

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

MINUTES

2016-2017 ANNUAL GENERAL MEETING

Thursday, June 1, 2017

2:30 pm to 3:36 pm

Suite 409 – 1367 West Broadway, Vancouver, BC, V6H 4A7

Attendees: See attached List of Attendees.

1. Call to Order and Remarks of the Chair

Heather Lovelace, Registrant and 2016/17 Board Chair introduced herself and called the 13th Annual General Meeting (AGM) of the College of Dietitians of BC (CDBC) to order at 2:30 pm by welcoming all online and in-person attendees. Heather introduced current Board of Directors and thanked Directors with terms ended on March 31, 2017.

In-person attendees were reminded to sign the attendance record and to ensure they had a copy of the meeting package which included the 2016/2017 Agenda, the 2015/2016 AGM Minutes and the 2016/17 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.

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, 2016 to March 31, 2017 fiscal year. As the required quorum of twenty registrants was met, the meeting proceeded.

1.1. Agreement on Agenda

Heather Lovelace asked all attendees for any changes to the 2016-17 agenda. No changes were requested.

Registrants resolved to accept the agenda for the 2016-2017 Annual General Meeting by consensus.

Carried.

2. Approval of June 2, 2016 Minutes

Heather Lovelace asked all attendees for any changes to the June 2, 2016 Minutes. No changes were requested.

Registrants resolved to accept the Minutes of the June 2, 2016 CDBC Annual General Meeting as circulated by consensus.

Carried.

3. Annual Reports

3.1. Board of Directors' Report

Heather summarized the activities of the College over the past year. These included:

➤ Governance through Innovation and Collaboration:

- New registration database and IT infrastructure - improved on: operational efficiency, compliance with legislation and overall IT security
- Ongoing collaboration with Ministry of Health to amend Bylaws
 - New bylaw amendments enacted on May 7, 2016 and May 10, 2017; Heather invited attendees to refer to bylaw amendments' sheet for the May 10, 2017 amendments and reviewed changes made to temporary registration and examination bylaws. Heather explained the changes were made to align requirements to write national registration

- examination and temporary registration requirements with other Canadian Dietetic Regulators
- Ongoing collaboration with Ministry of Health to amend Dietitians Regulation
 - Goal to update definition of Dietitians' scope of practice
 - Nation-wide environmental scan completed to ensure scope of practice update aligned with other Canadian Dietetic Regulators
 - Work to resume after 2017 Government of BC election priorities
- **Promoting Dietitians as Agents of Public Safety:**
 - Opinion editorial published on difference between dietitians and non-regulated nutrition providers. Heather mentioned that the opinion editorial was published by 17 different news media and received several accolades from the public, dietitians and other health regulators

3.2. Committee Reports

- **Registration Committee**

Heather reviewed key Registration Committee projects in 2016-17:

- Reviewed, revised and approved 11 policies to align with CDBC bylaw amendments enacted on May 7, 2016 and May 10, 2017
- Secured funding from the Ministry of Jobs, Tourism and Skills Training to develop a practical assessment process for internationally-educated dietitians seeking registration with the CDBC
- Reviewed the Fraser Health Nutrition Support Training Program as proof of competence to practice Restricted Activity B (parenteral nutrition); forwarded to Board for approval

- **Quality Assurance Committee**

Heather highlighted key activities during 2016/17, including:

- Reviewed and approved new Standards of Practice enacted on August 31, 2016
- Developed, reviewed and approved an interpretive guide for Standards of Practice, Indicators and Outcomes
 - Describes practice expectations for all areas of dietetic practice
 - Foundation of the Continuing Competence Program (CCP)
- Revised, reviewed and approved CCP Requirement policy and guidelines for reinstatement within 3 years to align with bylaw amendments enacted on May 7, 2016

- **Inquiry Committee**

- Completed case #14-10 on February 6, 2017
 - Issues of professional competence and ethical practice
 - Consent Agreement involving remedial course work and practicum
 - First time imposing restrictions on practice of a Full registrant
- Appointed Inspectors and reviewed 5 more cases
 - 1 case completed with an undertaking to “not repeat” practicing Restricted Activities while not registered
 - 1 potential case resolved through mediation
 - 3 current cases

Heather commented that case outcomes are public knowledge and are available on the College's website. 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.

3.3. Audited Financial Statements, March 31, 2017

Paul Cormier reviewed the Audited Financial Statements for the year ending March 31, 2017. Paul summarized key points of the 2016-17 budget, explaining expenses and revenue sources. Paul also commented on the fiscal management of the Shared IT Project. Heather asked the audience if any revisions were noted for the Audited Financial Statements. None were noted.

***Registrants resolved to accept the 2016/2017 Audited Financial Statements as circulated.
Carried.***

Approval of 2016/17 Annual Report

Heather asked the audience if any revisions were noted for the 2016-17 Annual Report. None were noted.

***Registrants resolved to accept the 2016-2017 Annual Report as circulated.
Carried.***

4. Questions and Answers

Heather Lovelace, 2016-17 Board Chair, Paul Cormier, CDBC Financial Consultant, Chi Cejalvo, Deputy Registrar - Registration & Communications and Melanie Journoud, Deputy Registrar - Quality Assurance answered questions. Registrants had several questions regarding section 43(5)(b) of the CDBC bylaws, where temporary registrants may not practice as sole and private practitioners. CDBC staff will publish more information on this topic in a future Monthly Update.

5. Announcements

- 5.1. Heather introduced the CDBC's new Registrar, Joanie Bouchard, MSc, RD. A short video recording, made by Joanie Bouchard, was played as a first introduction to registrants.
- 5.2. Heather thanked Fern Hubbard, MEd, Registrar, for her work and dedication to the College. A short video recording, made by Fern Hubbard, was played as a final farewell to CDBC registrants.

6. Adjournment

A resolution to adjourn was accepted by consensus and the meeting adjourned at 3:36 pm.

Heather thanked online and in-person attendees for participating in the Annual General Meeting.

Minutes were approved as circulated at the June 14, 2018 Annual General Meeting.

List of Attendees

In-person (18):

Brisco, Anna - Registrant
Chou, Christine - Registrant
Cormier, Paul - Guest, Financial Consultant
Cullen, Laura - Registrant
Greenwood, Jan - Registrant

Jang, Yeiji - Registrant
Johnson, Frances - Registrant
Kupka, Sonya - Registrant
Sorensen, Janice - Registrant
Thornhill, Jaki - Registrant

Board of Directors:

Lovelace, Heather - Registrant - 2016/17 Board Chair,
Vancouver Coastal
Hartnell, Tina - Registrant - 2017/18 Chair, Fraser
Coupar, John - Public Representative

Karsanji, Meena - Registrant - Vancouver Coastal
Koh, Jiak Chin - Registrant - Vancouver Coastal

Staff:

Cejalvo, Chi, Deputy Registrar, Registration &
Communications
Journoud, Mélanie, Deputy Registrar, Quality Assurance

Wardle, Socorro – Executive Assistant (Temporary)

Webcast (29):

Alexander, Marissa - Dietetic Intern
Armit, Eleeta - Registrant
Chan, Jan - Registrant
Coulter, Tracene - Registrant
Ellens, Colleen - Registrant
Funk, Sylvia - Registrant
Godfreyson, Andrea - Registrant
Guirguis, Nadia - Registrant
Hague, Jennica - Registrant
Hatch, Janelle - Registrant
Hopson, Courtenay - Registrant
Kutney, Shelley - Registrant
LeBlanc, Melissa - Registrant

Jacobsen, Joelle - Dietetic Intern
Mark, Barbara - Registrant
McKellar, Lisa - Registrant
Mitchell, Sharon-Lee - Registrant
Saran, Delara - Registrant
Schnetzler, Joyce - Registrant
Scott, Swati - Registrant
St. Germain, Michelle - Registrant
Tabesh, Roya - Registrant
Vink, Anneke - Registrant
Worboys, Jill - Registrant
Yandel, Margaret - Registrant
Yunker, Kathy - Registrant

Board of Directors:

Caner, Serena - Registrant - Interior/North

Parsons, Jackie - Registrant - 2017/18 Vice-chair,
Interior/North

Staff:

Elliott, Marilyn, Executive Assistant & Registration
Coordinator

Regrets

Board Directors:

Baker-French, Sophia - Vancouver Island
Meneghello, John - Public Representative
Virk, Sonia - Public Representative

Staff: Hubbard, Fern, Registrar