

**MOTION:** By A. Hupka, that the draft agenda be approved as amended.  
Seconded by P. Gardner.

**CARRIED**

These minutes are approved as circulated.

June 24/09  
Date

  
Chair of the Board

**ii Introduction of New Board Members**

**a) Certificate of Election**

The Certificate of Election was presented.

**iii Election of Board Chair and Vice-Chair**

Nominations opened for the position of Board Chair.

**MOTION:** By P Gardner, to elect T. Perrault, by acclamation, to the position of Board Chair for the term April 2009 to March 31, 2010. Seconded by D. Harden.

**CARRIED**

Nominations opened for the position of Board Vice-Chair.

**MOTION:** By D. Harden, to elect C. LeVasseur, by acclamation, to the position of Board Vice-Chair for the term April 2009 to March 31, 2010

**CARRIED**

The Registrar announced that E. Edwards was resigning his position on the Board of the College, effective March 30, 2009, due to other commitments. It was suggested that Frank Yoo, the 3<sup>rd</sup> place nominee in the recently held election, would let his name stand for the vacancy.

**MOTION:** By A Hupka, that Frank Yoo is appointed to fill the vacant position on the Board for the term April 1 2009 to March 31, 2011. Seconded by C. LeVasseur.

**CARRIED**

**iv Appointment of Committee Chairs & Members**

**a) Executive Committee**

T. Perrault – Chair, Elected Member  
D. Hart – Public Member  
C. LeVasseur – Elected Member

**b) Registration Committee**

P. Gardner – Chair, Public Member  
T. Perrault – Elected Member  
F. Yoo – Elected Member

**c) Inquiry Committee**

D. Hart – Chair, Public Member  
G. Feldman – Elected Member  
C. LeVasseur – Elected Member

**d) Discipline Committee**

D. Harden – Chair, Public Member  
A. Hupka – Elected Member  
T. Merkley – Elected Member

**e) Quality Assurance Committee**

A. Hupka – Chair, Elected Member  
P. Gardner – Public Member  
T. Merkley – Elected Member

**f) Patient Relations Committee**

T. Merkley – Chair, Elected Member  
D. Harden – Public Member  
F. Yoo – Elected Member

**g) Nominations Panel**

G. Feldman – Chair, Elected Member  
D. Hart – Public Member  
A. Hupka – Elected Member

**h) Health Professions Act Panel**

The members of the Board agreed to dissolve this Panel.

**Theory Examination Panel**

**i)**

The members of the Board agreed to dissolve this Panel as the

Registration Committee is working with representatives from Vancouver Community College to review the College's Theory Examination.

**MOTION:** by D. Hart, to approve the Committee Chairs. Seconded by P.Gardner.

**CARRIED**

**v Approve Draft Minutes of December 12, 2008**

**MOTION:** By D. Hart, that the draft minutes of December 12, 2008 meeting be approved as presented. Seconded by P. Gardner.

**CARRIED**

**vi Approve Consequential Motions**

Consequential motions required by the *Health Professions Act* and the College's Bylaws.

**MOTION:** By D. Harden 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 or British Columbia. Seconded by A. Hupka.

**CARRIED**

**MOTION:** By D. Harden that pursuant to section 11(5) of the Bylaws (June 2000), the Registrar is the delegated Head of Public Body for the purposes of the *Freedom of Information/ Protection of Privacy Act* R.S.B.C. 1996. Seconded by A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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 A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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. Seconded by A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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 A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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 A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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 A. Hupka.

**CARRIED**

**MOTION:** By D. Harden 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 A. Hupka.

**CARRIED**

**vii Internal Financial Statements**

The Registrar presented the following statements for review

- Profit & Loss Statements (November 2008 – February 2009).
- Balance Sheet (February 2009).
- Profit & Loss: Budget vs. Actual statement (April 2008 - February 2009).

**viii Quality Assurance Program Update**

**a) Program Development**

The Program Coordinator reviewed the proposed changes, based on the feedback from Registrants, for the Quality Assurance Checklist. The Quality Assurance Committee will meet at the end of April to finalize the proposed changes.

**b) Presentation at DABC's Convention**

The Program Coordinator will present the QA Tools portion of the program at the Convention in June 2009. As well, the revised QA Checklist will be presented to Registrants for additional feedback.

**c) Presentation at College's AGM**

Christopher Nordell will be speaking on Customer Service and Patient Management at the College AGM in September 2009.

**ix Examination Update**

**a) Theory Examination**

The Registrar provided an update for the members of the Board regarding the Registration Committee's progress on revising the College's current theory examination questions. The members of the Committee will continue to collaborate with representatives from Vancouver Community College to make the appropriate changes to this examination.

**b) Clinical Examination**

The Registrar informed members of the Board that the College's Clinical Examination will be held in July 2009 at Vancouver Community College. The College anticipates 12 students to challenge the examination and Tanya Little will act as the College's Clinical Examination Coordinator.

**x Health Professions Act Update**

The Registrar provided an overview of the recent amendments to the Health Professions Act, including the Health Profession Review Board.

As well, J. Connolly and the Registrar will continue to review the College's Bylaws to ensure they comply with the changes to the Health Professions Act. Once completed, they will be submitted to the College's legal counsel for review and then presented to the Board for approval.

**xi DAC Strategic Retreat – Accreditation Update.**

The Registrar provided an overview of the DAC Strategic Retreat held in Winnipeg. A written report was distributed for members to review.

**xii DABC 2009 Convention**

**a) College Board Meeting**

The Registrar reported that she is arranging a College Board Meeting on Friday, June 5, 2009 at 12:00pm. Lunch will be provided.

**b) Public Members – Accommodations / Dinner**

D. Harden and D Hart have confirmed they will require accommodations and dinner tickets for the evening of Friday June 5, 2009.

**xiii College's Annual General Meeting Information**

The College's Annual General Meeting will be held in Victoria on September 26, 2009 at the Harbour Towers Hotel & Suites. The AGM is scheduled to begin at 10:00am, followed by a Quality Assurance presentation in the afternoon.

**xiv Strategic Planning**

**a) Wine & Cheese**

**MOTION:** By D. Hart, to host a Wine & Cheese function on Friday, September 25, 2009 in Victoria. Each Registrant will receive two drink tickets, paid for by the College, after which a cash bar will be available. Seconded by C. LeVasseur.

**CARRIED**

The purpose of the Wine & Cheese function is to enhance the relations between Board members and Registrants and encourage attendance at our Annual General Meeting. The Registrar will write to the Denturist Association of BC to see if there is any interest in co-sponsoring this type of event.

**b)** The members of the Board agreed to hold a Strategic Planning session on Friday September 25, 2009 to create a new Strategic Plan for the College of Denturists of BC.

**xv Document Destruction Policy**



**MOTION:** by D. Harden that the Document Destruction Policy be approved as presented. Seconded by D. Hart.

**CARRIED**

**xvi College Office Space – Other Lease Information**

The College's current lease rate is about \$17.50 per square foot, which includes 2 parking stalls. The average lease rate in this vicinity is \$22.00 per square foot and downtown Vancouver it is \$42.00 per square foot.

The members of the Board agreed that the College's lease rate is very reasonable and would be satisfied to renew the College's lease.

**xvii Seniors Oral Health Secretariat**

The BC Dental Association has requested a Denturist to assist their Panel in investigating the importance of oral health care amongst the elderly. C. LeVasseur has agreed to accept this role.

**xviii Reconstruction of College Website**

The Registrar suggested that the College update their website.

**MOTION:** By D. Hart, that a budget of \$1000 be allocated for reconstructing the College's website. Seconded by P. Gardner.

**CARRIED**

If possible, members of the Board would like a hit counter to be added to the College's website.

**xix Correspondence**

**a) Response Re: Changes to VCC**

A letter from the Ministry of Advanced Education and Labour Market Development was presented to the members of the Board for their review.

**b) Ombudsman Report**

The Ombudsman's Report was presented to the members of the Board for their review.

**c) Registrant's letter**

A letter, written by a Registrant of this College, was reviewed by the members of the Board.

The members of the Board requested that the Registrar send a letter to the Registrant, via registered mail, stating that he is no longer licensed to practice Denturism as of April 1, 2009 and therefore, unable to treat any patients.

**MOTION:** By F. Yoo, to investigate the Registrant's Denturist office to determine whether he is still practicing. Seconded by C. LeVasseur.

**CARRIED**

**xx Articulator – Request for Articles**

The members of the Board were encouraged to write articles for the upcoming edition of the Articulator.

**xxi Calendars – Updated**

The Registrar presented calendars, complete with Board and Committee meeting dates, for April 2009 to June 2009.

**xxii Business Arising from Committee Minutes**

**a) Approved Executive Committee Meeting Minutes**

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

**b) Approved Inquiry Committee Meeting Minutes**  
(not distributed to Discipline Committee members)

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

- c) **Approved Quality Assurance Committee Meeting Minutes**  
Approved meeting minutes were presented for members of the Board to review.
- d) **Approved Registration Committee Meeting Minutes**  
Approved meeting minutes were presented for members of the Board to review.

**xxiii Other Business**

The members of the Board agreed that there is no other business to discuss at this time.

The meeting was adjourned at 12:35 pm.