

MEETING MINUTES (AMENDED)

**College of Chiropractors of British Columbia Board Members**

October 7, 2015

CCBC ADMINISTRATION OFFICE, #125 – 3571 SHELL ROAD, RICHMOND, BC

**Present:**

Dr. David Olson	Chair
Dr. Chris Anderson	Board Member
Dr. Heidi Benda	Board Member
Dr. Robert Cormack	Board Member
Dr. Enrique Domingo	Board Member
Dr. Lidia Mickelson	Board Member
Dr. Don Nixdorf	Board Member
Mr. Derek Hall	Public Member
Ms. Karen Kesteloo	Public Member
Mr. Doug Kellner	Public Member
Ms. Diana MacKay	Registrar
Dr. Doug Wright	Deputy Registrar
Mrs. Susan Wawryk	Recorder

**Regrets:** Dr. Avtar Jassal Vice-Chair

**Guest:** Dr. Lindsay Rite  
Port Moody chiropractor

**1. CALL TO ORDER**

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 2:12 p.m.

**2. MINUTES**

The minutes of the July 11, 2015, 2015 Board meeting were reviewed for errors and omissions.

Motion 074/14-15: Moved by Ms. Kesteloo, to adopt the Board minutes of the July 11, 2015 Board meeting.

Motion 074/14-15: Carried

**3. MATTERS ARISING:**

3.1 PAIC Update

Funds transfer to PAIC was set up for each month from July 2015 to December 2015. With the market down turn the funds have been forwarded as required as there was no urgency to specific dates.

Dr. Don Nixdorf advised that:

- A formal power point presentation will be made at this year's AGM. Dr. Brimhall from UWS will be in attendance.

- 54 • Dr. Lester Lam continues to work on documentation for the UWS Board. September 11,  
55 2015 Research Forum at SFU was positive
- 56 • Meetings are ongoing include leasing agent for UniverCity regarding multidisciplinary  
57 clinic on High Street at UniverCity
- 58 There will be a webinar on Friday October 16, 2015 through World Spine to promote  
59 PAIC.
- 60 • One hundred packages regarding PAIC and PSREF are planned for members at the  
61 AGM who wish to support public participation.
- 62 • BC based professional fundraisers are submitting proposals for October 19, 2015 to  
63 PSREF.
- 64 • The Jelly Marketing Program did not produce patient use of social media as personal  
65 testimonials. Patient program will remain a communications process going forward.  
66

### 67 3.2 Ratification of Motions

68  
69 Motion 075/14-15: Moved by Mr. Derek Hall to ratify the conference call email vote of August  
70 14, 2015 “The BOD appoint the Executive Committee as a Registrar Recruitment Committee  
71 (ad hoc)”.

72  
73 Motion 075/14-15: Carried

74  
75 Motion 076/14-15: Moved by Mrs. Karen Kesteloo to ratify the conference call email vote of  
76 August 14, 2015 “The BOD approve the attached document from the Inquiry “changes to  
77 Appendix 1 of the PCH”. (Which identifies that the patient must be advised when the visits in  
78 their contract have been fulfilled and how much future visits will cost. Also a receipt must be  
79 issued showing their outstanding balance.)

80  
81 Motion 076/14-15: Carried

82  
83 Motion 077/14-15: Moved by Dr. Rob Cormack to ratify the conference call email vote of August  
84 14, 2015 “AGM attendance: the Board members be entitled to complementary registration, one  
85 day accommodation and one day per diem”.

86  
87 Motion 077/14-15: Carried

### 88 89 3.3 IT Implementation

90  
91 RN's, LPN's, CMBC and BCCA are working together with the CCBC. The project was  
92 significantly under budget with timelines and commitments being met. Phase 2 is underway and  
93 it is expected that the \$33,000.00 budgeted for this fiscal year will cover implementation costs.  
94 Question regarding CCBC collecting BCCA dues. It was clarified that the CCBC would not  
95 collect BCCA fees for **all** registrants. Due to complexity of multi payment features and the  
96 associated time and costs involved not only for the two organizations but also for registrants it  
97 was determined that the software can perform billing service for the BCCA and CCBC  
98

99 **Action:** Further review of the membership statement be undertaken to enable visual view of  
100 the fees charged for the CCBC & BCCA. Membership statements should not indicate that  
101 payment of BCCA dues is mandatory for CCBC annual registration.  
102

### 103 3.4 ICBC information regarding discharge of patients update.

104  
105 **Action:** Expedite legal opinion of the ICBC document. Referred to QA to develop  
106 recommendation for member communication. Don Nixdorf to provide QA with suggestions prior  
107 to their October 17, 2015 meeting.

108  
109 3.5 Registrar recruitment update  
110 Reported that the recruitment process is underway and is on schedule.  
111  
112 3.6 Board member election update.  
113 The email voting process has streamlined the process and the results of the election will  
114 be emailed to the Board tomorrow.

115  
116 **4. NEW BUSINESS**

117  
118 4.1 Bylaw Revisions  
119 The two Bylaw revisions were forwarded by the Executive Committee to legal counsel  
120 review and will subsequently be submitted to the Board for approval.

121 4.2 Joint Communication Committee  
122 The committee has been revitalized and monthly meetings will continue. Committee  
123 members include Diana MacKay, Dr. Doug Wright, Rick Nickelchok and Michelle Da  
124 Roza.

125  
126 *Motion 078/14-15:* Moved by Mr. Doug Kellner to approve the Joint Communication Committee  
127 terms of reference.

128  
129 *Motion 078/14-15:* Carried

130  
131 The joint multilingual communication campaign three year program will focus on the College  
132 perspective.

133  
134 *Motion 079/14-15:* Moved by Dr. Enrique Domingo to commence with the joint multilingual  
135 communication campaign.

136  
137 *Motion 079/14-15:* Carried

138  
139 *Motion 080/14-15:* Moved by Dr. Heidi Benda to restrict the cost sharing to no more than 50%.

140  
141 *Motion 080/14-15:* Carried

142  
143 4.3 Chirothin

144  
145 *Motion 081/14-15:* Moved by Mr. Derek Hall to refer the program to legal counsel.

146  
147 *Motion 081/14-15:* Carried

148  
149 4.4 Board Governance Roles and Responsibilities

150  
151 *Motion 082/14-15:* Moved by Dr. Don Nixdorf to incorporate the package into Board policies  
152 and procedures.

153  
154 *Motion 082/14-15:* Carried

155  
156 Action: The Board package will be placed on the member's and public side of the CCBC  
157 website to also attract public members.

158  
159 **5. FINANCE & INVESTMENT COMMITTEE – Ms. Karen Kesteloo**

160  
161 An evaluation of the audit process was conducted.

162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215

Motion 083/14-15: Moved by Ms. Karen Kesteloo that the Board recommend to the membership that KPMG be appointed as auditors for the 2015/16 year with remuneration to be set by the Board.

Motion 083/14-15: Carried

Ms. Kesteloo provided an overview of the 2015 financial results and quarterly investment update.

Motion 084/14-15: Moved by Dr. Heidi Benda to receive the Finance & Investment Committee report and Expenses report as circulated.

Motion 084/14-15: Carried

**6. INQUIRY COMMITTEE – Mr. Doug Kellner**

Motion 085/14-15: Moved by Dr. Enrique Domingo to receive the Inquiry Committee report as circulated.

Motion 085/14-15: Carried

**7. DISCIPLINE COMMITTEE – Mr. Derek Hall**

No report

**8. REGISTRATION COMMITTEE – Dr. Blake Cameron**

Motion 086/14-15: Moved by Dr. Rob Cormack to receive the Registration Committee report as circulated.

Motion 086/14-15: Carried

**Action:** Dr. Doug Wright to investigate a detailed report to include deleted members, non-practicing members and demographics of age.

**9. QUALITY ASSURANCE COMMITTEE: – Dr. Rob Cormack**

No report

**10. PATIENT RELATIONS COMMITTEE – Dr. Heidi Benda**

The committee is on track in the development of a one hour sexual misconduct DVD that would be good for one CE credit possibly in 2016.

Action: Dr. Chris Anderson will present the Patient Relations Committee report at the AGM as Dr. Heidi Benda will not be attending.

Motion 087/14-15: Moved by Ms. Karen Kesteloo to receive the Patient Relations Committee report.

Motion 087/14-15: Carried

**11. EXECUTIVE COMMITTEE – Dr. Dave Olson**

216  
217 No report

218  
219 **11. REGISTRAR - Ms. Diana MacKay**

- 220
- 221 • The Annual Reports and Financial Statements have been sent to the
  - 222 membership electronically which results in significant costs savings.
  - 223 • The CCBC has forwarded their vaccination policy to the CCA as requested.
  - 224 • The Registrar will provide a power point presentation that will itemize the CCBC
  - 225 highlights: College Mandate, Bylaw changes, Immunization/vaccination,
  - 226 Jurisprudence Examination, the new IT system, Education HPRBC.
  - 227 • The CCBC Board meeting at Branch MacMaster will commence at 10:00 a.m.
  - 228 with collaboration training until noon. There will be a joint discussion with the
  - 229 BCCA at lunch time from 12 noon to 1:30 p.m. The CCBC Board meeting will
  - 230 run from 1:30 p.m. until 4:30 p.m.

231  
232 **Action:** Board members to forward topics for the joint CCBC/BCCA discussion to the Registrar  
233 including new member orientation.

234  
235 Motion 088/14-15: Moved by Dr. Heidi Benda to receive the Registrar's report.

236  
237 Motion 088/14-15: Carried

238  
239 Dr. David Olson thanked Dr. Heidi Benda for her positive attitude and willingness to participate  
240 in Board business since her induction in 2007. Dr. Benda commented that she has seen the  
241 transition with the HPA, improved documentation with committees, more clarity with the financial  
242 statements, hot topics, and fairness of how information is brought forward.

243  
244 **12. NEXT BOARD MEETINGS:**

245  
246 The next CCBC Board meetings will be held on:

- 247
- 248 • Saturday, November 7, 2015 at 1:00 pm. Board meeting at the Delta Victoria Ocean
  - 249 Pointe Resort and Spa in Victoria, BC with 2014 AGM to follow at 2:00 p.m. (timing
  - 250 tentative);
  - 251 • Wednesday, December 2, 2015 at 10:00 a.m. to coincide with the Branch MacMaster
  - 252 dinner at the Metropolitan Hotel in Vancouver.

253  
254 **13. Adjournment**

255  
256 Motion 089/14-15: Moved by Ms. Karen Kesteloo to adjourn the meeting at 3:43 p.m.

257  
258 Motion 089/14-15: Carried

259