

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING for April 1, 2005 to March 31, 2006 Fiscal Year

**Friday, November 3, 2006
4:45 to 5:40pm
Room 112, College Place
1765 West 8th Avenue, Vancouver, BC**

Bd06/AGM Nov 3 06 minutes Approved Nov 07

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Glenn Kissmann, Chair of the Board, called the Annual General Meeting of the College of Dietitians of BC (CDBC) to order at 4:45pm by welcoming all attendees. Attendees were asked to ensure they sign the attendance record and that they had a copy of the Annual Report that contains all reports and the audited Financial Statements. It was noted that reports provide information about the April 1, 2005 to March 31, 2006 fiscal year.

1.1 Introductions

Board members provided self-introductions.

1.2 Agreement on Agenda

The Chair reviewed the agenda and format for the meeting and noted that the meeting was conducted according to the bylaws and Robert's Rules of Order. Resolutions require a mover but not a seconder.

The date of the June 2005 minutes was corrected and the agenda was adopted as amended by consensus.

2. Approval of June 10, 2005 Minutes

BE IT RESOLVED THAT the June 10, 2005 Minutes of the CDBC Annual General Meeting are accepted as circulated.

Moved: Sharon-Lee Mitchell

Carried.

3. Annual Reports

3.1 Board of Directors

Glenn Kissmann, elected registrant and Chair of the Board, noted that the CDBC has been in operation for over two years and that foundational infrastructure and processes are in place. Further development and refinement will continue over the years. The Chair reviewed the seven Strategic Priorities developed during the 2005/06 year that were initiated April 1, 2006. Current and upcoming activities address three legislated mandates: the Continuing Competence Program, CDBC Standards of Practice and a Patient Relations Program.

3.2 Registration Committee

On behalf of Meredith Cushing, Chair, Joyce Statton, appointed Board member and Committee Vice-chair, reported on 2005/2006 registration statistics and on the need to determine registrant demographics for human resource planning. The two main areas of Committee work included development of an Interpretive Guideline on the Reserved Acts and processes to assess international applicants for “substantial equivalence” to Canadian dietetic education and determine appropriate academic and practical training upgrading. The Committee is currently developing a conceptual framework for assessing substantial equivalence which will assist with the review of international applications.

3.3 Quality Assurance Committee

Adrian Kershaw, public representative and Chair, provided background information on the development of the Continuing Competency Program, including the involvement of curriculum consultants and extensive registrant consultation through province-wide focus groups. Details about the program that is being proposed to the Board during the November 3-4 meeting were provided. Other activities during the 2005/06 year included the development and approval of Standards for the Insertion of Feeding Tubes. As stated in the Dietitians Regulation, the Standards were approved by the CDBC Board as well as the Board of the College of Physicians and Surgeons of BC. Current activities include the development of CDBC Standards of Practice and a Practice Guideline on insulin adjustment.

3.4 Inquiry Committee

Carol Kline, appointed public representative and Chair, reported on the training case study that was developed to orient Committee members to the complaint process as outlined in the *Health Professions Act*. In addition, the selection and training of two Registered Dietitian investigators, Dianne Cunningham and Noony Santos Paletta, was discussed. Two cases were investigated during the year. The 1st case relating to competence and professionalism is not yet complete. The 2nd case pertaining to practicing without registration was completed in June 2006 and a Complaint Outcome Report was circulated to registrants by email for education purposes. The Committee has recently completed an Interpretive Guideline on the Inquiry Process that will be reviewed by the Board during the November 3-4 meeting. Once approved, it will be posted on the website.

3.5 Patient Relations Committee

Peter Lam, elected registrant and Chair, reported on the development and approval of the CDBC Code of Ethics which has been submitted to the government for inclusion as Schedule A of the CDBC bylaws. Other work during the 2005/06 year that is continuing in the current year includes development of the Patient Relations Program mandated in the *Health Professions Act* and Dietitians Regulation and policy and guideline development on privacy legislation for private practitioners, co-signing interns' charts, and verbal enteral/parenteral diet orders. Work on a national jurisprudence handbook on ethics and the law is in progress. The CDBC website is being reviewed for ease of use, content and layout.

3.6 Discipline Committee

Glenn Kissmann, Chair of the Board, reported that Discipline Committee has not yet been activated. Members will be appointed and trained when needed to conduct hearings as outlined in the *Health Professions Act*.

3.7 Registrar

Fern Hubbard, Registrar, provided information relating to the College's new database and the success of online registration and credit card payment. Communication with registrants is primarily electronic and registrants were encouraged to browse the website regularly and read the electronically delivered Newsletters and Monthly Updates. Copies of emailed documents are mailed to the approximately 11 registrants without email addresses. Other activities during the 2005/06 year that continue in the current year include Board and committee support, communication with registrants, educators and the public, staffing, liaison with the Ministries of Health and Economic Development and participation in the Alliance of Canadian Dietetic Regulatory Bodies.

***BE IT RESOLVED THAT the Annual Reports are accepted as circulated.
Moved: Noony Santos Paletta
Carried.***

4. Auditor's Report: March 31, 2006 Audited Financial Statements

Glenn Kissmann reviewed the March 31, 2006 audited Financial Statements and answered questions.

***BE IT RESOLVED THAT the 2005/2006 audited Financial Statements are accepted as circulated.
Moved: Anna Bozac
Carried.***

5. New Business

Bylaw amendments

The Registrar noted that 23 bylaw amendments had been approved by the Board over the past year and were submitted to government in early October 2006 for approval. A few of the amendments were highlighted.

Board election

The Chair announced that the terms of two Board positions end March 31, 2007. An announcement and nomination forms were sent out by email prior to the November 1, 2006 deadline and nominations are due by December 1. Elections will take place in the Fraser and Vancouver Island electoral regions.

"Q" and "A"

The Chair and Registrar answered questions relating to the Reserve Fund, the cost of online registration and renewal, and obtaining protected title for the term "nutritionist."

6. Announcements

Board Meeting

The Chair announced that observers were welcome to attend the Board meeting following the AGM and continuing on Saturday, November 4.

Presentation

Glenn Kissmann presented a framed Certificate of Appreciation to Laura Cullen for her leadership and dedication as the Interim and first Chair of the College Board, from November 2002 to March 2006.

7. Adjournment

Sharon-Lee Mitchell motion to adjourn was accepted by consensus and the meeting adjourned at 5:40pm.