

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Monday, June 26, 2017 from 9:05 to 16:39
 CDBC office: Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

Present: Tina Hartnell (Chair), Jackie Parsons (Vice-chair), Sophia Baker-French (9:00-12:30 and 12:55 on), Serena Caner, Meena Karsanji, Jiak Chin Koh, and John Meneghello

Staff: Joanie Bouchard (Registrar) and Mélanie Journoud, Deputy Registrar (Quality Assurance)

Guests: Paul Cormier, Financial Consultant, Cormier Strategy Advisors Inc. (10:00-11:00), Bradley Chisholm, Acting Director of Strategy, CRNBC (12:30-16:00) and Monica Liefhebber, RD (9:00-12:30)

Regrets: John Coupar, Sonia Virk, Heather Lovelace, RD and Chi Cejalvo (Deputy Registrar, Registration and Communications)

Item No	Agenda Item	
1.	Call to Order/Remarks of the Chair	Tina Hartnell, Chair, called the meeting to order and welcomed Joanie Bouchard, new Registrar, and initiated a round of introductions.
1.1	Agreement on Agenda	The agenda was approved as revised, moving item 6. Meetings to be addressed before the lunch break. Motion: John Meneghello. All in favor.
1.2	Email Ballots	Circulated for information. Joanie commented on the new addition of the voting tally to the email ballot table to better track past decisions. Board members discussed the email ballot process to ensure “absent” doesn’t indicate Board members didn’t want to vote, rather that the motion had passed before they had a chance to vote. Action: Staff to wait for voting period to end before announcing that a motion is passed.
1.3	Meeting and In Camera Minutes from March 3, 2017	Website links to the March 3, 2017 meeting and <i>in camera</i> minutes were provided for information. Directors discussed a process to maintain <i>in camera</i> minute passwords and passing on the information from one Chair to the next. Action: Joanie to collect information on legal requirements and best practice to ensure continuity and protection of confidentiality of <i>in camera</i> minutes.
2.	Reports	
2.1	Strategic Plan 2014 – 2017 Status Report	Circulated for information.
2.2	Registrar’s Report	Joanie and Melanie reported on registration statistics and highlighted that the College had almost reached its net increase registration goal for 2017-18 and answered questions. Joanie commented on College activities of interest to the Board and answered questions. Directors discussed the new registration examination agency and process as well as newly enacted bylaw amendments for temporary registration. Action: As suggested by Directors, rename the table “Professional Development” to

		distinguish with “Organizational Outreach/Development” or adding the word “College” in front of “Professional Development”.
2.3	Legislation Report	Joanie provided a brief overview of the legislation report.
2.4	Committee and Working Group Activities	
2.4.1	Personnel Working Group	Circulated for information.
2.4.2	Registrar Search Sub-committee	Tina provided a verbal report on the final activities of the Registrar Search Sub-committee and answered questions. Directors discussed the new HR manual and Joanie commented that staff were aware of the new HR manual. Action: Joanie will circulate a final draft of the HR manual at the next meeting.
2.4.3	Inquiry Committee	Jiak Chin and Melanie provided a verbal report on the May 2 and June 7 Inquiry Committee meetings and answered questions. Directors discussed the need to ensure stability and continuity for the pool of Inspectors. Joanie and Chi should be attending investigation training in the next year to support recruitment and work of the committee.
2.4.4	Quality Assurance Committee	Circulated for information.
2.4.5	Registration Committee	Circulated for information.
2.5	Joint IT Consortium Project Update	Tina and Melanie reported on the status of the Joint IT System. They reviewed implementation of the Customer Relationship Management system, registration renewal, and the Key Milestones Report and answered questions. Paul commented on the need to reconcile CRM and accounting information in late July.
2.5.1	Projected Cost Update	Paul summarized the Joint IT Consortium Project expense strategy and progress to date and answered questions.
2.6	Financial Reports	
2.6.1	2016-17 Year-end Transfer to Restricted Funds	Paul reviewed the GIC account balances to May 31, 2017, the Revenue and Expenditure Report to May 31, 2017 and the chart of accounts and answered questions. Directors discussed the GIC investment strategy and confirmed they would continue renewing one GIC arriving at maturity in September for another year. The Board resolves to transfer \$65,000 to the Inquiry/Discipline Restricted Fund. Motion: Jackie Parsons. Carried unanimously.
2.6.2	Year-to-date: May 31, 2017	Covered in item 2.6.1
3.	Decision Items	Deferred.
3.1	Appointment to the Personnel Working Group	Tina reviewed the current terms of the Personnel Working Group. Joanie and Tina distributed a copy of the Skills Attribute table for Directors to update before next Friday. Directors discussed the current membership and workload of the group. John and Meena indicated interest to stay on. The Board resolves to appoint Serena Caner, to the Personnel Working Group, effective to March 31, 2018. Motion: John Meneghello. Carried unanimously.

		Action: Joanie to plan for next meeting and update the Skills Attribute table with new information.
3.2	Registration Committee	
3.2.1	IED Practical Assessment Project	<p>Jackie summarized the Internationally-educated Dietitians Practical Assessment Project. Jackie described the benefit of the informational interview to potential candidates and the practical assessment piece. John, Jackie, Joanie and Melanie answered questions. Directors discussed cost recuperation and time needed for a bylaw amendment to Schedule D.</p> <p>1) The Board resolves to approve the Practical Assessment as one component of the Assessment for Registration. Motion: John Meneghello. Carried unanimously.</p> <p>2) The Board resolves to approve an additional Practical Assessment fee of \$400.00 for each applicant undergoing the Assessment for Registration. Fees will be effective April 1, 2018 and will be reviewed by March 31, 2019. Motion: Meena Karsanji. Carried unanimously.</p>
3.2.2	Policy Rc-04: Temporary Registration	<p>Directors discussed proposed amendments to policy Rc-04, potential prejudice and public interest behind the bylaw changes. The Board decided to move the resolution and requested additional work from the Registration Committee.</p> <p>On the Registration Committee's recommendation, the Board resolves to approve policy Rc-04: Temporary Registration, as circulated. Motion: Jackie Pearson. Carried unanimously.</p> <p>Action: Registration Committee to develop a Q& A to answer questions around expected level of supervision, definition and tools to support registration process in ensuring those requirement (e.g., form to verify potential supervision agreements).</p>
4.	Board Orientation/Training	
4.1	2017-18 Board Orientation	The Board of Directors governance manual was circulated for information.
4.2	Regulatory Governance 101	<p>Bradley Chisholm, Acting Director of Strategy at the College of Registered Nurses of BC facilitated the Board Governance Orientation. Directors really appreciated Mr. Chisholm session.</p> <p>Action: to plan another session after strategic planning on public interest and board duties.</p>
5.	Discussion/Direction/Information	
5.1	CDBC Annual General Meeting Feedback	Directors asked if a copy of the draft Minutes could be circulated before the next AGM. Jackie commented on the helpfulness of the Financial Consultant and the better use of the audio technology.

5.2	Strategic Planning 2017-2020	<p>Joanie commented on the facilitator recruitment process, interviewing 2-3 different facilitators. Joanie and Directors discussed environmental scan needs and other subject matter considerations in preparation for the Strategic Planning meeting. Directors also discussed scheduling meetings up to one year ahead and agenda planning.</p> <p>Action: Joanie will follow up with the Board on the selected facilitator and proposed agenda.</p>
6.	Next Meetings	<p>The next meetings are scheduled on Sunday, October 29 from 18:30-21:30 and on Monday, October 30 from 8:00-16:00.</p>
7.	Announcements	<p>Tina read Fern's heartfelt thanks to the Board for her retirement reception on June 21, 2017. Directors recommended adding a governance reminder to Board and Committee meeting materials.</p>
8.	Remarks of the Chair/Adjournment	<p>The meeting was adjourned by consensus at 16:39.</p>

The Minutes were approved as circulated via email ballot on July 12, 2017.