

COLLEGE OF DENTURISTS OF BRITISH COLUMBIA

Minute's #B094 – June 1, 2013 **Approved**

Board Members in Attendance: P. Gardner D. Harden
C. Kafka C. LeVasseur
P. McKivett T. Perrault
D. Sailer

Regrets: A. Kumar A. Magro

Observers: K. Connolly

Staff in Attendance: J. Roff - Registrar
N. Graham – Program Coordinator
T. Cahill-Closs – Recording Secretary

The meeting was called to order at 10:37 am.

i Approve Draft Agenda

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

CARRIED

ii Approve Draft Minutes of April 5, 2013

MOTION: By P. McKivett, that the draft minutes of the April 5, 2013 Board meeting be approved as presented. Seconded by D. Sailer.

CARRIED

iii Registrar's Report

a) Unaudited Financial Statements

The members of the Board reviewed the unaudited financial statements for March and April 2013. The Registrar answered questions from the Board.

These minutes are approved as circulated.

06.22.13

Date



Chair of the Board

b) Health Professions Review Board Update

The Registrar reported that the College's two registration matters have been closed and no further action is required. Since the last Board meeting, two new inquiry matters have been received.

c) Theory Examination Update

The Registrar reported that the next Theory Examination will be held on Friday June 28, 2013 at Douglas College.

d) Clinical Examination Update

The Clinical Examinations will be held from July 16 to 19, 2013 at Vancouver Community College and the Examination Coordinator is Christopher Nordell. The Registrar reported that she expects a smaller cohort of candidates to challenge this year's examinations. Also, examiner training is scheduled for July 15, 2013.

The College of Denturists of Ontario may be sending two representatives to observe our OSCE on July 19, 2013, as they are interested in replicating this examination.

e) National Competencies Update

The Registrar reported on the National Competency Development project. Three focus groups have reviewed the draft competencies and in June they will be circulated to all Canadian Denturists for comment.

In August the survey results will be reviewed, with anticipated approval in October.

ACTION: All Board members are strongly encouraged to provide feedback through this survey.

f) CDBC Proposed Bylaws Update

The Registrar reported that no response has been received from the Minister of Health regarding the College's proposed bylaws. The Registrar will contact Daryl Beckett this month for a progress report.

g) Database/Website Update

The Registrar reported on the new database from In1Touch. Implementation is expected in July 2013.

A draft website design was presented for the Board's review. The website is expected to be launched in June 2013.

ACTION: The Registrar must choose an alternative image for the website.

h) HRO Update

The HRO public awareness campaign report was presented to the Board. The message is "trust your health care professionals" and will advertise a common

website address. Some advertisements will be created in languages, other than English, to increase awareness of licensed health care professionals.

The HRO is also collaborating on various projects, such as education sessions on matters of mutual interest.

Lastly, the HRO has hired a consultant to review the Health Professions Review Board's activities.

i) AGM Location Confirmation

The Registrar reported that the Executive Hotel & Conference Centre Burnaby at 4201 Lougheed Highway is booked on September 21, 2013 for this year's Annual General Meeting (AGM). A regular Board meeting will be held in the morning, before the AGM, and an education session will be held in the afternoon.

iv Scope of Practice Panel Update

No report.

v Approve 2012/2013 Annual Report

MOTION: By P. Gardner, that the 2012/2013 Annual Report be approved as presented. Seconded by P. McKivett.

CARRIED

ACTION: The Registrar will send an approved copy of the 2012/2013 Annual Report to the Denturist Association of British Columbia.

ACTION: During the AGM, the Inquiry Committee will present information from the Annual Report as well as information on current inquiry matters.

vi 2013-2016 Strategic Plan

a) Reporting Procedure

The Strategic Plan reporting procedure was presented, discussed, and approved.

The Strategic Plan Activity (SPA) report will be used as the reporting tool for the Board. The lead for each activity is responsible for completing the SPA report and submitting it to the College office one month before the Board meeting. The SPA report must list the actions required to meet the outcomes and objectives of the activity, including a time frame for the actions.

b) Strategic Plan Activity Reports

MOTION: By D. Sailer to approve SPA report #1.1.2 as presented. Seconded by P. McKivett.

CARRIED

MOTION: By D. Sailer to approve SPA report #1.1.3, with amendments to the metrics list to include the number of years the Denturist has practiced, their practice location, as well as the geographic location of advertising complaints. Seconded by P. McKivett.

CARRIED

MOTION: By D. Sailer to approve SPA report #1.3.2 as presented. Seconded by P. McKivett.

CARRIED

MOTION: By D. Sailer to approve SPA report #1.3.4 as presented. Seconded by C. Kafka.

CARRIED

MOTION: By P. Gardner to approve SPA report #2.1.1 as presented. Seconded by P. McKivett.

CARRIED

MOTION: By C. LeVasseur to approve SPA report #2.2.1 with an amendment to ensure information about the following is also communicated to Registrants; positive contributions to the Denturists profession and collaborative efforts with the HRO's and other Canadian Denturist regulators. Seconded by D. Harden.

CARRIED

MOTION: By D. Harden to approve SPA report #2.2.2 as presented. Seconded by D. Sailer.

CARRIED

MOTION: By D. Harden to approve SPA report #2.2.3 as presented. Seconded by C. LeVasseur.

CARRIED

MOTION: By D. Sailer to approve SPA report #3.1.6 as presented. Seconded by P. Gardner.

CARRIED

MOTION: By D. Harden to approve SPA report #3.2.1 as presented. Seconded by P. McKivett.

CARRIED

3.2.2 – Tabled

MOTION: By P. Gardner to approve SPA report #3.3.2 as presented. Seconded by C. LeVasseur.

CARRIED

c) Strategic Plan Activity Report Reminders

The Board was reminded that the next SPA reports are due on or before July 19, 2013.

vii Policy Development

a) Approve Amended Expense Policy

The Board reviewed the amended Expense Policy regarding per diems and expenses paid for volunteering to attend the Pacific Dental Conference and other similar events.

MOTION: By P. McKivett, that the Expense Policy be approved as presented. Seconded by D. Sailer.

CARRIED

b) Approve Professional Development: Board Members Policy

The Board reviewed a new policy for Board Members Professional Development.

MOTION: By P. Gardner, that the Professional Development – Board Members Policy be approved as presented. Seconded by P. McKivett

CARRIED

viii Information for Review

a) Calendars - Updated

The Registrar presented calendars, complete with Board and Committee meeting dates, for June, July, August and September 2013.

The Registration Committee was informed that the June meeting date has been changed from the 21st to 27th.

b) Expense Form

Expense forms were distributed to each Board member.

ix Business Arising from Committee Minutes

a) Approved Registration Committee Meeting Minutes

The approved January 28, 2013 meeting minutes were presented for members of the Board to review.

x Other Business

The meeting was adjourned at 12:05 pm.