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MEETING MINUTES (AMENDED)

College of Chiropractors of British Columbia Board Members

December 8, 2011

METROPOLITAN HOTEL, VANCOUVER, B.C.

Present:

- | | |
|-----------------------|---------------------|
| Dr. David Olson | Chair |
| Dr. Shannon Patterson | Vice-Chair |
| Dr. Heidi Benda | Board Member |
| Dr. Enrique Domingo | Board Member |
| Dr. Richard Hawthorne | Board Member |
| Dr. Avtar Jassal | Board Member |
| Dr. Robert Rowe | Board Member |
| Dr. Daniel Zybutz | Board Member |
| Mr. Bob Bucher | Public Member |
| Mr. Derek Hall | Public Member |
| Mr. Doug Kellner | Public Member |
| Ms. Karen Kesteloo | Public Member |
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| Dr. Don Nixdorf | Executive Director |
| Dr. Blake Cameron | Registrar |
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| Ms. Susan Wawryk | Recording Secretary |

Guests:

- Mr. Mark Jiles
- Dr. Brad Dickson

MINUTES

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 1:25 p.m.

The minutes of the October 19, 2011 Board meeting were reviewed for errors and omissions.

Motion 024/11-12: Moved by Dr. Heidi Benda, to adopt the minutes of the October 19, 2011 Board meeting as amended.

Motion 024/11-12: Carried

Dr. David Olson made the following comments:

1. Thanking staff for forwarding Board meeting information prior to meeting
2. Committee Reports are Encouraged
3. CCA Summit: Value proposition, Mission Statement, Clinical Practice Guidelines, CCEB.

BUSINESS ARISING FROM PREVIOUS MINUTES:

NEW BUSINESS:

1. Continuing Education Proposal

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2. Education in BC Update for Website

CORRESPONDENCE:

1. Christmas Card from Dr. James Lunney
2. Thank you card from BC Alumni Scholarship recipient

REGISTRAR – Dr. Blake Cameron

Motion 025/11-12: Moved by Dr. Richard Hawthorne, to receive the Registrar’s report as presented.

1. HPRB - Investigation Process
2. PCH Upgrades
3. Consent Form
4. Timeline Policy For Amendments Communicated to Membership: Notice to membership will include the effective date.
5. Practice Self Reviews: Commencing the second five year review. Standardized practitioner forms and proper criteria were discussed.
6. Suspended Practitioner From Another Province Licensed in BC

Motion 025/11-12: Carried

EXECUTIVE DIRECTOR – Dr. Don Nixdorf

Report included discussion of the following:

1. Ministry of Health Meeting: Hospital and X-ray Lab Referral and Health Guide to be dealt with by February 2012.
2. Education in BC
3. Act Now BC
4. Chard
5. CPG Committee
6. Website Development: Five members to date.
7. WorkSafeBC Draft: Scope of practice, conditions treatable
8. CCRF Website
9. Vancouver Sun/Province TV Buys: Focused series on health care with regulatory aspects of profession.

109 **FINANCIALS** – *Dr. Blake Cameron*

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111 Motion 026/11-12: Moved by Dr. Avtar Jassal, to receive the Financial report as presented.

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113 1. The Financials are in Compliance with Payroll and Payments to the Receiver
114 General
115
116 2. Draft Board Policy for Investment Policy Statement
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118 Motion 026/11-12: Carried

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120 Motion 027/11-12: Moved by Dr. Heidi Benda, to approve the Investment Policy.

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122 Motion 027/11-12: Carried

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124 Motion 028/11-12: Moved by Dr. Heidi Benda, to approve the College Board Expenses report
125 as presented.

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127 Motion 028/11-12: Carried

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

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131 Motion 029/11-12: Moved by Mr. Bob Bucher, to receive the verbal Inquiry Committee's verbal
132 report as presented.

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134 1. MSP Audited Complaints Regarding Family Members

135
136 Motion 029/11-12: Carried

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

139
140 No report

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142 **REGISTRATION COMMITTEE** – *Dr. Richard Hawthorne*

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144 Motion 030/11-12: Moved by Dr. Shannon Patterson, to receive the Registration Committee's
145 report as presented.

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147 1. New Applicants Summary
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149 Motion 030/11-12: Carried

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151 **QUALITY ASSURANCE COMMITTEE** – *Dr. Robert Rowe*

152
153 Motion 031/11-12: Moved by Dr. Dan Zybutz, to receive the Quality Assurance Committee's
154 report as presented.

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156 1. CE Framework
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158 2. Practice Self Reviews: Office records require more documentation: make a prognosis
159 and formulate a diagnosis.
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161 3. CCEB

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4. Specialties

Motion 031/11-12: Carried

Motion 032/11-12: Moved by Ms. Karen Kesteloo, to amend PCH – Appendix B Notes on Record Keeping and Office Maintenance...E. Diagnosis: to insert the phrase ‘and includes a prognosis’.

Motion 032/11-12: Carried

Motion 033/11-12: Moved by Dr. Avtar Jassal, to approve the change in the Bylaw CE policy of 24 hours to 40 minimum hours every two year CE cycle effective July 1, 2013, the next 2013/2015 CE cycle term.

Motion 033/11-12: Carried

Action: Direction to the Quality Committee members to complete the CE requirement guidelines with the Board members to forward their recommendations on the CE hour structure.

Motion 034/11-12: Moved by Dr. Avtar Jassal, that ACL and ACM activity may be claimed for CE hours or per diem, however not both. effective January 1, 2012.

Motion 034/11-12: Carried

PATIENT RELATIONS COMMITTEE – *Dr. Shannon Patterson*

No report

NEW BUSINESS:

1. Board Committee Members
2. Education in BC: Advisory Update to be on the website and updated quarterly.

Motion 035/11-12: Moved by Mr. Derek Hall to amend Motion 021/11-12: To reappoint the Board Committee members as previously structured. with the following exceptions: Dr. Brad Dickson replaces Dr. Enrique Domingo on the Discipline Committee. Dr. Avtar Jassal replaces Dr. Dave Olson on the Registration Committee and Dr. Richard Hawthorne is appointed Chair of the Registration Committee.

Motion 035/11-12: Carried

Motion 036/11-12: Moved by Ms. Karen Kesteloo, to amend for clarity that Education in BC contributions and related net income are restricted.

Motion 036/11-12: Carried

3. Adhoc Committee Complaint Against Registrar is being Managed
4. Board Education, Governance: Succession planning, strategic planning, preparation, participation assess performance, duties & objects of College , to serve and protect the public, Section 18 and 19 of the Bylaws, Board responsibilities, attendance, agenda with

215 notice available prior to Board meeting, self evaluations, creation of succession and
216 strategic plan.

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218 5. Mission Statement

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220 **NEXT BOARD MEETINGS:**

221
222 The next CCBC Board meeting will be held on:

- 223 • Wednesday, March 28, 2012 at 2:00 p.m. at the CCBC Board office in Richmond, BC.

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225 Motion 037/11-12: Moved by Dr. Richard Hawthorne, to adjourn the meeting at 5:20 p.m.

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227 Motion 037/11-12: Carried