

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

ANNUAL GENERAL MEETING For the 2007/2008 Year

**Friday, October 24, 2008
4:15 to 5:05pm
Boardroom B201, Langara College
100 West 49th Avenue, Vancouver, BC**

Bd08/AGM minutes Oct 24 08

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Glenn Kissmann, elected registrant and Chair of the Board, called the Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 4:15pm. Attendees were welcomed and asked to ensure they sign the attendance record. The quorum of 20 registrants was met. Copies of the Annual Report had been pre-circulated. It was noted that the AGM covers the April 1, 2007 to March 31, 2008 fiscal year.

The Chair commented on the significant 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 hard work.

1.1 Introductions

Board members provided self-introductions. The Chair introduced Fern Hubbard, Registrar, and Joan Gosse, Administrative Assistant.

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, was asked to be Parliamentarian. It was noted that resolutions need to be moved but not seconded.

As there were no amendments to the agenda, it was adopted by consensus.

2. Approval of November 2, 2007 Minutes

**BE IT RESOLVED THAT the Minutes of the November 2, 2007 CDBC Annual General Meeting are accepted as circulated.
Carried.**

3. Annual Reports

3.1 Board of Directors and Registrar

Glenn Kissmann, reviewed the Board's meeting dates and the following seven Strategic Priorities for the 2007/08 year including some of the actions taken to meet them:

1. Continue to build the College's infrastructure to ensure efficient and effective response to registrants' needs
2. Establish CDBC's Standards of Practice
3. Implement a Continuing Competence Program
4. Further develop and enhance the College's working relationship with dietetic educators in BC
5. Develop an efficient, effective and timely application process for international applicants
6. Enhance the CDBC's working relationship with other dietetic agencies, and
7. Recruit emerging professional leaders to the Board and committees.

Fern Hubbard, Registrar, reviewed registration statistics and highlighted information in her portion of the report including her responsibilities and functions and the recent receipt of an \$80,000 grant from the Ministry of Advanced Education and Labour Market Agreement for two projects relating to registration processes for international applicants.

3.2 Registration Committee

Heather Martin, elected registrant, Vice-chair of the Board, and Committee Chair, highlighted items in her written report including:

- activities to support assessment of the substantial equivalence of international applicants' knowledge, skills and abilities, and
- contracts funded by the Ministry of Economic Development in early 2008 to review online courses for upgrading and to develop an online self-assessment tool based on the Essential Competencies for use by international and returning to practice applicants.

3.3 Quality Assurance Committee

Adrian Kershaw, appointed Board member and Vice-chair of the Committee, provided the Committee Report for Jackie Parsons, registrant and Chair. Adrian highlighted:

- implementation of the Continuing Competence Program (CCP) on April 1, 2007
- adjustments made to the CCP based on registrant feedback gathered during its first year
- posting of all CCP documents on the website rather than printing and mailing them
- Standards of Practice that were finalized and approved by the Board as Schedule B of the bylaws and incorporated into the CCP
- plans to implement newly enacted section 26 of the *Health Professions Act*, Quality Assurance Program, and
- the on-going development of practice guidelines for registrants.

In answer to a question, CCP sessions are still being conducted by Melanie Journoud, Practice Advisor, on request.

3.4 Inquiry Committee

Jane Darville, appointed Board member and member of the Committee, reported for Debbie Zibrik, registrant and Chair, on:

- teleconference meeting dates
- two completed cases during the year relating to competence and professionalism
- the circulation to registrants and posting on the website of two Case Outcome Reports
- one active case that will be completed in the near future
- selection of two new College Investigators who received three days of training in September 2008 through the Council of Legislation, Enforcement and Regulation (CLEAR), and
- regular review of the Inquiry Process Interpretive Guide.

3.5 Patient Relations Committee

Peter Lam, elected registrant and Chair, introduced Ingrid Verduyn, Vice-chair, and thanked Committee members for their valued participation on the Committee. Peter reviewed the activities addressed during the past year including:

- RD role and scope of practice liaison sessions conducted by the Registrar (note: comments gathered to date were summarized during a pre-AGM Information Session)
- development of the Patient Relations Program to prevent professional misconduct of a sexual nature (note: the 2nd pre-AGM Information Session was conducted by Peter on Personal Boundaries for Health Professionals)
- plans for development of a CDBC Jurisprudence Handbook
- website updates, and
- annual review of the Code of Ethics.

3.6 Discipline Committee

Glenn Kissmann, Chair of the Board, reported that the 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.
Carried.***

4. Auditor's Report: March 31, 2008 Audited Financial Statements

Glenn Kissmann reviewed the audited Financial Statements focusing on page 2, the Statement of Operations, for the year ending March 31, 2008. Glenn noted that any excess revenue over expenses is transferred annually to the Restricted Fund and the goal for the fund is one million dollars to cover unexpected legal and disciplinary costs.

***BE IT RESOLVED THAT the 2007/2008 audited Financial Statements are
accepted as circulated.
Carried.***

5. New Business

5.1 "Q" and "A"

The Chair and Registrar answered a few questions from attendees.

6. Announcements

The Chair announced that observers were welcome to attend the Board meeting on Friday, October 24 from 6:00pm to 9:00pm and Saturday, October 25 from 9:00am to 12:30pm. If interested, registrants were asked to see the Registrar for meeting location details.

It was noted that the 2007/2008 Annual Report would be sent to all registrants by email.

The Chair thanked registrants for participating in the two pre-AGM Information Sessions and the AGM.

7. Adjournment

A motion to adjourn was accepted by consensus and the meeting adjourned at 5:05pm.