

MEETING MINUTES (AMENDED)

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

April 3, 2013

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. Robert Cormack	Board Member
Dr. Enrique Domingo	Board Member
Dr. Richard Hawthorne	Board Member
Dr. Avtar Jassal	Board Member
Dr. Robert Rowe	Board Member
Mr. Bob Bucher	Public Member
Mr. Derek Hall	Public Member
Mr. Doug Kellner	Public Member
Ms. Karen Kesteloo	Public Member
Dr. Don Nixdorf	Executive Director
Ms. Diana MacKay	Deputy Registrar
Ms. Susan Wawryk	Recording Secretary

**MINUTES**

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 2:45 p.m.

The minutes of the February 15, 2013 Board meeting were reviewed for errors and omissions.

Motion 041/12-13: Moved by Mr. Doug Kellner, to adopt the minutes of the February 15, 2013 Board meeting as amended.

Motion 041/12-13: Carried

Mr. Bob Bucher gave a presentation on Conflict of Interest.

**BUSINESS ARISING FROM PREVIOUS MINUTES:**

1. PCH 4.1: Discussion and review of 4.1 along with restricted acts review, lead to no new changes required.
2. PCH 4.2: discussion on any conflict of interest and none were found, effective date of new changes to be June 1, 2013, notice to be sent my mail and email to registrants.
3. PCH Part 5 Revisions

Motion 042/12-13: Moved by Dr. Avtar Jassal that PCH Part 5 including the appendix be adopted with the change in 5.2 “Any billing arrangement between a chiropractor and a patient covering more than **(6)** office visits must”.

Motion 042/12-13: Carried (2 opposed)

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**NEW BUSINESS:**

**CORRESPONDENCE:**

**DEPUTY REGISTRAR – Ms. Diana MacKay**

Motion 043/12-13: Moved by Mr. Derek Hall to receive the Deputy Registrar’s report as presented.

1. Inquiry Committee: Members should be commended on their substantive job on processing current complaints.
2. Finalizing Deputy Registrar and Registrar Job Descriptions

Motion 043/12-13: Carried

**FINANCIALS – Ms. Karen Kesteloo**

Motion 044/12-13: Moved by Ms. Karen Kesteloo to receive the Financial report and Board Expenses report as presented.

Motion 044/12-13: Carried

Motion 045/12-13: Moved by Ms. Karen Kesteloo to adopt the annual review of the investment policy and continue to the next review cycle with the deletion of the Executive Director as signer on the document.

Motion 045/12-13: Carried

**INQUIRY COMMITTEE – Mr. Doug Kellner**

Motion 046/12-13: Moved by Dr. Avtar Jassal to receive the Inquiry Committee report as presented.

1. Low Number of Complaints For 2013
2. Fines And Costs Are Being Recovered This Year
3. Review Of Practitioner/Patient Apology Process – Patient Relations Committee

Motion 046/12-13: Carried

**DISCIPLINE COMMITTEE – Mr. Derek Hall**

No report

**REGISTRATION COMMITTEE – Dr. Richard Hawthorne**

Motion 047/12-13: Moved by Dr. Richard Hawthorne to receive the Registration Committee report as presented.

- 106 1. Requirement of Substantial Equivalency: Graduation from a CCE accredited school  
107 and entry to practice examination.  
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109 Motion 047/12-13: Carried  
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111 **QUALITY ASSURANCE COMMITTEE** – *Dr. Robert Rowe*  
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113 Motion 048/12-13: Moved by Mr. Bob Bucher to receive the Quality Assurance Committee  
114 report as presented.  
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- 116 1. New 2013/2015 CE Guidelines  
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118 2. Website changes to CE component  
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120 3. Communication To Membership: in early May 2013 to clarify revisions that are  
121 effective July 1, 2013.  
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123 Motion 048/12-13: Carried  
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125 **PATIENT RELATIONS COMMITTEE** – *Dr. Shannon Patterson*  
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127 No report  
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129 **EXECUTIVE DIRECTOR** – *Dr. Don Nixdorf*  
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131 Motion 049/12-13: Moved by Dr. Avtar Jassal to receive the Executive Director report as  
132 presented.  
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- 134 1. Directorship of PBC on April 24, 2013  
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136 2. AON Insurance: New malpractice insurance model created by Manitoba chiropractic  
137 association.  
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139 Motion 049/12-13: Carried  
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141 **NEW BUSINESS:**  
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- 143 1. CMCC Golf Tournament-Fundraiser: CCBC representation.  
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145 2. Registrar/Deputy Registrar  
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147 3. Strat Plan  
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149 Action: Direct Deputy Registrar to bring forward the Registrar and Deputy Registrar job  
150 descriptions together with organization chart for restructuring of the administration office.  
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152 Action: Task the existing Strat Plan Steering Committee to create a work plan commencing  
153 May 2013.  
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155 **NEXT BOARD MEETINGS:**  
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157 The next CCBC Board meeting will be held on:

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- Wednesday, May 22, 2013 at noon Stat Plan Meeting following by Board meeting at 2:00 p.m. - location Delta Airport Hotel in Richmond in Richmond, BC;
  - Wednesday, August 28, 2013 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
  - Wednesday, October 9, 2013 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
  - Saturday, October 26, 2013 at 12:00 p.m. Board meeting at the Lakeshore Convention Centre in Penticton BC with 2013 AGM to follow at 2:00 p.m.

165 Motion 050/12-13: Moved by Dr. Avtar Jassal to adjourn the meeting at 5:05 p.m.

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167 Motion 050/12-13: Carried