

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

**ANNUAL GENERAL MEETING
for the 2009/2010 Year**

**Friday, October 15, 2010
3:00 to 3:45pm
Langara College
Boardroom C-509, 5th Floor, C Building
100 West 49th Avenue, Vancouver, BC**

Attendees: The list of attendees is attached.

1. Call to Order and Remarks of the Chair

Peter Lam, elected Board Director and Chair of the Board, called the 6th Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 3:00pm. On-site attendees were welcomed and asked to ensure they sign the attendance record. Registrants participating via videoconference in Kamloops, Kelowna, Prince George, Nanaimo and Victoria were welcomed. Participation lists will be emailed to the College.

Copies of the Annual Report had been pre-circulated to on-site attendees.

The Chair reviewed the purpose of Annual General Meetings - to account for activities and finances during the last fiscal year, provide information and answer questions – and noted that this year's CDBC AGM covers the April 1, 2009 to March 31, 2010 fiscal year. Peter recounted some significant achievements of the College since opening April 1, 2004 and commented on increased attendance and interest in CDBC activities and initiatives. As the required quorum of twenty registrants was more than met, the meeting proceeded.

1.1 Introductions

Board members and staff 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. In accordance with the bylaws, it was noted that resolutions do not need to be seconded. The agenda was adopted as presented by consensus.

2. Approval of October 23, 2009 Minutes

BE IT RESOLVED THAT the Minutes of the October 23, 2009 CDBC Annual General Meeting are accepted as circulated. Carried.

3. Annual Reports

3.1 Board of Directors and Registrar

Peter Lam, Chair, reviewed the status, as of March 31, 2010, of the Strategic Priorities and actions in the Board of Directors' "3-year Rolling Strategic Plan":

1. Amend regulatory framework to meet legislated requirements and the College's emerging needs.
2. Develop collaborative processes that support registration.
3. Enhance access to dietetic care through inter-professional agreements.
4. Broaden CDBC's profile, mandate and processes through a strategic marketing/communications plan.
5. Recruit emerging professional leaders to the Board and committees.

Fern Hubbard, Registrar, noted the increase in numbers of registrants between April 1, 2004 and April 1, 2010. In addition to carrying out activities to meet the Board's Strategic Priorities, Fern highlighted a few of her responsibilities and functions including:

- CDBC contracts for Restricted Activities Competencies Project, bylaw amendments, Jurisprudence Handbook project and website update and redesign,
- changes in the *Health Professions Act* and development and significance of the Health Professions Review Board,
- national PDEP project (Partnership for Dietetic Education and Practice) with regulators, Dietitians of Canada, and dietetic educators to develop practice competencies suitable for all partners, and
- public protection action – managed an appeal to the Health Professions Review Board (HPRB).

3.2 Registration Committee

Heather Martin, elected Board Director, Vice-chair of the Board, and Committee Chair, introduced Committee members who were present, highlighted items from the three meetings held during the year and answered questions. The Committee:

- reviewed and approved applications for the registration of international applicants, Labour Mobility Agreement transfers and reinstatements,
- received deliverables of Competencies Self-Assessment (CSA) tool for international and returning to practice applicants. Phase two of the Essential Competencies project was completed with program and tools adapted to an on-line format. A pilot project of the process and tools commenced, using a "blind" process to compare applicant-determined requirements with those the Committee might have recommended.
- reviewed courses to meet academic upgrading requirement, but did not approve Langara College FSRV 4444. Removed Kansas State University HMD 341 and HMD 342 from the accepted upgrading courses list for 3 credits quantity food production as they were unavailable to CDBC applicants. Added Kansas State University's HMD 560 Management in Dietetics.
- monitored the Restricted Activities Competencies project.
- reviewed and recommended revisions to new draft registration bylaws.
- reviewed an outline for the CDBC Jurisprudence Handbook.
- agreed with the Alliance of Dietetic Regulatory Bodies' stance on registration of graduate applicants, requiring these applicants complete entry-level practical training competence in all scope of practice areas: clinical, community and food service administration and recommended approval to the Board.

3.3 Patient Relations Committee

Adrian Kershaw, Public Representative Board Director and Committee member introduced Committee members who were present and reported on the Committee's two meetings. Adrian noted that the Quality Assurance and Patient Relations Committees recommended to the Board that they combine as numerous activities and priorities are discussed by both groups. The Committees merged on January 18, 2010. While active, the Patient Relations Committee:

- updated the Patient Relations Program - a document entitled, "Where's the Line?" on professional boundaries in a therapeutic relationship adopted from the College of Physical Therapists of BC.
- discussed adaptation needed to the "Professional Practice Handbook" purchased from the College of Dietitians of Alberta to become BC's jurisprudence requirement.
- reviewed practice barriers identified by the Registrar during her provincial liaison sessions and developed the CPBC/CDBC Inter-professional Agreement, "Pharmacists' Acceptance of Dietitians' Authority".
- recommended changes to the website during development.
- discussed nutrition care process model and international dietetics and nutrition terminology; implementation in BC and Canada will be monitored.
- discussed barriers faced by dietitians in ordering laboratory tests for nutritional status assessment and monitoring; the matter is being investigated further.

3.4 Quality Assurance Committee

Marlyn Davis, elected Board Director and Committee member, introduced Committee members who were present and reported for Jackie Parsons, registrant and Committee Chair, the following highlights from the three QA Committee meetings:

- continued implementation and refinement of the Continuing Competence Program.
- discussed processes and proposed bylaws to meet new Quality Assurance Program requirements in the *Health Professions Act*.
- reviewed results of registrant survey to evaluate CCP after three-year phase-in period.
- reviewed presentations by two software providers for CCP database modules and estimates; discussed current CCP process, financial and human resource needs and recommended to the Board acceptance of Claymore's Continuing Competence Module and that funds be included in the 2010/2011 budget to implement and support the program.
- reviewed reports on scope of practice barriers gathered during Registrar's provincial liaison sessions,
- discussed nutrition care process model and international dietetics and nutrition terminology.

3.5 Inquiry Committee

Robin Watt, elected Board Director and Committee Chair, introduced Committee members who were present and highlighted the following items from the three meetings held during the year:

- approved and published Case Outcome Report for Case #07-05; in August 2009 the complainant appealed the outcome to the Health Professions Review Board (HPRB) which came into effect March 16, 2009; on September 11, 2009 the HPRB determined they had no jurisdiction over the case as it was completed prior to the HPRB being enacted.

- College's legal counsel provided orientation to legislation that forms the foundation of Inquiry Committee processes and decisions.
- two registrants who completed the Council on Licensure, Enforcement and Regulation's (CLEAR's) 3-day Investigators' Training Course in September 2008 presented an overview of their training.
- made amendments to Committee policies.

3.6 Discipline Committee

Peter Lam, Chair of the Board, reported that the Discipline Committee has not yet been activated and that members would be appointed and trained when needed to conduct hearings in accordance with the *Health Professions Act*.

BE IT RESOLVED THAT the 2009/10 Annual Reports are accepted as circulated. Carried.

4. Auditor's Report: March 31, 2010 Audited Financial Statements

Peter Lam reviewed the audited Financial Statements for the year ending March 31, 2010.

BE IT RESOLVED THAT the 2009/2010 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. It was noted that the proposed bylaw amendments would be posted on the website for registrant review once completed.

6. Announcements

The Chair thanked Fern Hubbard, Registrar and Mélanie Journoud, Deputy Registrar, for their on-going support of the College and Board. Peter noted that they would be providing the Education Sessions following the AGM:

- Mélanie Journoud, Deputy Registrar, "Introducing - the new Website and Online Continuing Competence Program", and
- Fern Hubbard, Registrar, "College Initiatives since April 1, 2010".

Peter also announced that observers were welcome to attend the Board meeting following the Education Sessions, from 6:30 to approximately 8:30pm, continuing on Saturday, October 16 from 9:00am to approximately 12:00pm.

It was noted that the 2009/2010 Annual Report would be sent to all registrants and public representatives by email, and to the Ministry of Health as required in the HPA.

The Chair thanked registrants for participating in the Annual General Meeting.

7. Adjournment

A resolution to adjourn was accepted by consensus and the meeting adjourned at 3:45pm.

List of Attendees:

Registrants (on-site at Langara College)

Cheryl Au-Yeung	Jocelyn Macdonald
Jennifer Black	Sidney Massey
Sheila Blacklock	Jeanne McCutcheon
Beverly Blair	Joanne Mostrenko
Isabella Borges	Christina Ng
Eileen Cabrera	Nooshin Alizadeh-Pasdar
Serena Caner	Genevieve Pellerin
Sian Hoe Cheong	Mary Pilipenko
Estelle Dufresne	Brigitte Prucklmeier
Ivana Gauw	Suvama Rao
Rowena Grewal	Sarah Rush
Cassandra Hamilton	Sepideh Sarbazi
Tina Hartnett	Wendy Simpson
Susan Hostetler-Miller	Valarie Stainton
Li Jiang	Anne Swann
Francis Johnson	Barbarah Tinskamper
Harmeet Kaur	Eva Villeneuve
Deanna Kemperman	Cindy Wong
Shelley Kutney	Kristen Yarker-Edgar
Hannah Ma	

Public representatives – Appointed/Elected Board Directors:

June Barens	Peter Lam, RD
Harry Caine	Heather Martin, RD
Marlyn Davis, RD	Buncy Pagely
Maria Dedegikas, RD	Diana Stephenson
Adrian Kershaw	Robin Watt, RD

Glenn Kissmann, RD

Comox (via videoconference):

Barbarah Drew, RD	Marg McKenzie, RD
Lisa Kachmar, RD	Wanda McMillan, RD
Nicole Lukas, Dietetic Intern	Julia Painchaud, RD

Kelowna Site (via videoconference):

Eleeta Armit, RD	Linda Hannah, RD
Evelyn Cornelissen, RD	Jackie Parsons, RD

Prince George Site (via videoconference):

Darcie Bergeron, RD	Lynne LeFebvre, RD
Kaethe Gunther, RD	Lindsay Mandryk, RD
Courtenay Hopson, RD	Jason Vandelinder, RD

Victoria Site (via videoconference):

Katie Bate, RD	Marilyn McCay, RD
Nancy Clogg, RD	Joyce Schnetzler, RD
Chris Frohloff, RD	Ester Stevens, RD
Janice Klizs, RD	Margaret Yandel, RD
Janice Langley, RD	Shari Young, RD
Anita Marriott, RD	Anna Wren, RD

Staff:

Fern Hubbard, Registrar	Marilyn Elliott, Executive Assistant
Melanie Journoud, Deputy Registrar	