

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Friday, March 3, 2017 from 9:05 am to 4:45 pm
 CDBC office: Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

- Present:** Heather Lovelace (Chair), Tina Hartnell (Vice-chair), John Coupar, Meena Karsanji, Monica Liefhebber, John Meneghello, Jackie Parsons, Miranda Polgar and Sonia Virk
- Staff:** Fern Hubbard (Registrar) and Chi Cejalvo (Deputy Registrar, Registration and Communications)
- Guests:** Sophia Baker-French, RD (9:00 am to 12:00 pm), Serena Caner, RD (via Skype 9:05 to 9:15 am), Paul Cormier, Financial Consultant, Cormier Strategy Advisors Inc. (9:45 am to 12:20 pm)
- Regrets:** Mélanie Journoud, Deputy Registrar (Quality Assurance)

Item No	Agenda Item	
1.	Call to Order/Remarks of the Chair	Heather Lovelace, Chair, called the meeting to order at 9:05 am, welcomed Directors and confirmed quorum. Round-table introductions were made, including newly elected RDs who were attending as guests.
1.1	Agreement on Agenda	The agenda was approved as amended with section 6, Committee Minutes and Working Group Reports, moved into Section 2, Reports. This change will be carried forward to future meetings.
1.2	Email Ballots	Circulated for information.
1.3	Minutes from Recent Meetings	Website links to the Minutes from the October 21 and December 1, 2016 meetings and the February 2, 2017 meeting were provided for information.
2.	Reports	
2.1	Strategic Plan 2014 – 2017: Status Report	Fern provided a status report on actions that had been completed since the October meeting that contributed to achieving the Board's Strategic Goals. Projected outcomes to the end of the Strategic Planning cycle on March 31, 2017 were also noted and the need for a new planning cycle for April 1, 2017 to March 31, 2020. Directors commented positively on the new format for the Status Report.
2.2	Registrar's Report	Chi reported on registration statistics and highlighted that the College had already reached its net increase registration goal for 2016-17. Fern highlighted several items in her report and answered questions.
2.3	Legislation Report	Fern reported on the January 26, 2017 meeting at the Ministry of Health regarding amendments to the Dietitians Regulation and noted the need for dedicated work, potentially a consultant, in order to move the amendments forward. Fern also noted that the 90-day consultation period for the registration bylaw amendments ends on March 10, 2017. The amendments relate to the Canadian Dietetic Registration Examination. Implementation will take place when the 60-day filing period ends. Other items were reported for information only.
2.4	Database Project – Implementation Report	Chi and Fern 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. The issue related to the availability of 2016/17 receipts for income tax purposes was discussed along with the one time cost.
2.4.1	Database Project –	Fern provided an overview of the Project Status Report to February 28, 2017, noting the delay in the

	Financial Update	online renewal completion schedule from mid-January to late February and the delay of Claymore Continuing Competence Program and Jurisprudence Examination integration until after renewal. Fern noted that despite the delays, renewal opened March 1 as planned. Paul Cormier, CDBC Financial Consultant, reviewed projected costs and financing of the Joint IT System to March 31, 2017 and to completion of the project. He restated his initial projection that the Restricted Funds can be fully replenished to previous levels by March 31, 2019 and answered Directors' questions.
2.5	Financial Report - Year to Date (January 31/17)	Fern reported on the January 31, 2017 financial statements and commented on variances. Fern and Paul answered questions. Paul noted that future Financial Reports will be presented in a new format with variances reported as a percentage of the budget on a monthly basis rather than an annual basis.
3.	Board Orientation/Training	Deferred.
4.	Decision Items	
4.1	Budget 2017-2018	
4.1.1	Year-End Forecast (March 31, 2017)	Fern explained the rationale for variances between budgeted and forecast revenue and expenses. Fern and Paul answered questions.
4.1.2	Proposed Budget 2017-2018 (In Camera)	Fern and Paul reviewed specific line items in the proposed budget, answered questions and discussed overall trends in revenue and expenses. The Board went <i>In Camera</i> from 11:35 am to 12:20 pm (CDBC bylaws 12(6)). Directors expressed a desire for current heavy staff workloads to be addressed through some combination of a consultant to work on amendments to the Dietitians Regulation and/or potential staffing increases. Directors encouraged the Registrar to utilize surplus funds from 2016-2017 and potential surplus funds from 2017-2018 to ensure workloads are appropriately managed. Directors discussed a request from a registrant for the Board to consider an adjusted fee for dietitians who work minimal hours. At Paul's recommendation, the request was not pursued further as such a proposal would introduce significant implementation and monitoring challenges for College staff. Fern will write to the registrant.
4.1.3	2017-18 Budget Approval	<i>The Board resolves to approve the 2017-18 budget as presented. Carried unanimously.</i>
4.2	Board Policy Bd-15 Finances	Paul reviewed the intent of this agenda item that was first discussed at the October 21, 2016 meeting and provided an overview of the CDBC bylaws and the <i>Trustee Act</i> that pertain to investments. He noted that bylaws 23(1) and 26(1) do not currently authorize the College to deal with a brokerage or "non-bank". To have this authority, the College would need to initiate a bylaw amendment. After discussion, the Board decided to revisit the need for a bylaw amendment after the database funds are reimbursed to the Restricted Fund. His information will be held for future reference.
4.2.1	Signing Officers	<i>The Board resolves to approve Board Directors John Coupar and John Meneghello as signing authorities for the April 1, 2017 to March 31, 2018 year. Carried unanimously.</i>
4.3	Fraser Health Electoral Region Board Vacancy/Appointment	Directors noted that Tina Hartnell, applicant for the Fraser Health Electoral Region Board vacancy, was currently a Board Director and a valued contributor to the Board. <i>The Board resolves to appoint Tina Hartnell, RD, to the Fraser Health Electoral Region Board position vacancy for a 2-year term, April 1, 2017 to March 31, 2019. Carried, with Tina abstaining.</i>
4.4	Committee Appointments, Chairs, Vice-Chairs	Directors discussed requirements for membership on the Inquiry Committee and asked staff to draft a new policy for review at the next meeting. <i>The Board resolves to approve the Inquiry Committee's preferences for appointment of the</i>

		<p>following members for the specified terms:</p> <ul style="list-style-type: none"> • Denise Koehn, registrant, for a 2nd term, April 1, 2017 to March 31, 2019, • Jiak Chin Koh, elected Board member, for a 1st term, April 1, 2017 to March 31, 2019, and • Don Grant, public representative, for a 1st term, April 1, 2017 to March 31, 2019. Carried unanimously. <p>The Board resolves to approve the Inquiry Committee’s preferences for appointment of Denise Koehn as Chair and Laurie Monahan as Vice-chair for the April 1, 2017 to March 31, 2018 year. Carried unanimously. Fern will inform Committee members of their appointments.</p> <p>The Board resolves to approve the Quality Assurance Committee’s preferences for appointment of the following members for the specified terms:</p> <ul style="list-style-type: none"> • Mae, Mellor, public representative, for a 2nd term, April 1, 2017 to March 31, 2019, • Brigitte McCrae, registrant, for a 1st term, April 1, 2017 to March 31, 2019, and • Jennica Hague, registrant, for a 1st term, April 1, 2017 to March 31, 2019. Carried unanimously. <p>The Board resolves to approve the Quality Assurance Committee’s preferences for appointment of Meena Karsanji as Chair and Jennifer Krempien as Vice-chair for the April 1, 2017 to March 31, 2018 year. Carried unanimously. Melanie will inform Committee members of their appointments.</p> <p>The Board resolves to approve the Registration Committee’s preferences for appointment of the following members for the specified terms:</p> <ul style="list-style-type: none"> • Tamar Kafka, registrant, for a 3rd term, April 1, 2017 to March 31, 2019, • Holly van Heukelom, registrant, for a 2nd term, April 1, 2017 to March 31, 2019, and • Don Grant, public representative, for a 3^d term, April 1, 2017 to March 31, 2019. Carried unanimously. <p>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, 2017 to March 31, 2018 year. Carried unanimously. Chi will inform Committee members of their appointments.</p>
<p>4.5</p>	<p>Quality Assurance Committee Policy Qac-05: Professional Practice (Draft)</p>	<p>Chi noted that the revision to this policy was made as an initial attempt to address “practice readiness”. The addition was seen to enhance the notion of professional practice in all scope of practice areas. Chi noted that because the QA Committee did not meet in January, the policy has been reviewed by the Registration Committee only. Directors suggested revisions to several policy points and asked that the intention of the policy be included in the Background section. The policy was referred back to the QA Committee for a full review.</p>

4.6	Proof of Competence – Restricted Activity “B”	Fern introduced agenda item 4.6 by reviewing the purpose of policy Rc-12, Proof of Competence: Restricted Activity Program Approval, and noting that it was last approved by the Board in October 2016. Fern noted that the criteria in the policy are the current standard for Board approval of enteral and parenteral nutrition support courses and for fairness and transparency, the two courses being considered in agenda items 4.6.1 and 4.6.2 must be assessed to the same level of scrutiny and same criteria as other currently approved courses. Alternatively the Board can refer the policy back to the Registration Committee and request that the criteria be reviewed. After Board approval, all previously approved programs would then need to be reassessed to the new criteria. Based on the practice readiness discussion, there was general agreement that entry-level competence to practice a profession’s scope of practice, including Restricted Activities, is not the same as practice readiness.
4.6.1	UBC Dietetics Program Proposal	Chi reviewed the UBC Dietetics Program’s October 2016 request for CDBC’s approval of program completion to meet proof of competence to practice Restricted Activity (RA) “B”. Chi also noted that during the Registration Committee’s January 23, 2017 meeting, members reviewed their September 26, 2016 recommendation for Board approval and again recommended approval of UBC’s program based on it meeting the criteria in policy Rc-12, Proof of Competence: Restricted Activity Program Approval, and Qac-05: Professional Practice. After discussion, the Board determined that criteria in 1b of policy Rc-12 was insufficiently met by the proposal, as assessment of clinical competence appeared to be the responsibility of the Health Authorities. <i>The Board resolves that the Registration Committee hire a consultant to review the criteria in Rc-12, Proof of Competence: Restricted Activity Program Approval, and that the consultant form a Working Group of subject matter experts who meet the criteria in 1b of policy Rc-12 and includes members from various Health Authorities. Carried unanimously.</i>
4.6.2	Fraser Health Authority Proposal	Chi introduced the new proposal from Fraser Health Authority for approval of their training program as proof of competence to practice Restricted Activity “B”. Chi noted that the proposal had been reviewed by the Registration Committee during their January 23, 2017 meeting. Directors discussed the program components and assessed them to the criteria in policy Rc-12, Proof of Competence: Restricted Activity Program Approval. Tina Hartnell also provided information and answered questions about the qualifications of program instructors. <i>On the Registration Committee’s recommendation, the Board resolves to approve the Fraser Health Authority Restricted Activity “B” course as proof of competence to register with Restricted Activity “B” for 2 years after completion. Carried, with Tina Hartnell abstaining.</i> Tina noted that the course was designed for Fraser Health employees but could be open to others.
4.7	Registrar’s Performance Appraisal (In Camera)	The Board went <i>In Camera</i> from 3:40 to 4:45pm (CDBC bylaws 12(6)). Fern was asked to remain for the first portion of this session. In Camera Minutes were kept by the Chair.
4.8	Board’s Self-Evaluation (In Camera)	<i>In Camera.</i> Minutes were kept by the Chair.
4.8.1	Board Training for 2017-2018	Based on the Board’s Self-evaluation, the following topics were suggested for the 2017/18 year: governance, possibly facilitated by Eli Mina, parliamentarian; Roberts Rules of Order; and the College’s legislative mandates. The annual June orientation session was discussed and Fern noted a few items to be added to the Orientation Manual: a summary of the bylaws related to In Camera sessions, quorum and voting, and was asked to find out the length of time In Camera Minutes were to

		be kept and if resolutions needed to be included in the Minutes of the main meeting. Fern also suggested more time be dedicated to Orientation each year to allow for a more detailed review of materials the Orientation Manual.
4.8.2	Directors' Skills and Attributes Grid	Directors recommended that the grid be recirculated after April 1 to include the new Directors. Annually, this exercise should be completed early in the new fiscal year.
4.9	Board Chair and Vice-Chair	The Chair did a round-table, asking for interest in the Board Chair and Vice-chair positions and discussed responsibilities. <i>The Board resolves to approve Tina Hartnell as Chair and Jackie Parsons as Vice-chair of the CDBC Board for a one-year term, April 1, 2017 to March 31, 2018. Carried unanimously, with Tina and Jackie abstaining.</i>
4.10	Inquiry Committee Policy Ic-02, Complaint Resolution Process	Heather introduced the Inquiry Committee policy and noted that the Committee had approved the text in December 2016 and was currently reviewing a schematic that, once approved by the Committee, would be forwarded to the Board for approval. The Board asked that the schematic be approved by the Committee before circulating the full policy to the Board for review and approval by email ballot.
5.	Discussion/Direction	
5.1	Registrar Search	Tina, Chair of the Registrar Search Subcommittee, gave a verbal report on the search process and timelines.
5.2	National Dysphagia Competencies	This item was deferred due to time constraints. The Board asked that it be circulated for review and endorsement by email ballot.
5.3	Strategic Planning 2017-2020	The Board asked that Strategic Planning for the new 3-year cycle be held during the fall 2017 meeting when the new Registrar is familiar with College function. Funding for a facilitator was included in the budget.
5.4	CDBC Annual General Meeting – June 1, 2017	Fern will circulate a poll to check on the availability of Directors for the June 1, 2017 AGM. After consultation with Tina, the date/time will be confirmed. An Education Session topic is to be selected.
5.5	Registrar Retirement Celebration	Discussion was deferred due to time constraints. Directors will make appropriate arrangements via email conversation.
6.	Committee Minutes & Working Group Reports	Minutes were provided as a link to the website or to a temporary meeting site.
6.1	Personnel Working Group	Heather summarized and answered questions on the Registrar and Board evaluations during items 4.7 and 4.8.
6.2	Inquiry Committee	Heather provided information on the two current complaints. Fern was asked to provide information about the Consent Agreement for case #14-10. She noted that a restriction on practice was attached to the registrant's Public Register entry (Angela Liou-Huey) and that the Case Outcome Report was posted publicly on the website as per the HPA.
6.3	Quality Assurance Committee	There was no report as the January 30, 2017 meeting was canceled.
6.4	Registration Committee	Chi noted that the Minutes of the January 23, 2017 were in circulation for review and approval.
7.	Next Meetings	The next meetings are: <ul style="list-style-type: none"> • 2016/17 AGM: scheduled for Thursday, June 1, from 2:00 to 4:00pm, in the CDBC office; and • in-person Board meeting: scheduled for Thursday, June 1, from 5:30 to 8:30pm and Friday, June 2

		<p>from 9:00am to 5:00pm in the CDBC office. Dates/times will be confirmed.</p> <p>Fern noted that a teleconference meeting will be required in late April to review the new Registrar recommendation of the Search Subcommittee and approve an appointment. In consultation with Tina, a poll will be circulated for the fall in-person meeting.</p>
8.	Announcements	<p>The contributions of Directors finishing terms on March 31, 2017 were outlined in the meeting package:</p> <ul style="list-style-type: none"> • Heather Lovelace, Vancouver Coastal Electoral Region, held three Chair positions during 2016/17 and served: <ul style="list-style-type: none"> ○ 5 years on the CDBC Board, including 1 year as Vice-chair and 1-year as Chair, ○ 6 years on the Inquiry Committee, including 1 year as Vice-chair and 1-year as Chair, and ○ 4 years on the Personnel Working Group, including Chair during 2016-17. Heather’s leadership and guidance will be missed. She was thanked for her time and dedication. • Monica Liefhebber, Vancouver Island Electoral Region, served: <ul style="list-style-type: none"> ○ 6 years as a Board Director, ○ 2 years on the Personnel Working Group, and ○ 6 years on the Registration Committee, including 4 years as Vice-chair and 1 year as Chair. Monica’s energy and contribution to Board and committee discussions will be missed. • Miranda Polgar, Interior/North Electoral Region, completed a 2-year term on the Board, bringing a unique regional perspective. She was thanked for her participation. <p>Certificates of Recognition were presented or mailed.</p>
9.	Remarks of the Chair/Adjournment	<p>The meeting was adjourned by consensus at 4:45pm.</p>

The Minutes were approved as circulated via email ballot on April 14, 2017.