

MEETING MINUTES (AMENDED)

College of Chiropractors of British Columbia Board Members

May 22, 2013

DELTA VANCOUVER AIRPORT HOTEL, 3500 CESSNA DRIVE, 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 3:00 p.m.

The minutes of the April 3, 2013 Board meeting were reviewed for errors and omissions.

Motion 051/12-13: Moved by Dr. Enrique Domingo, to adopt the minutes of the April 3, 2013 Board meeting as amended.

Motion 051/12-13: Carried

BUSINESS ARISING FROM PREVIOUS MINUTES:

NEW BUSINESS:

CORRESPONDENCE:

FINANCIALS – Ms. Karen Kesteloo

Motion 052/12-13: Moved by Ms. Karen Kesteloo to receive the Financial report and Board Expenses report as presented.

1. Social Investment Policy

Motion 052/12-13: Carried

INQUIRY COMMITTEE – Mr. Doug Kellner

53 Motion 053/12-13: Moved by Dr. Richard Hawthorne to receive the Inquiry Committee report
54 as presented.

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56 Motion 053/12-13: Carried

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

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60 Motion 054/12-13: Moved by Dr. David Olson to receive the Discipline Committee report as
61 presented.

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63 1. Hearing Re-scheduled From June to November 2013

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65 Motion 054/12-13: Carried

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

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69 No report

70
71 **QUALITY ASSURANCE COMMITTEE** – *Dr. Robert Rowe*

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73 Motion 055/12-13: Moved by Dr. Bob Rowe to receive the verbal Quality Assurance
74 Committee report as presented.

75
76 1. Scope of Practice Report Finalized

77
78 Motion 055/12-13: Carried

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

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82 Motion 056/12-13: Moved by Dr. Shannon Patterson to receive the verbal Patient Relations
83 Committee report as presented.

84
85 1. Published Research Article Policy: Tabled

86
87 Motion 056/12-13: Carried

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89 **DEPUTY REGISTRAR** – *Ms. Diana MacKay*

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91 Motion 057/12-13: Moved by Dr. David Olson to receive the Deputy Registrar's report as
92 presented.

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94 1. CE Guidelines

95
96 2. Billing Arrangements 5.2, 5.3

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98 3. Limitation Act

99
100 4. HRO

101
102 5. Electronic Form 9

103
104 6. FAQ Format Change

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106 Motion 057/12-13: Carried

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

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110 No report

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112 **CHAIR** – *Dr. David Olson*

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114 Motion 058/12-13: Moved by Dr. David Olson to receive the Chair report as presented.

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116 1. College Administrative Functions

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118 2. Full Time Registrar/Part Time Deputy Registrar Job Descriptions: Tabled

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120 Motion 058/12-13: Carried

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122 **NEW BUSINESS:**

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124 1. Deputy Registrar

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126 Motion 059/12-13: Moved by Mr. Bob Bucher to ratify the in camera motion to increase the
127 Deputy Registrar's salary to \$70,000.00 per year, retroactive to January 1, 2013 to reflect the
128 increased requirements of the position.

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130 Motion 059/12-13: Carried

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132 Motion 060/12-13: Moved by Dr. Avtar Jassal to appoint the Deputy Registrar to the Registrar
133 position.

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135 Motion 060/12-13: Carried

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137 2. Strategic Planning: Board members to discuss online the information to be made
138 available to the membership at the 2013 AGM.

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140 Motion 061/12-13: Moved by Mr. Bob Bucher to adopt draft 4 of the Strategic Plan subject to the
141 timelines reflecting the capacity of the College.

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143 Motion 061/12-13: Carried

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145 3. Limitation Act: Retention of patients records to 16 years.

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147 Motion 062/12-13: Moved by Ms. Karen Kesteloo to amend Bylaw 72 (2) and adjust accordingly:

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149 72 (2) Current language

150 2) All records referred to in subsection (1) must be typed or written legibly in ink and
151 kept in suitable systematic permanent forms such as books, binders, files, cards
152 or folders for a period of not less than 10 years from the date on the last entry
153 recorded provided that a computerized, mechanical or electronic record-keeping
154 or accounting system must be deemed sufficient if the information kept on such
155 system can be reproduced promptly in written form when required and if the
156 material so reproduced, either by itself or in conjunction with other records,
157 constitutes orderly and legible permanent records that would provide, without
158 delay, the information required to be kept under subsections (1)(a), (b) and (c).

159

160 72 (2) Revised language to read:

161

162 (2) All records referred to in subsection (1) must be typed or written legibly in ink and
163 kept in suitable systematic permanent forms such as books, binders, files, cards
164 or folders for a period of not less than **16 years from the date of the last**
165 **recorded entry, or the date the patient reaches the age of majority,**
166 **whichever is later**, provided that a computerized, mechanical or electronic
167 record-keeping or accounting system must be deemed sufficient if the
168 information kept on such system can be reproduced promptly in written form
169 when required and if the material so reproduced, either by itself or in conjunction
170 with other records, constitutes orderly and legible permanent records that would
171 provide, without delay, the information required to be kept under subsections
172 (1)(a), (b) and (c).

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174 Motion 062/12-13: Carried:

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176 4. Proposed Organization Structure Changes: Tabled

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178 5. Guidelines For Award Research Grants: Research Policy Tabled

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180 6. HRO – Request for Funding \$5,000.00

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182 Motion 063/12-13: Moved by Dr. Avtar Jassal to donate \$2,500.00 for funding to the HRO.

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184 Motion 063/12-13: Carried

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186 7. CCBC Election Process: Ms. Diana MacKay to forward notification for renewal of public
187 members whose terms are ending.

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189 8. Office Sharing: Tabled

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191 9. FIPPA: Tabled

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193 10. Compensation of Board & Committee Members: Tabled for further information.

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195 **NEXT BOARD MEETINGS:**

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197 The next CCBC Board meeting will be held on:

- 198 • Wednesday, August 28, 2013 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 199 • Wednesday, October 9, 2013 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 200 • Saturday, October 26, 2013 at 12:00 p.m. Board meeting at the Lakeshore Convention
201 Centre in Penticton BC with 2013 AGM to follow at 2:00 p.m.

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203 Motion 064/12-13: Moved by Mr. Bob Bucher to adjourn the meeting at 5:35 p.m.

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205 Motion 064/12-13: Carried

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