

# **COLLEGE OF DIETITIANS OF BRITISH COLUMBIA**

## **MINUTES**

### **ANNUAL GENERAL MEETING For the 2008/2009 Year**

**Friday, October 23, 2009  
4:40 to 5:10pm  
Room C-509, 5<sup>th</sup> Floor, C Building  
Langara College  
100 West 49<sup>th</sup> Avenue, Vancouver, BC**

Bd09/AGM/Minutes Oct 23-09

**Attendees:** The list of attendees is attached.

#### **1. Call to Order and Remarks of the Chair**

Glenn Kissmann, elected Board Director and Chair of the Board, called the 5<sup>th</sup> Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 4:40pm. 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.

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. It was noted that this year's CDBC AGM covers the April 1, 2008 to March 31, 2009 fiscal year.

The Chair announced that the quorum requirement of twenty registrants was met and the meeting proceeded.

#### **1.1 Introductions**

Board members and staff provided self-introductions. Regrets were relayed from Peter Lam, Board Director representing the Fraser electoral region.

#### **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.

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

#### **2. Approval of October 24, 2008 Minutes**

**BE IT RESOLVED THAT the Minutes of the October 24, 2008 CDBC Annual General Meeting are accepted as circulated.  
Carried.**

#### **3. Annual Reports**

### **3.1 Board of Directors and Registrar**

Glenn Kissmann, Chair, reviewed the status, as of March 31, 2009, 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, compared registration statistics between April 1, 2008 and April 1, 2009 and, in addition to carrying out activities to meet the Board's Strategic Priorities, highlighted the following responsibilities and functions:

- oversaw management of the database and website public register and the production of statistical reports,
- coordinated work of the Board and committees,
- managed contracts, including the projects funded by the government's \$80,000 grant,
- managed fiscal, administrative and communication functions,
- coordinated complaints with the Inquiry Committee, legal counsel and investigators, and
- drafted new CDBC by-laws with the assistance of a consultant.

### **3.2 Registration Committee**

Heather Martin, elected Board Director, Vice-chair of the Board, and Committee Chair, highlighted items from the eight meetings held during the year. The Committee:

- reviewed and approved applications for the registration of international applicants, Mutual Recognition Agreement transfers, masters route applicants and reinstatements,
- developed/amended policies, procedures and approved upgrading courses,
- received deliverables for 2007/08 government grant:
  - project to review and recommend on-line courses suitable for upgrading in the area of Food Service Administration, Community Nutrition, and Advanced Nutrition, and
  - a Competence Self-Assessment (CSA) tool for international and returning to practice applicants - Phase One of the Essential Competencies project,
- liaised with consultants working on 2008/09 government grant projects to:
  - review case studies and validation tools for Competence Self-Verification (CSV) process and discussed adaptation to an on-line format for completion in 2009/10, and
  - identify additional practical training sites for internationally educated dietitians who require practical training upgrading, and
- incorporated provincial requirement for resubmission of Criminal Record Review on a five year basis into the registration process.

### **3.3 Quality Assurance Committee**

Marlyn Davis, elected Board Director and Committee member, 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,
- reviewed reports on scope of practice barriers gathered during Registrar's provincial liaison sessions,
- discussed processes and proposed bylaws to meet new Quality Assurance Program requirements in the *Health Professions Act*, and

- approved a complete Standards of Practice document (Schedule B of the bylaws) and posted it on the website.

### **3.4 Inquiry Committee**

Robin Watt, elected Board Director and Committee Chair, highlighted the following items from the four meetings and numerous email discussions during the year:

- completed two cases initiated in 2007 in accordance with the *Health Professions Act* and CDBC by-laws, distributed the two Complaint Outcome Reports to CDBC registrants via email for education purposes and posted them on the website:
  - Case #07-03: After reviewing the Investigation Report and a practice review Assessment Report written by a nutrition support consultant, the Committee resolved to take no further action.
  - Case #07-05: The Committee determined in early 2008 that the registrant's competence and conduct met the CDBC's Standards of Practice and Code of Ethics. When informed of the decision, the complainant appealed to the Board within the 14-day time period required in the *Health Profession Act* for a review of the outcome. New documentation was submitted with the appeal letter. The Committee discussed the new information as well as all prior case documents and in accordance with the *Health Professions Act*, resolved to take no action against the registrant. The Board heard the appeal on May 12, 2008 and upheld the Committee's decision.
- two registrants attended the Council on Legislation, Enforcement and Regulation's (CLEAR's) 3-day Investigators' Training Course in September 2008 and passed the certification examination.

### **3.5 Patient Relations Committee**

Adrian Kershaw, Public Representative Board Director and Committee member reported the following activities from the Committee's three meetings for Peter Lam, Board Director and Committee Chair:

- reviewed drafts of the developing Inter-Professional Agreement between the College of Pharmacists of BC and the CDBC "Pharmacists Acceptance of Dietitians' Authority",
- adapted with permission the College of Physical Therapists of BC Patient Relations Program (to prevent professional misconduct of a sexual nature),
- approved purchase of the College of Dietitians of Alberta's "Professional Practice Handbook" and hired a consultant to adapt it to meet the needs of BC's international applicants, new graduates and registrants,
- suggested design and content updates to the website, and
- reviewed, discussed and agreed to monitor the adoption of the nutrition care process model and international dietetics and nutrition terminology.

### **3.6 Discipline Committee**

Glenn Kissmann, elected Board Director and 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 2008/09 Annual Reports are accepted as circulated.  
Carried.***

## **4. Auditor's Report: March 31, 2009 Audited Financial Statements**

Glenn Kissmann reviewed the audited Financial Statements focusing on page 2, the Statement of Operations for the year ending March 31, 2009, and page 4, Statement of

Financial Position as of March 31, 2009. Glenn explained that the purpose of the Restricted Fund is to cover unexpected legal and disciplinary costs and stated the College's goal of one million dollars

***BE IT RESOLVED THAT the 2008/2009 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 announced that observers were welcome to attend the Board meeting following the AGM, from 6:30 to 9:00pm and Saturday, October 24 from 9:00am to approximately 12:30pm. If interested, registrants were asked to see the Registrar for meeting location details.

It was noted that the 2008/2009 Annual Report would be sent to all registrants and government appointed Board public representatives by email.

The Chair thanked registrants for participating in the Annual General Meeting and in the two pre-AGM Information Sessions on the "Inter-Professional Agreement between the CDBC and the College of Pharmacists of BC" and the "CDBC Complaint Process".

**7. Adjournment**

A resolution to adjourn was accepted by consensus and the meeting adjourned at 5:10pm.

**List of Attendees**

**Registrants (on-site at Langara College)**

Joan Arnold, RD	Winnie Li, RD(t)
Kathleen Beggs, RD	Rebecca Lim, RD
Beverley Blair, RD	Janice Macdonald, RD
Anna Bozac, RD	Jocelyn Macdonald, RD
Jo-Anne Bradshaw, RD	Anita Marriott, RD
Ali Chernoff, RD	Heather Martin, RD
Laura Cullen, RD	Joanne Mostrenko, RD
Marlyn Davis, RD	Janet Parker, RD
Maria Dedegikas, RD	Mary Pilipenko, RD
Susan Graves, RD	Barbarah Tinskamper, RD
Alison Gilliland, RD(t)	Jill van der Linden, RD
Tina Hartnell, RD	Robin Watt, RD
Frances Johnson, RD	Patrice White, RD
Melanie Journoud, RD	Kristen Yarker-Edgar, RD
Glenn Kissmann, RD	

**Public representatives – Appointed Board Directors:**

Buncy Pagely	Kundan Sangha
Adrian Kershaw	

**Kamloops Site (via videoconference):**

Dawn Benwell, RD	Barbara Mark, RD
Janet Dabner, RD	Jodi Richardson, RD
Christopher Konczyk, RD	Kristin Mole (Sunderman) , RD(t)

**Kelowna Site (via videoconference):**

Cynthia Fallu, RD

**Nanaimo Site (via videoconference):**

Susan Beaubier, RD	Tracy Lister, RD
Shannon Burgert, RD	June Wade, RD

**Prince George Site (via videoconference):**

No attendees for AGM

**Victoria Site (via videoconference):**

Lorrie Cramb, RD	Monica McAuley, RD
Lynn Nabata, RD	Miriam Shrimpton, RD

**Students:**

Alex Dalzis (3<sup>rd</sup> year UBC)

**Staff:**

Fern Hubbard, Registrar	Marilyn Elliott, Executive Assistant
Melanie Journoud, Practice Advisor	Joan Gosse, Administrative Assistant