

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Monday, March 12, 2018 from 12:00 to 17:52
Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

Present: Tina Hartnell (Chair), Jackie Parsons (Vice-chair), Serena Caner, Theresa Cividin, Jiak Chin Koh, and John
Staff: Meneghello Joanie Bouchard (Registrar) and Mélanie Journoud, Deputy Registrar - Quality Assurance
Guests: Jill Worboys, RD, elected Board Director, Interior/North (April 1, 2018 to March 31, 2020) and Paul Cormier, Financial Consultant (from 14:30 to 15:00)
Regrets: Sophia Baker-French, John Coupar 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, welcomed everyone, including guest Jill Worboys, RD, newly elected Board Director and initiated a round of introductions. Joanie reported on receiving the resignation of John Coupar, Board public representative, on March 11.
1.1	Agreement on Agenda	Tina proposed adding item 3.1.3 Signing Officers. The agenda was approved as revised.
1.2	Email Ballots	Circulated for information. Joanie commented on current email ballots in circulation and is looking forward to receiving remaining votes. Directors commented positively on the new email ballot Excel format.
1.3	Meeting Minutes from October 29, 2017	The website link to the October 29, 2017 meeting minutes was provided for information.
2.	Reports & Information Items	
2.1	Registrar's Report	<p>Joanie reported on current registration statistics and answered questions. Joanie reviewed CDBC staff's professional development to date, described how it relates to College operations and the new strategic plan and answered questions.</p> <p>Joanie reviewed key actions of the Registrar's report and answered questions:</p> <ul style="list-style-type: none"> • Strategic plan update • BCHR's presentation on the amalgamation of the nursing colleges and strategies for bylaw/policy amendments; new working group on delegation and supervision to inform the Ministry of Health (MoH) on best interpretation of these activities and adding them to CDBC bylaws • Alliance of Canadian Dietetic Regulatory Bodies: update on integrated competencies for education and practice (ICDEP) review; Joanie will be representing regulators on the PDEP Steering Committee; Alliance fees to increase in 2018-19 to offset accreditation participation costs • Dietitians of Canada's new CEO will meet with CDBC staff and Board Chair in April; Sonya Kupka, DC-BC Executive Regional Director resigned in February 2018 and a new person is being hired; Joanie will moderate the Dietitians of Canada AGM in June, in Vancouver. • CDBC is still waiting for one Government appointed public representative and renewal of

		<p>John Meneghello's appointment. Board Directors discussed current barriers to the appointment of public representatives, the need for an additional public appointee with John Coupar's resignation and strategies for ensuring sufficient representation on the CDBC Board for the upcoming year.</p> <p>Action: Joanie will notify CABRO and MoH of the new resignation of Mr. Coupar. The Board Chair will also follow-up with the Ministry on the current shortage of Government appointees on the CDBC Board.</p>
2.2	Legislation Report	Joanie provided a brief overview of the legislation report, commenting on policy updates completed for registration, upcoming Board policy reviews, delays encountered in the work to amend the Dietitians Regulation and answered questions.
2.3	Committee and Working Group Activities	
2.3.1	Personnel Working Group (In-camera)	The Board of Directors went in-camera from 13:10 to 13:55 to review recommendations for the Registrar's performance appraisal. The Board Chair met with the Registrar after the meeting to share results and provide feedback.
2.3.2	Inquiry Committee	<p>Jiak Chin provided a verbal report on ongoing cases and answered questions. The Board Chair declared a conflict and asked to not be included on any discussion on one specific case. A summary table of ongoing cases was circulated for information.</p> <p>Board Directors discussed workload and asked about potential collaboration and use of shared resources with BCHR for inspections. Joanie mentioned this was something discussed at BCHR and depending on the nature of the complaint, CDBC could explore this avenue. Joanie also mentioned CDBC will look at implementing more standardized processes in the next year, with the increased numbers of cases and the learning experience from current cases.</p>
2.3.3	Quality Assurance Committee	The January 19, 2018 Quality Assurance Committee minutes are available online. No further question or discussion.
2.3.4	Registration Committee	The November 6, 2017 and January 15, 2018 Registration Committee minutes are available online. No further question or discussion.
2.4	Shared Services	
2.4.1	Consortium IT Project + Cost Update	Joanie and Melanie reported on the status of the Joint IT System, deliverables and progress to date and answered questions. Budget for 2018-2019 and timeline to finish onboarding of CDBC on the shared consortium were reviewed.
2.4.2	Office Space	<p>Joanie presented ONR's proposed plan for shared office space and answered questions. Board directors discussed risk assessment and mitigation. Questions were asked about the current lease and further implications to a potential move. Before confirming CDBC interest, Board Directors would like to see a briefing note with clear comparison of cost, space and utilities and the summary of risk assessment and mitigation.</p> <p>Action: Joanie to circulate the briefing note to Board Directors before the end of the month.</p>
2.4.3	Board Training	

2.5	Cultural Safety and Humility Declaration	<p>Joanie reminded Directors about the declaration of commitment to reconciliation signed in 2017, with BC First Nations, reviewed actions completed to date and recommended Board Directors notify the College if they completed First Nations cultural competence education. Joanie commented on the wish of First Nations for Colleges to collect information about First Nations identity for registration and present information on indigenous cultural sensitivity in policy development and College processes. Directors commented on the need to consider this information when starting CDIBC website redesign and recommended acknowledging land the College resides on prior to meetings, AGM and in minutes. Joanie answered questions on what other Colleges have implemented to date.</p> <p>Action: Jill to forward policy sample to Joanie for review. Staff to implement proposed actions for 2018-2019. Board Directors to let Joanie know if they have attended training in the past year on this topic.</p>
2.6	Financial Reports	
2.6.1	Year-to-date: January 2018	Joanie reviewed the financial report to January 31, 2018 and outlined key budget variances to expenses and revenue and answered questions.
3.	Decision Items	
3.1	Finance	
3.1.1	Transfer to GIC	<p>The Board reviewed year-to-date expense and revenue information. Paul provided additional information on GIC terms maturing in 2018. Board Directors asked questions about the appropriate amount to hold in the GIC, now that the goal has been reached and a follow-up for potential re-investment. Paul also recommended considering future contributions to a capital project fund for future major IT infrastructure upgrade.</p> <p>The Board resolves to transfer \$60,000 to the Inquiry/Discipline Restricted Fund. Moved: Tina. Carried unanimously.</p> <p>Action: Joanie will plan the transfer in May 2018 and confirm completion with the Board at the next meeting. Joanie to investigate best practice for GIC amount.</p>
3.1.2	Budget	<p>Joanie and Paul presented the 2018-19 budget revenue and expenses and answered questions. Board Directors discussed and reviewed the proposed budget, taking into consideration current estimated expenses and potential cost savings of sharing office space with BCHR. Questions were asked around contingency in different categories and the appropriate balance for safe financial management of the CDIBC.</p> <p>The Board resolves to approve the 2018-2019 budget as presented. Moved: John M. Carried unanimously.</p>
3.1.3	Signing Officer Appointment	<p>Joanie reviewed Board policy Bd-01: Banking. Two signing officers must be appointed annually, at the first Board meeting of the fiscal year. With Mr. Coupar's resignation, CDIBC will be missing one signing officer until the next Board meeting in June. Jiak Chin and Theresa volunteered to be appointed.</p> <p>The Board resolves to approve Theresa Cividin as the second signing officer. Moved: Tina Carried unanimously.</p>

3.2	Committee and Working Group Appointments	
3.2.1	Board	<p>Tina and Joanie reviewed revisions to policy Bd-17: Chair and Vice-chair Election and the annual requirement for Board Chair and Vice-chair nominations. Board directors commented on revisions.</p> <p>Action: Change the policy to reflect the live nominations and keep the nomination form to ensure the College has a record of the process. Recirculate for approval via email ballot.</p> <p>Directors reviewed the policy and Tina opened the floor for Chair and Vice-chair nominations. Skill sets for both roles and succession planning were discussed. John M nominated Tina as Chair and Tina nominated John M as Vice-chair.</p> <p>The Board resolves to appoint Tina Hartnell as Chair and John Meneghello as Vice-chair of the CDBC Board for a one-year term, April 1, 2018 to March 31, 2019. Moved: John M. Carried unanimously.</p> <p>Action: Nomination forms to be completed. Update and post new terms on website for April 1, 2018.</p>
3.2.2	Quality Assurance Committee	<p>Joanie reviewed current vacancies on the Quality Assurance Committee. Recommendations for a new committee member, Chair and Vice-chair will be circulated to the Board via email ballot.</p> <p>On the Quality Assurance Committee's recommendation, the Board resolves to appoint:</p> <ul style="list-style-type: none"> • Serena Caner, RD and elected Board Director, for a second term, April 1, 2018 to March 31, 2019 and, • John Meneghello, appointed public representative, for a second term, April 1, 2018 to March 31, 2020. <p>Moved: Jackie. Carried unanimously.</p> <p>Action: Update and post new terms on website for April 1, 2018.</p>
3.2.3	Registration Committee	<p>Joanie reviewed current vacancies on the Registration Committee. Recommendations for a Chair and Vice-chair will be circulated to the Board via email ballot.</p> <p>The Board resolves to appoint Theresa Cividin, elected/ appointed RD as the Registration Board representative, effective to March 31, 2019.</p> <p>Moved: Tina. Carried unanimously.</p> <p>Action: Update and post new terms on website for April 1, 2018.</p>
3.2.4	Inquiry Committee	<p>Joanie reviewed current vacancies on the Inquiry Committee (IC) and explained that the IC is currently meeting as a panel to ensure legality of each decision made. Directors discussed a succession plan for the Inquiry Committee public Board representative. Directors discussed the need for the next government appointed public representative to be appointed to the Inquiry Committee. Recommendations for a Chair and Vice-chair will be circulated to the Board via email ballot.</p>

		Action: Joanie and Tina will contact CABRO/MoH to find public appointee candidates. If public appointments are further delayed, Board Directors agreed to review John Meneghello's appointment to CBDC Committees and prioritize the IC.
3.3	Policy Updates	
3.3.1	Registration	<p>Joanie reviewed the proposed Sole and Private Practitioner Interpretive Guide and answered questions. Directors discussed concerns about mentorship requirements being too demanding on the mentor. Directors recommended several revisions, including adding language about mentors needing to inquire about the need for additional liability insurance if mentorship is to be provided outside of their work responsibilities. Directors suggested minor changes and clarification for the mentor's role and responsibilities.</p> <p>Action: Chi will revise the Sole and Private Practitioner Interpretive Guide and recirculate with the accompanying policy for approval via email ballot.</p>
3.3.2	Quality Assurance	<p>1) Melanie reviewed the draft Quality Assurance Program Framework and answered questions. Directors commented on removing fees associated with the assessment process and referring to Schedule D instead. The Board resolves to approve the Quality Assurance Program Framework as revised. Moved: Tina. Carried unanimously.</p> <p>2) Melanie reviewed the draft Record Keeping Standards. Directors proposed minor wording revisions and Tina suggested circulating to the BC Clinical Nutrition Leaders Forum for consultation.</p> <p>Action: Melanie to revise the QA Program Framework and work with the QA Committee to phase out to registrants for 2020. Circulate the revised draft Record Keeping Standards to BC Clinical Nutrition Leaders Forum for feedback and recirculate to the Board for approval via email ballot.</p>
3.4	Strategic Planning	<p>Joanie reviewed the Strategic Plan work to date, presented the new Strategic Plan graphics and answered questions. Directors commented on the key strategies page and consideration to change wording of partners named and use the word "partner" and switch goals in a different order. Joanie presented the Action Plan and answered questions. Directors provided feedback and comments on the format, including the addition of definitions, to ensure clarity and better follow-up by the Board and CDBC partners. Communication and publication with registrants and partners was also discussed.</p> <p>The Board resolves to approve the Strategic Plan 2018-2021 as revised. Moved: Serena. Carried unanimously.</p> <p>Action: Joanie to review action plan and circulate to the Board via email ballot or at the next meeting.</p>
4.	Orientation and Training	

4.1	Results of the Board Self-appraisal (In-camera)	Tina circulated the results of the survey circulated in February 2018 during the in-camera discussion of item 2.3.1 and will provide direction to Joanie after the meeting to plan Board training in June 2018. Action: Joanie will plan Board training for the June 15, 2018 meeting after receiving the additional direction by the Board.
5.	Next Meetings	The Board reviewed upcoming Committee and Board meetings. The next Board meeting will take place at the CDBC office on June 15, 2018 (8:30-15:30), after the June 14 Annual General Meeting. Action: Joanie will poll the Board for fall and winter meeting dates.
6.	Announcements	Joanie thanked Jackie Parsons, elected Board Director in Interior/North, for her active contribution to the CDBC Committee work since 2005 and Board since 2011.
7.	Adjournment	The meeting was adjourned by consensus at 17:52.

The Minutes were approved as circulated via email ballot on March 29, 2018.