

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING For the 2006/2007 Year

**Friday, November 2, 2007
4:45 to 5:35pm
Boardroom B201, 2nd Floor B Building
Langara College
100 West 49th Avenue, Vancouver, BC**

Bd07/AGM Nov 2 07 minutes Nov 13

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 have a copy of the Annual Report. It was noted that the AGM covers the April 1, 2006 to March 31, 2007 fiscal year.

The Chair commented on progress the College has made since opening April 1, 2004 and thanked registrants and public representatives on the Board and committees, and staff, for their dedication and commitment.

The purposes of the Annual General Meeting were stated and registrants were reminded of the question/answer period later in the meeting.

1.1 Introductions

Board members provided self-introductions. The Chair introduced Melanie Journoud, RD, Practice Advisor, who joined the CDBC staff in August 2007.

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. Adrian Kershaw, public Board representative, acted as Parliamentarian. It was noted that resolutions need to be moved but not seconded.

The agenda was adopted as circulated, by consensus.

2. Approval of November 3, 2006 Minutes

BE IT RESOLVED THAT the November 3, 2006 Minutes of the CDBC Annual General Meeting are accepted as circulated.

Moved: Glenn Kissmann

Carried.

3. Annual Reports

3.1 Board of Directors and Registrar

Glenn Kissmann, elected registrant and Chair of the Board, reviewed the seven Strategic Priorities for the 2006/07 year and highlighted actions taken to meet the objectives.

Fern Hubbard, Registrar, highlighted information in the report regarding the College's email and in-person communications with registrants, provincial and national links, labour mobility agreements, and current initiatives including upcoming implementation of the national Essential Competencies for assessing all registration applicants.

3.2 Registration Committee

Joyce Statton, appointed Board member and Committee Vice-chair, reported for the Registration Committee on behalf of Meredith Cushing, Chair. Highlights included registration statistics and trends, provincial administration of the Canadian Dietetic Registration Examination for the Alliance, committee work relating to assessing international applicants for "substantial equivalence" to Canadian education and internship standards (soon to be the Essential Competencies) and determining appropriate upgrading courses and practical training. College staff were thanked for their support and meeting preparation.

3.3 Quality Assurance Committee

Adrian Kershaw, public representative and Chair, commented on the frequent meeting schedule during 2006/07 in order to develop the Continuing Competency Program which was implemented April 1, 2007. He thanked attendees Liz daSilva, who was the original Committee Chair, and Marlyn Davis, Vice-chair for their strong contributions to the program. Adrian noted that feedback on the program and the Interim Standards of Practice is currently being gathered and revisions needed for clarity and comprehensiveness will be incorporated during the winter of 2007/08. He also noted that the purpose of the program was monitoring on-going competence for public safety.

3.4 Inquiry Committee

Robin Watt, Vice-chair, reported on Inquiry Committee activities during 2006/07 for Debbie Zibrik, Chair. Robin noted that two cases were investigated during the year and that case outcomes are posted on the website on the Legislation Page. The two College Investigators who received three days of training in March 2006 through the Council of Legislation, Enforcement and Regulation (CLEAR) will relate their training to pertinent aspects of the next case to share their learning with committee members. Carol Kline, Board member and appointed public representative, was thanked for her leadership and commitment as past-Chair of the Committee.

3.5 Patient Relations Committee

Peter Lam, elected registrant and Chair, thanked attendees Ingrid Verduyn, Vice-chair, and Carol Kline, Board member and appointed public representative, for their valued participation on the Committee. Peter reviewed the activities addressed during the past year and reported on current activities including development of the Patient Relations Program, website update and annual review of the Code of Ethics.

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*.

BE IT RESOLVED THAT the Annual Reports are accepted as circulated.

Moved: Vesanto Melina

Carried.

4. Auditor's Report: March 31, 2007 Audited Financial Statements

Glenn Kissmann reviewed the March 31, 2007 audited Financial Statements and explained revenue and expense differences between the 2006 and 2007 years. Glenn noted that the goal for the Restricted Fund is one million dollars to cover unexpected legal and disciplinary costs.

BE IT RESOLVED THAT the 2006/2007 audited Financial Statements are accepted as circulated.

Moved: Anna Bozac

Carried.

5. New Business

Bylaw amendments

The Registrar noted that bylaw amendments approved by the Board during 2006/2007 had been returned by the government for reformatting to fit with the new model bylaws. In addition, changes will need to be incorporated to meet the requirement of the BC/Alberta Trade, Investment and Labour Mobility Agreement (TILMA). Once final drafting is complete, the proposed bylaws will be posted on the website for registrant comment. It is hoped that the Board will review and approve them in the Spring of 2008.

Board election

The Chair announced that the terms of four Board positions end March 31, 2007 – two in the Interior/North electoral region and two in the Vancouver Coastal region. An announcement and nomination form was sent out by email prior to the November 1, 2007 deadline and nominations are due by December 1, 2007.

Laura Cullen, current Board member for Vancouver Coastal electoral region, announced that she would not be running for re-election and encouraged registrants to get involved at the Board or committee level. New Board members bring a fresh perspective to the Board which is needed for on-going development. Glenn thanked Laura for her commitment and leadership since 2002 as a volunteer registrant on the Interim Board and an elected member of the current Board.

“Q” and “A”

The Chair and Registrar answered questions relating to the government appointment of Board public representatives and the College recruitment of committee public representatives. Registrants were encouraged to submit the names of possible public representatives to the Registrar for follow-up recruitment.

6. Announcements

The Chair announced that observers were welcome to attend the Board meeting on Saturday, November 3 from 9:00am to approximately 5:00pm at College Place.

7. Adjournment

Janice Macdonald's motion to adjourn was accepted by consensus and the meeting adjourned at 5:35pm.