

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B072 – December 12, 2008 APPROVED

Board Members in Attendance: J. Connolly G. Feldman
P. Gardner D. Harden
D. Hart A. Hupka
T. Merkley T. Perrault

Board Members Absent: E. Edwards

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

The meeting was called to order at 10:00 am

i Approve Draft Agenda

MOTION: by D. Hart, that the Request for a Review be added to agenda under item # xviii Other Business. Seconded by T. Merkley.
CARRIED

MOTION: by D. Hart to approve the amended agenda. Seconded by T. Merkley
CARRIED

ii Approve Draft Minutes

a) June 6, 2008

MOTION: by A. Hupka that the draft minutes of the June 6, 2008 Board meeting be approved as presented. Seconded by P. Gardner.
CARRIED

b) August 13, 2008

MOTION: by A. Hupka that the draft minutes of the August 13, 2008 Board meeting be approved as presented. Seconded by P. Gardner.
CARRIED

c) September 20, 2008 (Pre-Meeting)

MOTION: by A. Hupka that the draft minutes of the September 20, 2008 Board Pre-Meeting be approved as presented. Seconded by P. Gardner
CARRIED

d) September 20, 2008 (Annual General Meeting)

MOTION: by A. Hupka that the draft minutes of the September 20, 2008 Annual General meeting be approved as presented. Seconded by P. Gardner.
CARRIED

e) November 5, 2008

MOTION: by A. Hupka that the draft minutes of the November 5, 2008 Board meeting be approved as presented. Seconded by P. Gardner.
CARRIED

iii Registrar's Report

a) Unaudited Financial Statements

The Registrar presented the College's internal and unaudited financial statements for April through October 2008.

MOTION: by J. Connolly that \$120,000 from the College's chequing account be transferred to non-cashable GIC's with Royal Dominion Securities. Seconded by D. Hart.
CARRIED

b) Health Professions Act Update

The Registrar provided an overview of the amendments to the Health Professions Act that came into force on November 1, 2008.

It was recommended that section 39.2 and 39.3 of the Health Professions Act be published in the College's newsletter.

c) Robert's Rules of Order

As a follow up to the seminar on Robert's Rules of Order and new Board members elected to the Board in April, there will be a brief review of Robert's Rules of Order at the next Board meeting.

iv Quality Assurance Update

The Program Coordinator reviewed the feedback from Registrants who attended the Quality Assurance presentation at the AGM in September. She also reported on the Quality Assurance Checklists that have been returned and the presentation planned for the DABC's annual Convention in June 2009.

v Approve Draft Budget (April 2009 - March 2010)

MOTION: by T. Perrault that the draft Budget for April 2009 – March 2010 be accepted as presented. Seconded by T. Merkley.

CARRIED

vi Approve 2009 Board Meeting Dates

MOTION: by D. Harden that the dates for the 2009 Board meetings be accepted as presented. Seconded by T. Perrault.

CARRIED

vii Approve 2009 Annual General Meeting Location

MOTION: by D. Harden that the 2009 Annual General Meeting be held in Victoria. Seconded by T. Perrault.

CARRIED

viii Approve 2009 Committee Meeting Dates

MOTION: by D. Harden that the dates for the 2009 Committee meetings be accepted as presented. Seconded by T. Perrault.

CARRIED

It was suggested that the Registration Committee meet 3 weeks after the College's Practical Examination, to ensure students receive their results in a timely fashion.

ix Approve 2009 Election Schedule

MOTION: by D. Harden that the 2009 Election schedule be accepted as presented. Seconded by T. Perrault.

CARRIED

x Review Request for Reinstatement

The material was reviewed and discussed at length.

MOTION: by D Hart that, in accordance with the Bylaws of the College of Denturists of British Columbia, the Board is unable to reinstate [REDACTED] [REDACTED] without successfully completing the College's registration examinations. Seconded by T. Perrault.

CARRIED

It was suggested that, in the future, the College use Registered Mail to unequivocally prove that items of importance were received.

xi Policy Development

a) Board Member & Examiner Expenses

MOTION: by A. Hupka that the Accommodation section of the Expense Policy be amended to read: Reimbursement for hotels, motels and other lodging will be at actual cost not to exceed \$179.00 per night, excluding taxes. Seconded by T. Merkley.

CARRIED

MOTION: by A. Hupka that the Expense Policy be accepted as amended.
Seconded by T. Merkley.

CARRIED

b) Teleconference Per Diems

MOTION: by A. Hupka that the Teleconference Per Diem Policy be amended to read: A per diem of \$75 will be offered to Board and Committee members who attend meetings via teleconference.
Seconded by P. Gardner

CARRIED

MOTION: by A. Hupka that the Teleconference Per Diem Policy be accepted as amended. Seconded by T. Merkley.

CARRIED

It was recommended that the Board consider amending the per diem rates for Board and Committee meetings.

c) Asset Identification

MOTION: by D. Harden that the Capital Asset Classification Policy be accepted as presented. Seconded by P. Gardner.

CARRIED

d) Retention and Destruction of Office Records

The members of the Board require more information before a policy can be approved.

The Registrar will request information from other Colleges, regarding their retention and destruction of records.

D. Harden will review the Freedom of Information and Protection of Privacy Act (FIPPA) and the statute of limitations.

This item is tabled for the next meeting of the Board.

xii Theory Examination

a) Discussions with Vancouver Community College

MOTION: by D. Hart that the Registration Committee, in conjunction with representatives from Vancouver Community College, draft a theory examination prior to February 2009 and develop policies and procedures to ensure a fair and valid examination. Seconded by G. Feldman.

CARRIED

b) Next Examination - February 2009

The Registration Committee and representatives from Vancouver Community College will develop the College's Theory Examination for February 2009.

In the meantime, the Registrar will try to locate a local user of the LXR Test software and T. Perrault will try to locate any local training programs.

xiii Theory Examination Panel Members

The Chair of the Theory Examination Panel has requested another Denturist to assist the Panel.

T. Perrault has volunteered to be a member of the Theory Examination Panel.

xiv 2009 Clinical Examination – Examiners

The Registrar requested that the members of the Board put forth the names of any Registrants who would be interested in becoming an Examiner for the College.

The Board discussed the idea of developing a training session for potential examiners. This item will be added to the agenda of the next Registration Committee meeting.

xv Denturist Association of Canada - Strategic Retreat

MOTION: by T. Perrault that a representative from the College of Denturists of BC, attend the Denturist Association of Canada Strategic Retreat in February 2009. Seconded by P Gardner.

CARRIED

xvi College Office Equipment – Photocopier

MOTION: by P. Gardner that the Registrar can purchase a photocopier, not to exceed the amount of \$6,000. Seconded by T. Merkley.

CARRIED

xvii Business Arising from Committee Minutes

- a) **Approved Executive Committee Meeting Minutes**
- b) **Approved Inquiry Committee Meeting Minutes**
- c) **Approved Quality Assurance Committee Meeting Minutes**
- d) **Approved Registration Committee Meeting Minutes**

xviii Other Business

a) Request for a Review (COM 2008-10)

A request for the Board to review the Inquiry Committee's decision relating to COM 2008-10 was reviewed and discussed at length.

MOTION: by T. Perrault to confirm the decision of the Inquiry Committee. Seconded by A. Hupka.

CARRIED

- b) The Registrar will research lease rates in other buildings, in this area and the lower mainland, in preparation for expiration of the College's current lease.

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- c) J. Connolly will write a reminder for the Articulator newsletter regarding the importance of communicating with patients.

The meeting was adjourned at 12:25 pm.