

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Friday, March 1, 2019 from 8:35 to 14:10
Suite 409, 1367 West Broadway, Vancouver, BC

MINUTES

Present: Tina Hartnell (Chair), John Meneghello (Vice-chair) (8:54-14:10), Sophia Baker-French, Theresa Cividin, Donald Grant, Jiak Chin Koh, Jack Trumley (8:54-14:10) and Jill Worboys

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

Regrets: Joanie Bouchard (Registrar)

Item No	Agenda Item	
1.	Call to Order/Remarks of the Chair	Tina Hartnell, Chair, called the meeting to order, confirmed quorum and welcomed Directors.
1.1	Agreement on Agenda	The agenda was adopted by consensus, as circulated.
1.2	Email Ballots	Reviewed for information only.
1.3	Meeting Minutes from October 29, 2018	Reviewed for information only.
2.	Decision Items	
2.1	QA Committee Policies	
2.1.1	Qac-02: CCP Requirement for Reinstatement Within 3 Years	<p>Directors discussed proposed re-approval of policy Qac-02 as circulated. Mélanie answered questions about changes needed to the Continuing Competence Program (CCP) concerning restricted activity oversight as part of quality assurance. The Quality Assurance Committee will be working to modify the assessment criteria to account for enhanced oversight of Restricted Activities.</p> <p><i>The Board resolves to re-approve policy Qac-02: Reinstatement within 3 Years as circulated.</i> <i>Moved: Jill Worboys</i> <i>Carried.</i></p>

2.1.2	Quality Assurance Program Framework	<p>Mélanie summarized proposed changes to the framework, in preparation for the change to an annual CCP cycle in 2021, and answered questions. Board members suggested minor revisions to the framework's diagram.</p> <p>Directors commented on improved monthly update publications and how easy it is for registrants to keep informed and up to date with new changes to policies. Directors discussed future CCP improvements, benefits to registrants of an annual process and the need to communicate CCP requirements clearly. Directors recommended hosting an AGM education session on CCP changes in 2019-2020.</p> <p><i>The Board resolves to re-approve the Quality Assurance Program Framework as revised, subject to enactment of the March 1, 2019 bylaw amendments.</i> <i>Moved: Jiak Chin Koh</i> <i>Carried.</i></p>
2.2	Board Appointments	<p>Mélanie summarized information received to date from the Crown Agency and Board Resourcing Office (CABRO). Sophia Baker-French announced she would be resigning effective March 31, 2019 for personal reasons.</p> <p>Action: CDBC staff to advertise Board vacancy for Vancouver Island.</p>
2.2.1	Chair and Vice-Chair	<p>Board members discussed changing Chair and Vice Chair responsibilities and nominated a Chair and Vice-chair via secret ballot.</p> <p><i>The Board resolves to appoint John Meneghello as Chair and Tina Hartnell as Vice-chair of the CDBC Board for a one-year term, April 1, 2019 to March 31, 2020 and destroying the ballots.</i> <i>Moved: Tina Hartnell</i> <i>Carried.</i></p>
2.2.2	Interior/North Appointment	<p>Directors reviewed and discussed the letter of interest and CV received from Kady Hunter, RD and discussed the skills and attributes the candidate would bring to the Board.</p> <p><i>The Board resolves to appoint Kady Hunter, RD for the Interior/North region, from April 1, 2019 to March 31, 2021.</i> <i>Moved: Don Grant</i> <i>Carried.</i></p> <p>Action: Mélanie to inform Ms. Hunter and schedule orientation.</p>
2.3	Committee Appointments	
2.3.1	Inquiry	<p>John announced he was stepping down from the Inquiry Committee, as he will be acting ex-officio on all committees as Chair of the Board for 2019-2020.</p>

		<p>The Board resolves to appoint Mr. Joel Cawkell, as Public Representative on the Inquiry Committee, from April 1, 2019 to March 31, 2021, and re-appoint:</p> <ul style="list-style-type: none"> • Denise Koehn, RD, for a third and last term, April 1, 2019 to March 31, 2021 and as Chair from April 1, 2019 to March 31, 2020 • Laurie Monahan, RD, as Vice-chair from April 1, 2019 to March 31, 2020 • Jiak Chin Koh, Board elected RD, for a second term, April 1, 2019 to March 31, 2021 and, • Don Grant, appointed public representative, for a second term, April 1, 2019 to March 31, 2021. <p>Moved: Theresa Cividin Carried.</p> <p>Action: Mélanie to inform Inquiry Committee members.</p>
2.3.2	Quality Assurance	<p>The Board reviewed the Quality Assurance Committee's re-appointment recommendations.</p> <p>On the Quality Assurance Committee's recommendation, the Board resolves to appoint:</p> <ul style="list-style-type: none"> • Jennica Hague, RD, for a second term from April 1, 2019 to March 31, 2021 and as Chair from April 1, 2019 to March 31, 2020 • Brigitte McRae, RD, for a second term from April 1, 2019 to March 31, 2021 and as Vice-chair from April 1, 2019 to March 31, 2020 and, • Mae Meller, public representative, for a third term from April 1, 2019 to March 31, 2021. <p>Moved: John Meneghello Carried.</p> <p>Action: Mélanie to inform Quality Assurance Committee members.</p>
2.3.3	Registration	<p>The Board reviewed the Registration Committee's re-appointment recommendations.</p> <p>On the Registration Committee's recommendation, the Board resolves to appoint Courtenay Hopson, RD, and Denise De Pape, Public Representative, for first two-year term, April 1, 2019 to March 31, 2021.</p> <p>Moved: Jill Worboys Carried.</p> <p>Action: Chi to inform Registration Committee members. The Board will review recommendations for Chair and Vice-chair via email ballot.</p>
2.4	Bylaw Amendments for Restricted Activities Oversight	<p>Chi and Mélanie summarized proposed bylaw amendments for registration and quality assurance, and answered questions. Mélanie summarized notice and filing timeline and process. Directors reviewed the communication strategy with registrants, the public, and other partner organizations, including a report at the 2019-2020 AGM.</p>

		<p><i>The Board resolves to amend the bylaws of the College of Dietitians of British Columbia as circulated/revised, in accordance with the authority established in section 19(1) of the Health Professions Act (the “HPA”), and subject to filing with the Minister of Health as required by section 19(3) of the HPA and notice as required by section 19(6.2) of the HPA.</i></p> <p><i>Moved: Don Grant</i> <i>Carried.</i></p> <p>Action: Mélanie to send proposed amendments to the Ministry of Health for notice and report progress to the Board.</p>
2.5	Annual General Meeting Planning	<p>The Board agreed to hold the AGM in June 14, 2019 from 2:30 to 4:30pm. Staff will organize the education session.</p> <p>Action: Elana to send AGM calendar invitations to Board Directors. Mélanie to plan AGM education session with staff.</p>
2.6	Finances: Budget 2019-2020 Budget	
2.6.1	Transfer to Restricted Funds	<p>The Chair directed the meeting to proceed with agenda item 3.1 before returning to 2.6.</p> <p>Paul Cormier, CDBC Financial Advisor, reviewed the forecasted surplus for 2018-2019 and recommended contributing to the Restricted Fund given the increase in inquiry matters and the potential for Discipline/unexpected legal fees.</p> <p><i>The Board resolves to authorize a contribution of \$50,000 to Restricted Funds in May 2019.</i></p> <p><i>Moved: Jack Trumley</i> <i>Carried.</i></p> <p>Action: Paul to facilitate transfer to Restricted Fund in May 2019.</p>
2.6.2	Restricted Funds Investment Policy	<p>Paul recommended the CDBC continue with a low risk investment strategy at this time and answered questions. Directors commented that the College had reached its goal of a \$1M Restricted Fund after 15 years and should maintain low risk, stable growth.</p> <p><i>The Board resolves that the asset allocation for the Restricted Funds for the coming year be 100% in Low-Risk Investments, as defined by the Board investment policy.</i></p> <p><i>Moved: Jack Trumley</i> <i>Carried.</i></p>

2.6.3	Budget	<p>Paul reviewed the 2019-2020 proposed budget and answered questions. Directors discussed deferral of the website redesign project to the third/fourth quarter in 2019-2020, due to current unforeseen staff changes.</p> <p><i>The Board resolves to approve the 2019-2020 budget as revised. Moved: Jack Trumley Carried.</i></p>
3	Reports & Information items	
3.1	Financial Reports: Year-to-date	<p>Tina welcomed Paul Cormier, Finance Consultant to the CDBC, to the Board and started a round of introductions. Paul summarised the financial statements to December 31, 2018 and answered questions. Directors discussed potential strategies to decrease credit card fees associated with registration renewal transactions.</p> <p>Action: Paul to negotiate for better rates with payment processing company.</p>
3.2	Committee activities & Report	
3.2.1	Inquiry Committee	<p>Mélanie reviewed current complaint cases overseen by the Inquiry Committee and answered questions.</p>
3.2.2	Quality Assurance Committee	<p>Circulated for information. Mélanie answered questions about the 2019 CCP statistics. Directors recommended presenting the audit information differently to show true failure rates.</p>
3.2.3	Registration Committee	<p>Circulated for information.</p>
3.3	Staff Report	<p>Chi reviewed the registration statistics to January 13, 2019 and answered questions. Chi and Mélanie highlighted main activities of interest to the Board and answered questions.</p>
3.4	Strategic Plan Report	<p>Circulated for information.</p>
3.4.1	Website Redesign	<p>Chi summarised the website project and discussed with the Board the staff time it will take to get the project completed. The project is to be postponed to third/fourth quarter of 2019-2020 and to be completed in the 2020-2021 year due to organizational changes that may impact implementation of the new website.</p> <p>Directors recommended staff allow a 2-month window to issue a request for proposal at the end of 2019 and prepare to start the project early 2020. The Board also recommended hiring a consultant to analyze the proposals received and make an informed selection.</p> <p>Action: Staff to prepare request for proposal for November 2019.</p>

3.4.2	Restricted Activities Oversight – Action Plan Update	Chi reviewed project actions completed to date and answered questions. Consultation with national and provincial partner organizations and BC Dietitians is ongoing. Chi reported that the overall response has been positive. Jie Zheng, Project Consultant will take the lead on project actions for the remainder of 2019. Action: Jie and Mélanie to provide an update at the next Board meeting.
3.5	Shared Services	Mélanie summarized discussions held at last Hub meeting and will provide an update at the next Board meeting. Mélanie will attend Hub meetings while the Registrar is on leave.
3.5.1	Consortium IT: Cost Update and Upcoming Work	Mélanie updated the Board on shared and direct IT costs, Microsoft Dynamics 365 and CRM upgrade scheduled for August-September 2019 and the consortium budget for 2019-2020. Action: Mélanie to provide an update at the next meeting.
4	Discussion/Direction	
4.1	Board self-assessment and training needs	Directors reviewed the skills/attributes table and discussed education that would enhance the Board’s skill set. Directors recommended Jill Worboys attend the BCHR’s “Chair as Facilitator” session and proposed the following topics: Governance 102 (follow-up to the Ministry of Health and BCHR’s Governance session), how to run effective meetings and a refresher on the application of Robert’s Rules of Order. Action: Mélanie to coordinate Jill’s attendance to BCHR session and plan future training sessions on recommended topics.
4.2	Registrar interim leave and new staff hiring (in-camera)	Directors held an in-camera session.
5	Next Meetings	Directors will next meet in-person on June 17 and November 4, 2019, from 8:30 to 16:00. Action: Elana will email calendar invitations.
6	Announcements	Upcoming meetings <ul style="list-style-type: none"> • Inquiry Committee: March 2019, teleconference to be confirmed • Quality Assurance Committee: April 26, 2019 and, • Registration Committee: May 6, 2019
7	Adjournment	The meeting was adjourned by consensus at 14:10.

The Minutes were approved as circulated via email ballot on April 1, 2019.