

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING for April 1, 2004 to March 31, 2005 Fiscal Year

**Friday, June 10, 2005
5:05 to 6:10pm
Room 112, College Place
1765 West 8th Avenue, Vancouver, BC**

Bd05/AGM drft minutes June 20, 2005

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Laura Cullen, Chair of the Board, called the 1st Annual General Meeting of the College of Dietitians of BC (CDBC) to order at 5:05pm by welcoming all attendees. Each received an Annual Report that contained all reports and the audited Financial Statements. It was noted that reports provide information about the April 1, 2004 to March 31, 2005 fiscal year.

1.1 Introductions

Board members in attendance provided self-introductions. The Chair relayed regrets from Glenn Kissmann, Vice-chair and elected Board member (Interior/North), and Adrian Kershaw, appointed Board member from Victoria, and introduced Fern Hubbard, Registrar.

1.2 Agreement on Agenda

The Chair reviewed the agenda and format for the meeting and the agenda was adopted by consensus.

2. Annual Reports and Current Activities

2.1 Board of Directors

Laura Cullen outlined legislation for Registered Dietitians, explained the structure of the Board and committees, and provided highlights on the following 2004/2005 activities: policy development, budget development, the Interim Board and October 31, 2004 election, the Registrar's position, and committee mandates and appointments. Current and upcoming activities include committee projects, policy development and review, and development of a Mission Statement, governance policies and Strategic Plan.

2.2 Registrar

Fern Hubbard provided information about 2004/2005 activities, including maintenance of the register, Board and committee support, communication with registrants and the public, staffing, liaison with national and provincial groups, and the office move. Current and upcoming activities include province-wide registrant liaison presentations, committee work-plans, fall Board and committee meetings, spring 2006 election, and staffing.

2.3 Registration Committee

Joyce Statton, appointed Board member and committee Vice-chair, reported for Meredith Cushing, registrant and Committee Chair. 2004/2005 activities included registration statistics, policy development, applications for registration, 2005/2006 online registration renewal and payment, and signing of the Mutual Recognition Agreement. Current and upcoming activities include online profile updating, ongoing review of applications for registration, development of Reserved Act competencies, development of guidelines for upgrading requirements, and ongoing policy development and review. It was noted that the Full (Grandparented) Registration class ends on December 10, 2005.

2.4 Quality Assurance Committee

Liz da Silva, registrant and Chair, reported that the Committee first met on November 6, 2004 and during 2004/2005, focused on development of interim standards for the insertion of feeding tubes and the continuing competence program work-plan and contract. During the current year, the Committee plans to establish permanent standards for the insertion of feeding tubes and begin development of CDBC standards for practice. An overview of the College's developing Continuing Competence Program was provided.

2.5 Inquiry Committee

Carol Kline, appointed public representative and Chair, reported on the February 10, 2005 first meeting of the Committee. College's legal counsel oriented the Committee to the complaint process outlined in the *Health Professions Act* and the Committee developed a work-plan for a training case study. During the current year, the Committee is continuing to prepare to manage complaints according to the legislation.

2.6 Patient Relations Committee

Peter Lam, elected registrant and Chair, reported that Committee members were appointed by the Board during 2004/2005. During the first meeting on April 7, 2005, work-plans were developed for establishing a CDBC Code of Ethics and a Patient Relations Program. The Alliance, the national dietetic regulators group, is producing a national jurisprudence handbook on ethics and the law. Appendices specific for each dietetic jurisdiction will outline provincial legislation and policies.

2.7 Discipline Committee

Laura Cullen, Chair of the Board, provided the Discipline Committee report. During 2004/2005, the Board approved Terms of Reference for the Committee. Members will be appointed as needed to conduct hearings as outlined in the *Health Professions Act*.

BE IT RESOLVED THAT reports be accepted as circulated.

Moved: Laura Cullen

Carried.

3. Auditor's Report: March 31, 2005 Audited Financial Statements

Laura Cullen reviewed the March 31, 2005 audited Financial Statements.

BE IT RESOLVED THAT the 2004/2005 audited Financial Statements be accepted as circulated.

Moved: Laura Cullen

Carried.

4. New Business
CDBC Pins

The Chair introduced the CDBC pin that is available for \$15, on a cost-recovery basis. It will be advertised on the website. Registrants were encouraged to check the website on a regular basis for updated news items.

“Q” and “A”

The Chair and Registrar answered questions relating to the Reserve Fund, public relations, and obtaining protected title for the term “nutritionist.”

5. Announcements
Open House

The Chair announced that the Open House follows the AGM, from 6:30 to 8:00pm, in Suite 103.

Board Meeting

The Chair also announced that the Board is meeting on Saturday, June 11, 2005 from 8:00am to 12:00pm. Registrants were invited to attend as observers.

6. Adjournment

Janice Macdonald’s motion to adjourn was accepted by consensus.