

MEETING MINUTES (AMENDED)

College of Chiropractors of British Columbia Board Members

September 19, 2012

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

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. Doug Kellner	Public Member
Ms. Karen Kesteloo	Public Member
Dr. Don Nixdorf	Executive Director
Ms. Valerie Osborne	Registrar
Ms. Susan Wawryk	Recording Secretary

Absent:

Mr. Derek Hall	Public Member
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Guest:

Dr. Jay Robinson	BCCA President
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MINUTES

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 2:10 p.m.

Motion 091/11-12: Moved by Dr. David Olson to have the meeting go in camera.

Motion 091/11-12: Carried

Motion 092/11-12: Moved by Ms. Karen Kesteloo to have the meeting go out of camera at 3:10 p.m.

Motion 092/11-12: Carried

Motion 093/11-12: Moved by Dr. David Olson to accept Registrar, Ms. Valerie Osborne's letter of resignation dated September 17, 2012 effective September 21, 2012.

Motion 093/11-12: Carried

The minutes of the July 18, 2012 Board meeting were reviewed for errors and omissions.

Motion 094/11-12: Moved by Dr. Heidi Benda to adopt the minutes of the July 18, 2012 Board meeting.

Motion 094/11-12: Carried

54 **BUSINESS ARISING FROM PREVIOUS MINUTES:**

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56 **NEW BUSINESS:**

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58 **CORRESPONDENCE:**

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- 60 1. Cochrane Collaboration

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62 **REGISTRAR** – Ms. Valerie Osborne

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64 Motion 095/11-12: Moved by Mr. Bob Bucher to receive the Registrar's report as presented.

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- 66 1. Incorporation Permits

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- 68 2. Registration Certificates

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- 70 3. CCBC Elections: Counting of ballots on October 4, 2012.

71

- 72 4. Mandatory CE Requirement: Sexual Misconduct, Nutrition, Clinical Record Keeping.

73

- 74 5. Tasks Accomplished

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76 Motion 095/11-12: Carried

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78 Motion 096/11-12: Moved by Dr. Heidi Benda to grant authority to the Registrar in accordance
79 with Section 43.4 of the HPA with respect to issuance of the annual renewal of Incorporation
80 Permits retroactive to March 9, 2009.

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82 Motion 096/11-12: Carried

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84 Motion 097/11-12: Moved by Ms. Karen Kesteloo to direct the College administration to provide
85 a recommendation to the Board as soon as possible of a system to provide a unique CCBC
86 identification number for all registrants.

87

88 Motion 097/11-12: Carried

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90 Motion 098/11-12: Moved by Dr. David Olson to rescind the meeting at 4:05 p.m.

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92 Motion 098/11-12: Carried

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94 Motion 099/11-12: Moved by Dr. David Olson to reconvene the meeting at 5:00 p.m.

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96 Motion 099/11-12: Carried

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98 **EXECUTIVE DIRECTOR** – Dr. Don Nixdorf

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100 **FINANCIALS** – Ms. Karen Kesteloo

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102 Motion 100/11-12: Moved by Ms. Karen Kesteloo to receive the Financial report as presented.

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104 Motion 100/11-12: Carried

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106 Motion 101/11-12: Moved by Dr. Dan Zybutz to approve the College Board Expenses report
107 as presented.

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109 Motion 101/11-12: Carried

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

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113 Motion 102/11-12: Moved by Dr. Richard Hawthorne to receive the Inquiry Committee report
114 as presented.

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116 Motion 102/11-12: Carried

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

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120 No Report

121
122 **REGISTRATION COMMITTEE** – *Dr. Richard Hawthorne*

123
124 Motion 103/11-12: Moved by Dr. Heidi Benda to receive the Registration Committee report as
125 presented.

126
127 1. New Dues Reduction Policy

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129 Motion 103/11-12: Carried

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

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133 Motion 104/11-12: Moved by Dr. Avtar Jassal to receive the Quality Assurance Committee
134 report as presented.

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136 1. Practice Self Reviews
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138 2. Professional Conduct Handbook
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140 3. Continuing Education Guidelines

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142 Motion 104/11-12: Carried

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144 **PATIENT RELATIONS COMMITTEE** – *Dr. Shannon Patterson*

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146 Motion 105/11-12: Moved by Dr. Avtar Jassal to receive the Patient Relations Committee
147 report as presented.

148
149 1. Sexual Misconduct DVD/Questionnaire

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151 Motion 105/11-12: Carried

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153 Motion 106/11-12: Moved by Dr. Shannon Patterson to grant members one CE hour for the
154 online mandatory Sexual Misconduct questionnaire to be completed by June 30, 2013.

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156 Motion 106/11-12: Carried

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158 **NEW BUSINESS:**

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160 1. X-ray DVD

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162 Action: Dr. Avtar Jassal to view the X-ray DVD and provide a questionnaire for review.

163

164 Motion 107/11-12: Moved by Dr. Richard Hawthorne to appoint Dr. David Olson, Dr. Shannon
165 Patterson and Mr. Bob Bucher as the College Executive Committee.

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167 Motion 107/11-12: Carried

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169 Motion 108/11-12: Moved by Ms. Karen Kesteloo to rescind Motion 068/11-12: Moved by Ms.
170 Karen Kesteloo to ratify the email vote, to provide a repayable grant of \$7,500.00 plus mutually
171 agreed to travel and associated costs to the BC Chiropractic Association for the purposes of
172 identifying educational needs that will be repaid in a reasonable amount of time that will not
173 exceed a period of three years.

174

175 Motion 108/11-12: Carried

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177 Motion 109/11-12: Moved By Dr. David Olson to appoint Ms. Diana MacKay as Deputy
178 Registrar. Details regarding hours, job description and compensation to be determined by the
179 Board Executive Committee.

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181 Motion 109/11-12: Carried

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183 **NEXT BOARD MEETINGS:**

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185 The next CCBC Board meeting will be held on:

- 186 • Wednesday, October 24, 2012 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 187 • Saturday, November 3, 2012 AGM Board Meeting at 12:00 p.m. and the AGM Meeting
188 at 2:00 p.m. located at the Empress Hotel in Victoria, BC.

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190 Motion 110/11-12: Moved by Dr. Heidi Benda to adjourn the meeting at 5:30 p.m.

191

192 Motion 110/11-12: Carried