

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA
Meeting of the Board of Directors
Friday, February 22, 2013
9:05 am to 4:15 pm
CDBC office: Suite 409, 1367 W Broadway, Vancouver, BC V6H 4A7

MINUTES

Present: Maria Dedegikas (Chair), Cassandra Hamilton (Vice-chair), Laurie Donnelly, Adrian Kershaw (via web conferencing from 10:37am to 11:30am), Monica McAuley (until 3:05pm), Buncy Pagely, Jackie Parsons and Diana Stephenson (from 10:33am)

Staff: Fern Hubbard, Registrar, Mélanie Journoud, Deputy Registrar and Jeannie Poon, Practice Advisor

Guest: Delara Saran, RD

Regrets: Heather Lovelace

Item #	Agenda Item	Discussion/Decision
1.	Call to Order/ Remarks of Chair	Maria Dedegikas, Chair, called the meeting to order at 9:05 am. Maria introduced guest Delara Saran, RD as the newly elected Board member from Fraser electoral region, effective April 1, 2013, and provided a news update on some of the members.
1.1	Agreement on Agenda	Maria introduced a new order for agenda items to enhance use of meeting time, beginning with decision items first, then discussion items and lastly, information. The agenda was adopted by consensus as circulated.
1.2	Minutes of October 26, 2012	Circulated for information.
1.3	Email ballots	Circulated for information.
2.	Registrar's Report	
2.1	Status Report	The Registrar reported on items and activities of interest to the Board and answered questions. Included for information was a roundtable report from Alliance meetings held October 22-23 in Winnipeg, Position Statement on "Dietitians and Diabetes Self-management Education: Insulin dose Adjustment", Joint statement with the College of Pharmacists BC and College of Registered Nurses BC on "Registered Dietitians' Authority to Recommend Vitamins and Minerals for Therapeutic Diets" and a re-draft of the same statement to include a collaboration with College of Registered Licensed Practical Nurses BC and College of Registered Psychiatric Nurses of BC. Fern reported lower registration numbers with Restricted Activity B (design therapeutic diets where nutrition is administered through parenteral means). It was noted that for resource planning purpose, health facilities are no longer requiring all dietitians to practice parenteral nutrition. A Board member asked about registrants using the title "specialist" upon the completion of US Commission on Dietetic Registration's "Certified Specialist in Sports Dietetics" examination, Fern explained current CDBC bylaws do not allow registrants to use the title "specialist". Members suggested a reminder be included in a future Monthly Update.
2.2	Strategic Plan Status Report: October 25, 2012 to February 13, 2013	Detailed Actions circulated for information. Fern reviewed progress toward the Board's Strategic Goals and Sub-goals between October 25, 2012 and February 13, 2013 and answered questions. Fern noted highlighted points in the Report were suggested changes in wording, projected completion dates and plans to meet Board's Goals

2.2.1	Strategic Plan Overview: Projected to Year-end	The Board reviewed a one-page Overview of the Board's Strategic Goals and Sub-goals. Fern highlighted progress made to date and commented positively on actions initiated and accomplished since the October Board meeting.
3.	Decision/Direction	
3.1	Legislation – Bylaws	<p>At the Registration Committee's request, Board members reviewed the liability insurance coverage provided by LMS Prolink Ltd., Shepherd Insurance Service Inc., and BC Health Authorities, noting a difference in insurance companies providing "per year" coverage versus the CDBC bylaw requirement for "per occurrence" coverage. Board members agreed that a bylaw amendment be drafted by legal counsel and forwarded to the Ministry requesting an immediate revision to section 49, Liability Insurance, from "per occurrence" to "per year" coverage to ensure all registrants have adequate liability insurance for public protection.</p> <p>Fern facilitated a discussion on the current reinstatement bylaws for former registrants out of practice/off the register for more than three years. As per the recommendation from the Registration Committee meeting on January 28, 2013, Board members agreed that a bylaw amendment be drafted by legal counsel and forwarded to the Ministry requesting revisions to sections 53(2) to (5) "Reinstatement after 3 years" to include successful completion of the Canadian Dietetic Registration Examination.</p>
3.2	Committee Appointments/Re-appointments	<p>1) On the Inquiry Committee's recommendation, the Board resolves to approve the following Inquiry Committee members for two year terms, April 1, 2013 to March 31, 2015:</p> <ul style="list-style-type: none"> • Tina Hartnell, registrant • Heather Lovelace, registrant and elected Board member and, • Joyce Statton, public representative. <p>Carried.</p> <p>2) On the Inquiry Committee's recommendation, the Board resolves to approve the following Inquiry Committee positions for a one year term, April 1, 2013 to March 31, 2014:</p> <ul style="list-style-type: none"> • Tina Hartnell, reappointed as Chair, and • Buncy Pagely, reappointed as Vice-chair. <p>Carried.</p> <p>3) On the Quality Assurance Committee's recommendation, the Board resolves to approve the following Quality Assurance Committee members:</p> <ul style="list-style-type: none"> • Laurie Donnelly, registrant, for a two-year term from April 1, 2013 to March 31, 2015 • June Evans, public representative, for a two-year term from April 1, 2013 to March 31, 2015 • Mary Flesher, registrant, for a two-year term from April 1, 2013 to March 31, 2015 • Adrian Kershaw, appointed Board public representative, for a one-year term from April 1, 2013 to March 31, 2014 and, • Delara Saran, elected Board member, for a one-year term from April 1, 2013 to March 31, 2014. <p>Carried.</p> <p>4) On the Quality Assurance Committee's recommendation, the Board resolves to approve Anita Marriott as Chair and Mary Flesher as Vice-chair for the April 1, 2013 to March 31, 2014 year. Carried.</p>

		<p>5) <i>On the Registration Committee’s recommendation, the Board resolves to approve the following Registration Committee members for two year terms, April 1, 2013 to March 31, 2015:</i></p> <ul style="list-style-type: none"> • <i>Frances Johnson, registrant and,</i> • <i>Diana Stephenson, appointed public representative and Board member</i> <p><i>Carried.</i></p> <p>6) <i>On the Registration Committee’s recommendation, the Board resolves to approve extending Monica McAuley’s term for one month until April 30, 2013.</i></p> <p><i>Carried.</i></p> <p>7) <i>On the Registration Committee’s recommendation, the Board resolves to approve Frances Johnson as Chair and Cassandra Hamilton as Vice-chair for the April 1, 2013 to March 31, 2014 year.</i></p> <p><i>Carried.</i></p>
3.3	Public Awareness Campaigns	
3.3.1	College of Dietitians of Ontario’s (CDO’s) Video	<p>The Board viewed the public education video developed by the College of Dietitians of Ontario entitled: “The College of Dietitians of Ontario Stands by Your Side”. It was viewed previously during the October 26, 2012 meeting and received good response from CDBC registrants when viewed as a link to our December 2012 Monthly Update.</p> <p><i>The Board resolves to allocate in the 2013/14 budget \$2,300 to adapt the English version of the CDO video. Carried.</i></p> <p>Fern was asked to identify internal and external stakeholders for the video and other CDBC-initiated public awareness campaigns.</p>
3.3.2	HRO’s Profession-wide Campaign	<p>Using the Health Regulatory Organization’s (HRO’s) Briefing Note on the December 2012 regulation awareness survey and the “Role of Professional Regulation in BC Health Care - Public Awareness Campaign” document produced by the public relations consultants for the College of Registered Nurses of BC, Fern moderated a discussion on the College’s participation in HRO’s public awareness campaign. Board members discussed the benefits and limitations of a broadly funded HRO regulatory awareness campaign and asked Fern to enquire about the amount of promotion time that CDBC will receive. Fern will inform the Board.</p> <p><i>The Board resolves to allocate \$5,000 in the 2013/14 budget for the Health Regulatory Organization’s Public Awareness Campaign coordinated by the College of Registered Nurses of BC. Carried.</i></p>
3.4	Partnership for Dietetic Education and Practice (PDEP)	<p>The Board reviewed the February 2013 Update published by PDEP, information about PDEP Accreditation prepared by the Alliance and discussed proposed timelines for the transition of accreditation from Dietitians of Canada to PDEP.</p> <p><i>The CDBC Board of Directors supports the transition of accreditation from Dietitians of Canada to the Partnership for Dietetic Education and Practice when programs are using the Integrated Competencies and Performance Indicators and the two program pilots have been successfully completed, preferably by January 1, 2015. Carried.</i></p>
3.5	Minutes of October 26, 2012 In Camera meeting (In Camera)	<p>The Board went In Camera in accordance with bylaw 11(5)(c) to review the In Camera Minutes from the October 26 , 2012 meeting that related to a personnel matter. The In Camera Minutes were circulated by the</p>

		Chair and collected for shredding at the end of the session. The Chair retained the only copy of the approved Minutes. <i>The Board resolves to approve the Minutes of October 26, 2012 In Camera meeting as circulated. Carried.</i>
3.6	Governance	
3.6.1	Board Self-Evaluation and Skill Set Inventory (In Camera)	The Board went In Camera in accordance with bylaw 11(5)(c) to discuss a Board matter. The Chair circulated the Board Self-evaluation materials at the meeting and facilitated discussion.
3.6.2	Registrar's Performance Review (In Camera)	The Board went In Camera in accordance with bylaw 11(5)(c) to discuss a personnel matter. The Chair will draft and circulate the Minutes at the June 7, 2013 meeting. <i>The Board resolves to approve the Registrar's Performance Appraisal scoring and comments as recorded on the Feedback Interview Summary form for Fern Hubbard, Registrar, for the 2012/2013 year Carried.</i> Feedback was provided to the Registrar.
3.7	Board Policies	In accordance with good Board governance, policies are reviewed as needed and/or at regular time intervals.
3.7.1	Bd-04: Titles	This policy was last reviewed by the Board in 2007; the update included the class on full (limited) registration that will be included in future bylaw amendments. <i>The Board resolves to re-approve Board policy Bd-04: Titles, as amended. Carried.</i>
3.7.2	Bd-15: Finances	This policy was last reviewed by the Board in March 2010; the update included housekeeping amendments. <i>The Board resolves to re-approve Board policy Bd-15: Finances, as circulated. Carried.</i>
3.8	Quality Assurance Committee Policies and Guidelines	
3.8.1	Qac-05: Professional Practice	This policy was last reviewed by the Board in May 2010; the update was intended to enhance understanding. <i>On the Quality Assurance Committee's recommendation, the Board resolves to re-approve policy Qac-05: Professional Practice, as circulated. Defeated.</i> The Board asked the Quality Assurance Committee to further revise the policy to encompass a broader scope of practice and various work settings. The policy will be brought forward at the June meeting.
3.8.2	Interpretive Guideline: Privacy Legislation for Private Practitioners	The Interpretive Guideline was last reviewed by the Board in October 2009; updates reflected a change in title and legislation in the Personal Information Protection and Electronic Documents Act (PIPEDA) to include electronic documents and the date of amendments. <i>On the Quality Assurance Committee's recommendation, the Board resolves to re-approve the "Interpretive Guideline: Privacy Legislation for Private Practitioners" as circulated. Carried.</i>
3.8.3	Consent to Nutrition Care Guidelines and Practice Examples	This document was approved by the Board in March 2012 under the title "Consent to Treatment Guidelines"; registrant questions resulted in a significant redraft and change of title. <i>On the Quality Assurance Committee's recommendation, the Board resolves to re-approve "Consent to Nutrition Care" guidelines and the new "Examples of When to Obtain Consent" as revised. Carried.</i>
3.9	Registration Committee Policies	

3.9.1	Rc-07: Applicants Educated in the USA	The policy was last reviewed by the Board in November 2005; revisions related to current process and changed titles of the US accreditation and regulation agencies. <i>On the Registration Committee's recommendation, the Board resolves to re-approve policy Rc-07: Applicants educated in the USA, as circulated. Carried.</i>
3.9.2	Rc-10: Interpretive Guide – Restricted Activities	The policy was last reviewed by the Board in March 2012; minor wording revisions addressed minimum standards required in facilities. <i>On the Registration Committee's recommendation, the Board resolves to re-approve policy Rc-10: Interpretive Guide – Restricted Activities, as circulated. Carried.</i>
3.10	Board Orientation: June 7, 2013 Meeting	Fern facilitated a discussion on proposed topics and speakers/facilitators for the 2013/14 Board Orientation. Topics of interest included understanding the Audited Financial Statement (for the June 2013 meeting), an overview of monthly Financial Statements and Balance Sheets, how to be an effective Board and committee member and other governance topics. Suggestions were made to consider courses available from Vantage Point and other similar providers. Board members agreed to extend the length of each Board meeting by one hour to accommodate Board training sessions.
3.11	Finances: Projected 2102/13 Year-end; 2013/14 Budget	<i>The Board resolves to approve the 2013–2014 CDBC budget as revised. Carried.</i> Board members made several suggestions to reduce costs including the use of Adobe Connect for web meetings - particularly for Information Items, and advance notice and bookings for flight. The office will provide one month notice of each meeting to remind members to book flights.
3.12	Board Chair/Vice-chair Election	Maria announced she was stepping down as Chair due to other time commitments and thanked Board members for their support over the past year. Maria will continue as a Board member. <i>The Board resolves to approve Diana Stephenson as Chair and Cassandra Hamilton as Vice-chair of the CDBC Board for a one-year term, April 1, 2013 to March 31, 2014. Carried.</i>
3.13	Signing Officers	<i>The Board resolves to approve Board members Maria Dedegikas and Heather Lovelace as signing authorities for the April 1, 2013 to March 31, 2014 year. Carried.</i> Fern will confirm with Heather about her availability.
4.	Information/Reports	
4.1	Financial Report: 3rd Quarter (Dec 31/12)	Circulated for information. Fern noted that details were discussed during agenda item 3.11, Projected 2012/13 Year-end and 2013/14 Budget.
4.2	Legislation Update	Circulated for information.
4.3	Committee Reports	
4.3.1	Inquiry Committee	Circulated for information.
4.3.2	Quality Assurance Committee	Circulated for information.
4.3.3	Registration Committee	Circulated for information.
4.3.4	Certified Practices Sub- Committee	Circulated for information.
4.3.5	Governance/ Personnel Sub-committee	Circulated for information.

4.4	Langara/UBC Bridging Program	Circulated for information. Fern provided an overview of the Ministry of Jobs, Tourism and Skills Training contract, skillset of the selected consultant, Evelyn Cornelissen, the importance of the project for internationally educated dietitians wanting to register with the CDBC and delayed implementation due to discussions by the Project Advisory Team about roles, responsibilities and the consultant's work plan.
4.5	Annual General Meeting (AGM)	Fern reported that the date and time of the 2012/13 AGM was changed from Friday, June 14 in Victoria to avoid a scheduling conflict with Dietitians of Canada popular Fun Run event. The AGM is now scheduled for Thursday, June 6, from 3:00 to 4:00pm in the CDBC office – a combined AGM/ Open House. Fern was asked to investigate ways of promoting CDBC's AGMs and enhancing attendance. Board members had some suggestions. Further discussion will occur at the next meeting.
4.6	Correspondence/ Liaison	
4.6.1	Dayman Report	Circulated for information. Fern answered questions on Mr. Dayman's thesis and noncompliance with his agreement with Health Regulatory Organization regulators.
4.6.2	Chief Nursing Officer (CNO) Council of BC	Fern reported being invited to participate to a planning session hosted by the Chief Nursing Officer (CNO) Council BC. CNO is comprised of Registered Nurses with the mandate of addressing issues relating to health professionals' scope of practice in the Health Authorities. Board members encouraged collaboration with the CNO.
5.	Next Meetings	The next in-person meeting is scheduled from 9:00am to approximately 4:00pm at the CDBC office on Friday, June 7, 2013. Fern will send out a poll to schedule a webcast meeting in early April and another for the fall meeting. Fern was asked to investigate ways to engage and interact with registrants. Further discussion will occur at the next meeting.
6.	Announcements	Maria thanked Monica McAuley, Lesley Nicholls, Harry Caine and Laurie Donnelly for their active participation with the College. Monica was on the Registration Committee since April 1, 2007 including Vice-chair April 1, 2008 to March 31, 2012 and Chair April 1, 2012 to March 31, 2013. Lesley was on the Registration Committee since April 1, 2007 including Vice-chair April 1, 2012 to March 31, 2013. Harry Caine began with the Patient Relations Committee on February 12, 2005 then moved to the Quality Assurance Committee April 1, 2009 when the committees merged and completed his term March 31, 2013. Laurie was on the Board from April 1, 2010 to March 31, 2013. Maria presented Monica and Laurie with a certificate of recognition and gift. Lesley and Harry were recognized at their last committee meeting.
7.	Adjournment	The meeting was adjourned by consensus at 4:15pm.

Minutes approved as circulated via email ballot on May 6, 2013.