

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

APPROVED Minute's #B063 – December 8, 2006

Board Members in Attendance: J. Connolly R. Hughes  
D. Hengel R. Rittaler  
G. Hinton H. Varshney  
D. Hart

Board Members Absent: P. Barker  
G. Stewart

Staff in Attendance: J. Mayr, Registrar  
J. Roff, Recording Secretary

The meeting was called to order at 10:06 am

**I. Approval of Draft Agenda**

The members of the Board agreed that the reference to the Executive Committee minutes at item 9a should be removed as the minutes have not been included with this package.

**MOTION:** by D. Hart, that the draft agenda be approved as amended. Seconded by G. Hinton.

**CARRIED**

**II. Approval of Draft Minutes of June 3, 2006**

**MOTION:** by G. Hengel, that the draft minutes of the June 3, 2006 Board Meeting be approved as presented. Seconded by J. Connolly.

**CARRIED**

**A. Business Arising**

A1. AIT Accounting Issue

The Registrar provided an update for the members of the Board.

A2. Student Registration – Motion to amend Bylaws

**MOTION:** by G. Hinton, that the bylaw amendment agreed upon at the Board meeting of June 3, 2006 in regards to student registration be submitted in conjunction with the new Bylaw package. Seconded by D. Hengel.

**CARRIED**

A3. List of Registrants on Website

The Registrar updated the members of the Board on the progress of the College's new website. It is officially complete and contains lists of Registrants under their appropriate class.

A4. Strategic Plan

An updated copy of the strategic plan was provided to each member of the Board. Each member provided a report on the status of the activities they are responsible for.

The members of the Board agreed to extend an invitation to the Denturist Association of BC to attend the College's Board Meetings. A general invitation will be sent to Lynne, the Executive Secretary of the Association and a specific invitation will be sent to Maria Green, the President of the Denturist Association.

**MOTION:** by D. Hart, that the Strategic Plan be accepted as amended. Seconded by H. Varshney.

**CARRIED**

**III. Approval of Draft Minutes of October 20, 2006**

**MOTION:** by D. Hengel, that the draft minutes of the October 20, 2006 Board Meeting be approved as presented. Seconded by R. Hughes.

**CARRIED**

**A. Business Arising**

A1. Meeting Process

The Registrar reviewed the new meeting process with the members of the Board. All members seem satisfied with the new format and therefore, staff will continue with this format.

**IV. Approval of Draft Minutes of October 21, 2006**

**MOTION:** by D. Hengel, that the draft minutes of the October 21, 2006 Board Meeting be approved as presented. Seconded by J. Connolly.

**CARRIED**

**V. Registrar's Report**

a. Unaudited Financial Statements

The Registrar presented the College's internal and not audited Financial Statements for April through September 2006.

**MOTION:** by G. Hart, that the unaudited financial statements be accepted with an amendment to the Accounting Expense account. Seconded by H. Varshney.

**CARRIED**

**VI. Executive Committee**

a. Registrar's Performance Review

**IN CAMERA DISCUSSION:** John Mayr left the meeting.

The Board reviewed the Registrar's Performance review conducted by a panel of the Board.

**MOTION:** by D. Hart, that the Registrar's Performance review be accepted as presented and J. Mayr receive a 3% salary increase effective January 1, 2007 and a matching RRSP contribution of up to \$500. Seconded by G. Hinton.

**CARRIED**

**IN CAMERA DISCUSSION ENDED**

b. Draft Budget April 2007 – March 2008

**MOTION:** by D. Hengel, that the draft budget for April 2007 – March 2008 be approved as presented. Seconded by J. Connolly.

**CARRIED**

**VII. Meeting Dates for 2007**

a. Board Meetings

The Board scheduled meetings on the following dates:

Friday April 20, 2007 – College Office, New Westminister, BC  
Saturday June 2, 2007 – Silver Star, Vernon, BC  
Saturday September 15, 2007 – Annual General Meeting, TBA, BC  
Friday December 7, 2007 – College Office, New Westminister, BC

b. Board 'out of town' Meeting Location

The members of the Board discussed possible locations for the Board's next Annual General Meeting. The general consensus was to keep the location of the meeting in the Lower Mainland, preferably closer to a skytrain station, as last year's AGM was in Victoria and the DABC's Convention will be in the Okanagan this year.

**MOTION:** by G. Hinton, that the location of the College's 2007 Annual General Meeting be located within the Lower Mainland, preferably close to a skytrain station. Seconded by R. Rittaler.

**CARRIED**

c. Committee Meeting Date

The Inquiry Committee scheduled meetings on the following dates:

Monday January 29, 2007  
Monday May 7, 2007  
Monday August 13, 2007  
Monday November 19, 2007

The Quality Assurance Committee scheduled meetings on the following dates:

Tuesday January 16, 2007

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Tuesday April 24, 2007  
Tuesday September 25, 2007  
Tuesday December 18, 2007

The Registration Committee scheduled meetings on the following dates:

Wednesday March 7, 2007  
Wednesday May 30, 2007  
Wednesday August 22, 2007

The Executive Committee scheduled meetings on the following dates:

Thursday February 22, 2007  
Thursday June 28, 2007  
Thursday November 15, 2007

The Patient Relations Committee scheduled meetings on the following dates:

Thursday June 12, 2007  
Thursday October 25, 2007

The Nominations Committee scheduled meetings on the following dates:

Thursday January 18, 2007

**MOTION:** by H. Varshney, that the Board and Committee meeting dates be accepted as presented. Seconded by R. Hughes.

**CARRIED**

### **VIII. Approval of the 2007 Election Schedule**

The Board agreed on the following timeline:

December 2006 – Nominations Open – Notice of nominations will be mailed to each Registrant along with their Christmas card.

Tuesday January 30, 2007 – Nominations Close

Tuesday February 13, 2007 – Ballots Mailed

Friday March 9, 2007 – Deadline for Ballots

Sunday April 1, 2007 – New Term Begins

**MOTION:** by H. Varshney, that the election dates for 2007 be accepted as presented. Seconded by J. Connolly.

**CARRIED**

**IX. Approval of Draft Bylaws**

- a. Changes to the draft as per the October meeting completed. Note that the Executive Committee recommends a further refinement of the total number of nominees.

The members of the Board reviewed each change made since the last draft of the Bylaws was distributed.

**MOTION:** by J. Connolly, that the Bylaws be changed to reflect that the Chair and Vice Chair of the Board of the College may only be an elected member. Not seconded.

**DENIED**

**MOTION:** by G. Hinton, that Part 1 of the College of Denturists of British Columbia's Bylaws be approved as amended. Seconded by R. Rittaler.

**CARRIED**

**MOTION:** by D. Hart, that Part 2 of the College of Denturists of British Columbia's Bylaws be approved as presented. Seconded by H. Varshney.

**CARRIED**

**MOTION:** by D. Hengel, that Part 3 of the College of Denturists of British Columbia's Bylaws be approved as presented. Seconded by D. Hart.

**CARRIED**

**MOTION:** by D. Hart, that Part 4 of the College of Denturists of British Columbia's Bylaws be approved as amended. Seconded by R. Rittaler.

**CARRIED**

**MOTION:** by G. Hinton, that a Quality Assurance Panel consisting of Active Registrants be created to discuss Part 5 of the College of Denturists Bylaws. Seconded by J. Connolly.

**CARRIED**

**MOTION:** by G. Hinton, to table Part 5 of the College of Denturists of British Columbia's Bylaws for review and will be brought back to the next meeting of the Board, not later than April 20, 2007. Seconded by D. Hengel.  
**CARRIED**

**MOTION:** by G. Hinton, that Part 6 of the College of Denturists of British Columbia's Bylaws be approved as amended. Seconded by D. Hart.  
**CARRIED**

**MOTION:** by G. Hinton, that Part 7 of the College of Denturists of British Columbia's Bylaws be approved as amended. Seconded by D. Hengel.  
**CARRIED**

**MOTION:** by G. Hinton, to table Part 8, Part 9 and Part 10 of the College of Denturists of British Columbia's Bylaws for review and will be brought back to the next meeting of the Board, not later than April 20, 2007. Seconded by D. Hengel.  
**CARRIED**

b. Further clarification of the quality assurance section has been completed.

See above. Part 5 of the College of Denturists Bylaws are tabled for review and will be brought back to the next meeting of the Board, not later than April 20, 2007 The Executive Committee is to review this section before it goes before the Board in April.

c. Discussion required on use of the term "specialist".

See above. Part 8 of the College of Denturists Bylaws are tabled for review and will be brought back to the next meeting of the Board, not later than April 20, 2007 The Executive Committee is to review this section before it goes before the Board in April.

## **X. Other Business**

a. Quality Assurance Session Review and Update

The members of the Board discussed the recent Quality Assurance session held in Victoria. The Registrar will send a follow-up letter to each Registrant

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and the Quality Assurance Committee will further review feedback received from the session.

b. Quality Assurance/Standards Development

The Registrar and Chair of the Quality Assurance Committee updated the Board on their work around Standards of Practice. The College has hired a consultant to assist the College in writing their Standards of Practice. A small focus group of Registrants will meet with her in Victoria in January to begin the process. More information will be provided to Board members as it becomes available.

The meeting was adjourned at 2:52 pm.