

# COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

## Meeting of the Board of Directors

Friday, February 8, 2019 from 12:00 to 12:29

Teleconference

Suite 409, 1367 West Broadway, Vancouver, BC

### MINUTES

**Present:** Tina Hartnell (Chair), John Meneghello (Vice-chair), Sophia Baker-French (12:19-12:29), Theresa Cividin, and Jill Worboys, Jack Trumley, Donald Grant

**Staff:** Chi Cejalvo, Deputy Registrar (Registration and Communications) and Mélanie Journoud, Deputy Registrar (Quality Assurance), Elana Siu (Executive Assistant and Registration Coordinator)

**Regrets:** Jiak Chin Koh and Joanie Bouchard (Registrar)

Item No	Agenda Item	
1.	<b>Call to Order/Remarks of the Chair</b>	Tina Hartnell, Chair, called the meeting to order and confirmed quorum.
2.	<b>Registrar's leave</b>	
2.1	<b>Timelines</b>	Mélanie updated the Board on the new timeline given the Registrar's early leave on February 2019 and summarized the plan for the Registrar's progressive return in 2020.
2.2	<b>Work completion</b>	<p>Mélanie highlighted the tasks completed by the Registrar in preparation for her leave, outstanding tasks to be completed by staff for February-March and answered questions. Staff performance appraisals are delayed and will be completed by the Registrar later in February-March.</p> <p>Chi answered questions regarding the Website Redesign proposal received in response to the RFP communication launched by CDBC.</p>
2.3	<b>Relief Replacement</b>	<p>Mélanie briefly reviewed Registrar duties delegated to both Deputy Registrars and highlighted operational responsibilities shared among staff and new consultant hires.</p> <p>The Board discussed Director vacancy for Interior/North and the need to find a new member for appointment that would complement the Board's current skills and attributes.</p> <p><b>Action:</b> Elana to post the updated Skills and Attributes Grid to Collaborations.</p>

		<b>Action:</b> Board members and staff to reach out to potential Director candidates in the Interior/North Electoral Region.
3.	<b>In Camera</b>	In Camera
4.	<b>Announcement</b>	No announcements were made.
5.	<b>Adjournment</b>	The meeting was adjourned by consensus at 12:29.

**The Minutes were approved as circulated via email ballot on March 06, 2019.**