

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Thursday, February 18, 2016 from 1:30 pm to 5:20 pm
and Friday, February 19, 2016 from 9:00 am to 4:00 pm

CDBC office: Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

Present: Diana Stephenson (Chair), Heather Lovelace (Vice-chair) (via VoIP on Feb 18 from 1:35 pm on; in person on Feb 19 from 9:00 am to 3:17 pm), John Coupar, Casey Hamilton, Meena Karsanji (Feb 19 from 9:05 am on), Monica Liefhebber, Miranda Polgar, Tina Hartnell and Larry Yore

Staff: Fern Hubbard (Registrar), Mélanie Journoud (Deputy Registrar-Quality Assurance), Chi Cejalvo (Deputy Registrar-Registration and Communications) and Marilyn Elliott (Executive Assistant)

Thursday, February 18, 2016		
Item No	Agenda Item	
1.	Call to Order and Remarks of the Chair	Diana Stephenson, Chair, called the meeting to order at 1:30 pm, welcomed Directors and confirmed quorum.
1.1	Agreement on Agenda	The agenda was approved as circulated.
1.2	Email Ballot	Circulated for information
1.3	Minutes from December 7, 2015	Circulated for information.
2.	Reports	
2.1	Registrar's Report	Fern and Chi reported on registration statistics and answered questions. Fern outlined activities of the Alliance of Canadian Dietetic Regulatory Bodies, Ministry of Health (MoH) and Dietitians of Canada (DC). Diana recommended encouraging dietitians to sign up for the April 6, 2016 webinar co-hosted by DC, CDBC and the MoH re: unregulated nutrition practitioners. Fern reported on Board Resourcing Office (BRDO) reappointments for Larry, Diana and John and will provide BRDO decisions as soon as they are received. Fern also reported on a workshop hosted by the BC Health Regulators on 'Right-touch Regulation' and answered questions.
2.2	Strategic Plan 2014-2017: Status Report	Fern reported on progress to date and answered questions. Fern reviewed the Strategic Plan cycle and commented on the need for a planning session in 2017-18 for a new 3-year planning cycle. Directors recommended adding a legend to the current status report to explain "progress" column color coding.
2.3	Registrar's Goals for the 2015/16 year - Status Report	Fern reported on activities to date and answered questions. Diana reminded Directors that for 2016/17 Fern's goals are aligned with the Board's Strategic Goals.
2.4	Legislation Report	Fern provided a brief summary and answered questions regarding filing and enactment requirements of the CDBC bylaw amendments and progress on amendments to the Dietitians Regulation. Directors

		discussed the Ministry's suggestion of a new Restricted Activity to clarify dietitian scope of practice and best protect the public from nutrition practitioners who are unqualified to practice medical nutrition therapy.
2.5	Financial Reports	
2.5.1	3rd Quarter Financial Report/Notes (to Dec 31/15)	Circulated for information. Miranda suggested reviewing rates for GIC investments to ensure the best possible financial return for the College. John suggested revising the Board meeting schedule to allow more time for discussion. Diana reminded Directors they would be discussing this in more detail on Friday (agenda item 4.5).
2.5.2	Financial Risk Awareness CDRE Examination	Circulated for information.
3.	Board Orientation/Training	
3.1	Assessment of International Educated Dietitians (IEDs) and Status of Bridge Program Development	As an introduction to bridge program development, Chi presented information on the Assessment for Registration process for IEDs, its current status and issues for practical training upgrading in BC. Chi and Casey answered questions. Chi reported that a call for practicum placement mentors/supervisors will be published in the March Monthly Update. Directors commented that it would be helpful to determine the cost of a Health Authority internship placement and a 2-year seat in UBC's academic program to help determine the total cost of RD education, knowing that most IEDs applying to the CDBC would potentially be required to absorb an individualized portion of this cost. Tina provided examples of internship costs at Fraser Health. Larry commented on the benefits of possibly creating a Western collaboration (BC, AB, SK and MB) to have sufficiently high IED numbers to justify a formalized Bridge Program. Fern updated the Board on the status of the IED Bridge Program development in BC. Fern reported on current needs, challenges encountered to date and answered questions. She also reported on workforce statistical projections for the next 10 years. These projections indicate a high demand for RDs in order to maintain the current ratio of dietitians per 100,000 BC population over the age of 55. Directors suggested publishing a report on the dietitian workforce needs on the CDBC website, referencing the new stats. John commented on workforce demand projections in other health professions and occupations that will result from the upcoming retirement of baby boomers.
4.	Decision Items	
4.1	Database	The Board of Directors met <i>in camera</i> (CDBC bylaw 11(5)(c)) from 3:50 to 4:25 pm, excusing staff.
4.1.1	Review of RFP Proposals, Discussion	The Board reviewed the context for the current discussion. During the February 27, 2015 Board meeting, Directors discussed the need for replacement of specific capital assets and as a result, a new Capital Asset/Maintenance Restricted fund was established. Additional information was provided at the June 15, 2015 meeting. During the October 23, 2015 meeting 2 presentations were received from 2 database vendors who were selected by staff after an environmental scan. Melanie developed a RFP that was reviewed by Fern, Diana, Larry and Tina prior to its release to the 2 vendors. The Board discussed the 2 proposals that were received by the January 29, 2016 deadline. Melanie and Fern presented a Business Case for the most suitable vendor (i.e. the Joint IT Consortium) and answered questions.
4.1.2	Financing Options	Fern presented financial options to address database costs. Fern, Melanie and Marilyn answered questions. Diana noted that discussion would continue on Friday, February 19.
		The Chair recessed the meeting at 5:20 pm.

Friday, February 19, 2016		
	Reconvene/Remarks from the Chair	The Chair reconvened the meeting at 9:00 am, welcomed everyone, confirmed quorum and provided an overview of the day.
4.	Decision Items (continued)	
4.1.2	Financing Options	Fern presented updated financial information that resulted from post-meeting discussions with the College's accounting consultant. The update included revenue and expense trends from 2009 to 2015 and a spreadsheet of audited Financial Statements from 2006-2015, both with projections to 2019. Directors discussed the implications of extrapolations to 2019. Agreeing with the accounting consultant and noting the CDBC fee increases in 2010 and 2014 only, Directors recommended registration fee increases in annual increments rather than infrequent large increases. For the AGM, Diana suggested providing registrants information about CDBC expenses and costs, and how revenue from fees enables the College to meet the public protection mandate. Diana also suggested presenting the fee per registrant for each dietetic college in Canada and for BC health profession colleges. A suggestion was also made for a Monthly Update Q&A item on Restricted Activity fees.
4.1.3	Database Decision	Fern summarized key discussion points from the previous day. Fern and Melanie answered questions. Fern outlined staff roles for the project. Directors discussed the database business case, the need and implementation of legislation amendments, and financing options. Directors expressed reluctance to transfer funds from the Complaint/Discipline Restricted Fund to finance the database. However, Directors recognized that partial funding from this Fund was the simplest and cost-effective way of financing project initiation. Diana discussed the Board's governance role in overseeing a project of this size and recommended a segmented approval process. Directors discussed next steps to move forward on the database project and agreed to meet for an in-person meeting to review 1) the Consortium's contract/Agreement, after staff and legal review, 2) the proposed financing/payment schedule, 3) the implementation plan and 4) key project milestones. Once staff know when documentation will be available, Fern will poll for a meeting date. Directors also requested that staff work with a Board 'sponsor' who will keep the Board informed of the project progress and support staff with implementation matters. Tina volunteered to be the Board's sponsor for this project. A line item for the project will to be added to the 2016/17 budget. A separate project budget will be developed with the Consortium. <i>The Board resolves to enter into an agreement with the Joint IT consortium led by the CRNBC and that once all legal documentation and financial terms have been approved by the Registrar, that the Registrar be authorized to deliver such documentation to the Board and for the Board to approve an implementation plan, phased into steps and assure budgetary oversight of this project. Carried.</i>
4.2	Budget 2016/2017	
4.2.1	Year-End Forecast (March 31/16)	Fern reviewed the year-end forecast, explained projected variances in revenue and expenses and answered questions.
4.2.2	Proposed Budget	

4.2.3	2016/17 Budget Approval	<p>Fern reviewed the proposed budget for 2016-2017 and answered questions. Directors discussed ways that College expenses could be reduced including use of the Complaint/Discipline Restricted Fund for legal fees that are over budget and conscious savings on Board and staff travel. Directors discussed the importance of governance oversight and review of quarterly statements each meeting, especially in view of the database project. Directors discussed past differences between year-end budgeted and actual expenses. Staff were commended for staying under budget; increased precision was requested.</p> <p><i>The Board resolves to approve the 2016–2017 budget as revised. Carried.</i></p> <p>The Board will review an updated budget after approval of the database agreement.</p>
4.3	CDBC Bylaws – Post Consultation Revisions	<p>Fern reviewed bylaw amendments revisions that arose during the consultation period.</p> <p><i>The Board resolves to approve amendments to the proposed CDBC bylaws as circulated. Carried.</i></p> <p>The revised red line bylaw document will be circulated to the Ministry of Health for filing.</p>
4.3.1	Bylaw Schedules - Revisions	<p>Fern reviewed changes to Schedule B, Standards of Practice, and Schedule D, Fees, and answered questions. Meena suggested a minor revision to Schedule B for consistency.</p> <ul style="list-style-type: none"> • <i>The Board resolves to approve amendments to Schedule B, Standards of Practice, and Schedule D, Fees, of the proposed CDBC bylaws, as revised. Carried.</i> • <i>The Board resolves... THAT, in accordance with the authority established in sections 19(1) and 49 of the Health Professions Act (the “HPA”), and subject to filing with the Minister of Health (the “Minister”) as required by section 19(3) of the HPA, and notice as required by section 19(6.2) of the HPA, the board amends the bylaws of the College of Dietitians of British Columbia as set out in the attached Schedules. Carried.</i>
4.4	Registrar’s Performance Appraisal (In-Camera)	<p>Directors discussed ways of increasing efficiency and decision making during meetings including pre-circulating proposed revisions to policies to obtain feedback prior to decision making at the meeting.</p>
4.5	Board’s Self-Evaluation Survey (In Camera)	<p>The Board of Directors met <i>in camera</i> (CDBC bylaw 11(5)(c)) from 11:40 am to 12:50 pm, excusing staff.</p>
4.5.1	Board’s Skills and Attributes Grid – Update (In-Camera)	
4.6	Committee Appointments, Chairs, Vice-chairs	<p>Melanie reviewed terms and proposed appointments for each committee and answered questions.</p> <ul style="list-style-type: none"> • <i>The Board resolves to approve the Inquiry Committee’s preferences for appointment of the following members for the specified terms:</i> <ul style="list-style-type: none"> - <i>Laurie Monahan, registrant, for a 2nd term, April 1, 2016 to March 31, 2018,</i> - <i>Diana Stephenson, Board member and public representative, for a 3rd term, April 1, 2016 to March 31, 2018, and</i> - <i>Jaki Thornhill, registrant, for a 1st term, April 1, 2016 to March 31, 2018. Carried.</i> • <i>The Board resolves to approve the Inquiry Committee’s preferences for appointment of Heather Lovelace as Chair and Denise Koehn as Vice-chair for the April 1, 2016 to March 31, 2017 year. Carried.</i>

		<ul style="list-style-type: none"> • The Board resolves to approve the Quality Assurance Committee's preferences for appointment of the following members for the specified terms: <ul style="list-style-type: none"> - Meena Karsanji, elected Board member, for a 2nd term, April 1, 2016 to March 31, 2018, - Larry Yore, Board member and public representative, for a 2nd term, April 1, 2016 to March 31, 2017, and - Jennifer Krempien, registrant, for a 1st term, April 1, 2016 to March 31, 2018. Carried. • The Board resolves to approve the Quality Assurance Committee's preferences for appointment of Mary Flesher as Chair and Meena Karsanji as Vice-chair for the April 1, 2016 to March 31, 2017 year. Carried. • The Board resolves to approve the Registration Committee's preferences for appointment of the following members for the specified terms: <ul style="list-style-type: none"> - Jacqueline Parsons, elected Board member, for a 1st term, April 1, 2016 to March 31, 2018, and - Winnie Hung, registrant, for a 3rd term, April 1, 2016 to March 31, 2018. Carried. • The Board resolves to approve the Registration Committee's preferences for appointment of Tamar Kafka as Chair and Holly van Heukelom as Vice-chair for the April 1, 2016 to March 31, 2017 year. Carried.
4.7	Board Chair, Vice-chair Election	<p>Diana noted she was not seeking the Chair position again and asked Directors to nominate a new Board Chair. Directors discussed their short and long-term availability, willingness and skill set to step into the Chair and Vice-chair positions.</p> <p>The Board resolves to approve Heather Lovelace as Chair and Tina Hartnell as Vice-chair of the CDBC Board for a one-year term, April 1, 2016 to March 31, 2017. Carried.</p>
4.8	Board Policies	
4.8.1	Bd-03: Honoraria and Per Diems	<p>Fern reported on the results of her re-poll of the BC Health Regulators re: per diem policies, explained proposed changes to policy Bd-03: Honoraria and Per Diems re: per diem payments, and suggested options to the policy regarding payment for travel time. Directors discussed proposed revisions and recommended minor wording changes to allow compensation for hardship incurred by Directors who are coming from remote areas that require extensive travel. Compensation for hardship was set at a capped amount of \$125 (equivalent to a half-day per diem) for additional remote travel per meeting, at the discretion of the Board Chair. Directors discussed considering travel schedules before setting meeting start times. Fern will re-circulate a revised copy of the policy for email ballot.</p>
4.9	CDBC Annual General Meeting	<p>Chi summarized tentative AGM arrangements and options for education session(s). Directors agreed to change the time to 2:00 to 4:00 pm to fit with dietitians' work schedules and suggested presenting highlights of the Annual Report and Financial Statements instead of details. Diana suggested a 30-min AGM presentation to allow time for questions, including significant bylaw amendments and an info sheet. Melanie and Chi provided an overview of the proposed education sessions: Social Media/professional boundaries and the updated Continuing Competence Program (CCP). Board members recommended focusing on social media and professional boundaries for 45-minutes and suggested one or more</p>

		webcasts for the CCP. Chi and Melanie will test the webcast with Tina, Monica and Heather. Four Directors will attend the AGM in person. Out of town Board members will attend the AGM via webcast.
5.	Discussion/Direction	
5.1	RDs Letter: Registered Holistic Nutritionist (RHN) Legal Suit	Fern mentioned the Alliance would be discussing the letter re: RHN legal suit at the next meeting in Toronto on Feb 23-24. Fern will update the Board about any developments at the next meeting and respond to the registrants who wrote.
6.	Information	
6.1	Committee Minutes & Working Group Reports	
6.1.1	Inquiry Committee	Circulated for information. Tina declared a conflict of interest and stepped out of the meeting during the discussion of this item. Diana and Heather answered questions about duration of case #14-10, the inspection process, possible case outcomes and expected date of resolution.
6.1.2	Quality Assurance Committee	Circulated for information. Melanie and Meena answered questions about monitoring the implementation and use of the Nutrition Care Process in BC.
6.1.3	Registration Committee	Circulated for information.
6.1.4	Personnel Working Group	Circulated for information. Diana recommended discussing the group's membership at the June 24, 2016 Board meeting and that the PWG meet in late summer to review of the current evaluation tools. Diana reminded Directors that the Personnel Working Group is a sub-group of the Board and that it does not have decisional power; it recommends actions to the Board.
7.	Next Meetings	The next scheduled meetings are: <ul style="list-style-type: none"> • AGM: Thursday, June 2, 2:00-4:00 pm • Friday, June 24, 9:00 am to 5:00 pm, and • Friday, October 21, 2016, 9:00 am to 5:00 pm All will take place at the CDBC office. A poll will be circulated for a spring meeting date to review the joint IT consortium agreement.
8.	Announcements	Diana and Fern thanked Casey for her contribution to the Board, Registration Committee and PWG over the past 5 years. Casey received a Certificate of Recognition and a thank you card and thanked Directors and staff for the opportunity to be involved with the College.
9	Remarks from the Chair	
9.	Adjournment	The meeting was adjourned by consensus at 4:00 pm. Diana met with Fern post-meeting to relay Actions from <i>in camera</i> meeting items.

The Minutes were approved as circulated via email on March 14, 2016.