

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

## MINUTES

### 2015-2016 ANNUAL GENERAL MEETING

Thursday, June 2, 2016

2:35 pm to 3:35 pm

College of Dietitians of BC, Suite 409 – 1367 West Broadway, Vancouver, BC

**Attendees:** See attached List of Attendees.

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

Heather Lovelace, 2016/17 Board Chair introduced herself and called the 12<sup>th</sup> Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 2:35 pm by welcoming all online and in-person attendees. Heather relayed regrets from Diana Stephenson, 2015/16 Board Chair and former government appointed public representative; Jacqueline Parsons, Interior/North elected RD; John Coupar, government appointed public representative; Miranda Polgar, Interior/North elected RD; Casey Hamilton, former Interior/North elected RD; Larry Yore, former government appointed public representative and Sonia Virk new government appointed public representative.

Heather reviewed the purpose and proceedings for AGMs as outlined in *Health Professions Act* and the CDBC bylaws. Heather noted that this year's AGM covered the April 1, 2015 to March 31, 2016 fiscal year.

In-person attendees were reminded to sign the attendance record and to ensure they had a copy of the meeting package which included the 2015/2016 Agenda, the 2014/2015 AGM Minutes and the 2015/16 Annual Report. Webcast registrants were reminded they had received links to the same documents via email. All attendees were informed that the AGM was being recorded.

As the required quorum of twenty registrants was met, the meeting proceeded.

##### 1.1. Introductions

Heather Lovelace introduced the 2015/16 Board Directors, new Directors and CDBC staff members.

##### 1.2. Agreement on Agenda

Heather Lovelace asked all attendees for any changes to the 2015-16 agenda. No changes were requested.

***Registrants resolved to accept the agenda for the 2015-2016 Annual General Meeting by consensus.***

***Carried.***

#### 2. Approval of May 28, 2015 Minutes

***Registrants resolved to accept the Minutes of the May 28, 2015 CDBC Annual General Meeting by consensus.***

***Carried.***

#### 3. Annual Reports

##### 3.1. Board of Directors and Committee Reports

###### 3.1.1. Chair, Board of Directors, and Registrar's Message

Heather Lovelace, Chair, Board of Directors, summarized the activities of the College over the past year. These included:

- Efficient and Effective Governance:

- Strong financial management principles including the introduction of a capital asset management fund and a maintenance reserve fund whilst maintaining the restricted fund for inquiry and discipline; hiring of a new auditor
- Ongoing oversight of inquiry case #14-10
- Amendment and approval of the CDBC Bylaws. These were approved by the Ministry of Health and were in force on May 7, 2016
- Update to the Continuing Competence Program
- Reviewed proposals for a new CDBC database to replace the current, aging database.
- Engaging the public about dietitians competent, ethical and safe practice:
  - Facilitated an education session at the 2014/15 AGM on “Marketing Strategies for Dietitians” to better engage the public
  - Participated in the 3<sup>rd</sup> year of the BC Health Regulators’ 3-year public awareness campaign.
- Enhancing relationships with key stakeholders both provincially and nationally:
  - Province wide liaison sessions with BC dietitians
  - Active participation in the BC Clinical Nutrition Leaders Forum
  - Engaging with Practice Leaders to address professional practice concerns and queries regarding scope of practice
  - Working diligently with:
    - UBC Dietetics Program faculty and students
    - Dietitians of Canada
    - Ministry of Advanced education on initiatives that will enhance the ability to have well educated dietitians in the province
    - Ministry of Health on Bylaw amendments and amendments to Dietitians Regulation
    - Ministry of Jobs Tourism and Skills Training for development of a bridge program
  - National participation in the Alliance of Canadian Dietetic Regulatory Bodies – taking part in the creation of National Standards of Practice
  - International participation in the Council on Licensure Enforcement and Regulation.
- Looking to the Future:
  - Anticipate government approval of long awaited amendments to Dietitians Regulation
  - Update the Jurisprudence Examination for Dietitians and its corresponding guide to include Bylaw amendments
  - Conclude the inquiry case #14-10
  - Implement a new CDBC database to improve efficiency and compliance with regulation.

#### Review of Registration Fees:

Fern Hubbard, Registrar, presented data comparing registration fees for dietitians across Canada and registration fees for dietitians in BC against fees for other BC regulated health professions of similar size. Fern noted that on the recommendation of the CDBC financial advisor, the Board of Directors will be exploring a possible annual Consumer Price Index increase in registration fees.

#### BC Health Regulators – Public Awareness Campaign Video:

Fern presented a video highlighting the importance of the public seeking health care from regulated health professionals. The video was produced by the BC Health Regulators as part of their 3-year Public Awareness Campaign. This video will be circulated to the public online in June 2016 and via television in September 2016.

### 3.1.2. Committees

#### 3.1.2.1. Registration Committee

Heather Lovelace thanked Casey Hamilton for Chairing the Committee and highlighted key activities of the Committee in 2015/16, including:

- Review and approval of bylaw amendments related to registration:

- Section 41 – Full registration:
  - Timeline to complete the CDRE is now specified to being “within 3 years” of the date of application (was not previously specified)
  - Addition of the Jurisprudence Examination as a registration requirement (was not previously specified; was included in the term “examinations”)
  - May use the titles “Dietitian” or “Registered Dietitian” and the initials “RD”.
- Section 43 – Temporary registration:
  - Temporary registration to be revoked following failure of the CDRE (was not previously revoked).
  - May use the title “Registered Dietitian – Temporary” and the initials “RD (T)”
- Section 44 – Non-practicing registration:
  - New registration class for Dietitians who no longer practice dietetics and want to retain their reserved title (was not available)
  - Exempt from liability insurance and the continuing competence program
  - May vote at the AGM and serve on a CDBC committee
  - Addition of the title “Registered Dietitian – Non-Practicing” and the initials “RD (NP)”.
- Section 49 – Reinstatement for non-payment of fees:
  - Late registration period shortened to 2 months (April 1 to May 30) (was 6 months, to September 30).
- Section 55 – Professional liability insurance:
  - The amount of coverage required increased to \$2 million dollars per occurrence (was \$1M).
- Completed three separate projects that reviewed approved academic courses for applicants who require upgrading in order to be eligible for registration. These courses were also cross-matched with the Integrated Competencies for Dietetic Education and Practice.

### 3.1.2.2. Quality Assurance Committee

Heather Lovelace recognized Anita Marriott as Chair of the Committee last year and highlighted key activities during 2015/16, including:

- Review and approval of bylaw amendments related to quality assurance:
  - Section 51 - Reinstatement within 6 years:
    - New reinstatement category.
    - Former registrants who are off the register over 3 years, but less than 6 years, must pass the CDRE and the Jurisprudence Examination and submit a complete application for reinstatement.
  - Part 5 – Quality Assurance:
    - Describes the CDBC Quality Assurance Program in detail and includes:
      - The Continuing Competence Program, random audits of learning plans and,
      - The ability of the Quality Assurance Committee to assess professional performance.
  - Section 70 - Record Keeping:
    - New section that outlines record keeping requirements in clinical and community practice environments.
    - ‘Community’ includes all non-clinical work places (as per legal counsel).
  - Section 74 - Marketing:
    - Specifies types of titles and education designations that may be referred to in marketing.
- Review of the new Standards of Practice and recommended approval to the Board.
- Review of the Consent to Nutrition Care policy with the BC Clinical Nutrition Leaders’ Forum and recommended to the Board for approval.

### **3.1.2.3. Inquiry and Discipline Committees**

Heather Lovelace thanked Maria Dedegikas for her role as Committee Chair last year and noted that three complaints were addressed over the fiscal year. One complaint is still in progress regarding the ethical conduct and professional competence of a registrant.

Heather also noted that the College has not had any discipline hearings to date and, if and when it does, a Discipline Committee will be struck, trained and a Chair appointed by the Board.

### **3.2. Audited Financial Statements, March 31, 2016**

Fern reviewed the Audited Financial Statements for the year ending March 31, 2016 and answered questions.

***Registrants resolved to accept the 2015/2016 Audited Financial Statements as circulated.  
Carried.***

### **3.3. Approval of 2015/16 Annual Report**

***Registrants resolved to accept the 2015-2016 Annual Report as circulated.  
Carried.***

## **4. Questions and Answers**

The Chair of the Board and Registrar answered questions from attendees.

## **5. Announcement**

Heather announced that following adjournment of the AGM was an Education Session titled "Social Media and Dietetic Regulation" presented by Chi Cejalvo, RD, Deputy Registrar – Registration and Communications. Heather thanked online and in-person attendees for participating in the Annual General Meeting.

## **6. Adjournment**

A resolution to adjourn was accepted by consensus and the meeting adjourned at 3:35 pm.

Minutes were approved as circulated at the June 1, 2017 Annual General Meeting.

## List of Attendees

### In-person (11):

Cheong, Sian-Ho – Registrant	Kupka, Sonya – Registrant
Ezzat-Zadeh, Zahra – Registrant	Martin, Heather – Registrant
Goos, Cezanne - Registrant	Thornhill, Jaki – Registrant
Koehn, Denise - Registrant	Wang, Cathy – Registrant
Koh, Jak Chin – Registrant	Yarker, Kristen – Registrant
Krempien, Jennifer – Registrant	

### Webcast (34):

Dang, Stephanie - Dietetic Intern	Ko, Emily - Dietetic Intern
Hilverda, Kristie - Dietetic Intern	Nordman, Karli - Dietetic Intern
Abbott, Carrie - Registrant	Lemire, Jacob – Registrant
Amendt, Ginni – Registrant	Licastro, Kate - Registrant
Bock, Lauren – Registrant	Mahajan, Shefali - Registrant
Burgort, Shannon – Registrant	Marriott, Anita - Quality Assurance Committee Chair, Registrant
Camfferman, Erica - Registrant	McRae, Brigitte - Registrant
Corby, Lynda – Registrant	Morrison, Kelsey - Registrant
DaSilva, Liz – Registrant	Pilipenko, Mary – Registrant
Grierson, Jennifer - Registrant	Robertson, Jessica - Registrant
Guirguis, Nadia - Registrant	Rueb, Claudia - Registrant
Hiang, Jarita – Registrant	Scott, Swati - Registrant
Hobin Lindsay – Registrant	Sheppard, Flo - Registrant
Hopson, Courtenay - Registrant	Sorensen, Janice - Registrant
James, Gilana – Registrant	Underhill, Diane
Janicki, Heather - Registrant	Worboys, Jill - Registrant
Larson, Rebecca - Registrant	Yeung, Helen - Registrant

### Board of Directors (6):

Lovelace, Heather – 2016/17 Chair, Vancouver Coastal	Liefhebber, Monica - Vancouver Island (web)
Hartnell, Tina - Vice-chair, Fraser	Meneghello, John – 2016/17 Public Representative
Karsanji, Meena - Vancouver Coastal	Saran, Delara – Fraser, Health (web)

### Board Regrets (7):

Coupar, John – Public Representative	Stephenson, Diana – Board Chair and Public Representative
Hamilton, Cassandra – 2015/16 Interior/North	Virk, Sonia – 2016/17 Public Representative
Polgar, Amanda – Interior/North	Yore, Larry – Public Representative
Parsons, Jacqueline – 2016/17 Interior/North	

### Staff (4):

Hubbard, Fern, Registrar	Journoud, Mélanie, Deputy Registrar - Quality Assurance
Elliott, Marilyn, Executive Assistant	Cejalvo, Chi, Deputy Registrar - Registration & Communications