

MEETING MINUTES (AMENDED)

College of Chiropractors of British Columbia Board Members

February 12, 2014

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

Present:

| | |
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| Dr. David Olson | Chair |
| Dr. Shannon Patterson | Vice-Chair |
| Dr. Chris Anderson | Board Member |
| 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 |
| Mr. Bob Bucher | Public Member |
| Mr. Derek Hall | Public Member |
| Mr. Doug Kellner | Public Member |
| Ms. Karen Kesteloo | Public Member |
| Ms. Diana MacKay | Registrar |
| Dr. Doug Wright | Deputy Registrar |
| Ms. Susan Wawryk | Executive Assistant |
| Guests: | |
| Mr. Rick Nickelchock | Executive Director |
| Dr. Jay Robinson | BCCA President |

MINUTES

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 2:05 p.m.

The minutes of the December 4, 2013 Board meeting were reviewed for errors and omissions.

Motion 026/13/14: Moved by Ms. Karen Kesteloo, to adopt the minutes of the December 4, 2013 Board meeting.

Motion 026/13/14: Carried

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. CCEB: Ms. Pat Frank, Chief Executive Office of CCEB will be attending the April 16, 2014 Board meeting.

Action: Board members to forward exam questions for meeting with Ms. Pat Frank.

2. Health Care Forum 2014

49 **CORRESPONDENCE:**

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51 1. Dr. Greg Dunn, Chief Executive Officer of the CCPA has requested a meeting with
52 the CCBC at the October 15, 2014 Board meeting.

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54 Action: Presentation to be pre-circulated prior to the Board meeting.

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56 **FINANCIAL COMMITTEE – Ms. Karen Kesteloo**

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58 Motion 027/13-14: Moved by Ms. Karen Kesteloo to receive the Financial report and Board
59 Expenses report as presented.

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- 61 • Ms. Karen Kesteloo reviewed the Profit & Loss Performance document in detail.

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63 Motion 027/13-14: Carried

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65 Motion 028/13-14: Moved by Ms. Karen Kesteloo to receive the Financial Committee report as
66 presented.

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- 68 • Financial Committee meeting was held today with Ms. Michelle Head Kim, PIC Portfolio
69 Manager of Scotia Bank. A new fee schedule with a 30% discount on fees will be
70 brought forward that classifies the CCBC and BCCA as a non-profit society.

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72 Motion 028/13-14: Carried

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74 Motion 029/13-14: Moved by Ms. Karen Kesteloo to assign the Board to sign off on the new
75 fee schedule from Scotia Bank.

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77 Motion 029/13-14: Carried

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79 Motion 030/13-14: Moved by Ms. Karen Kesteloo that for clarity the CCBC Board Resolution of
80 September 25, 2010 shall read “To ratify the email vote that the earnings of the segregated
81 Education BC funds remain in the “said” fund until Education in BC is either realized or the
82 funds plus the accumulated earnings is returned to the members proportionately”.

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84 Motion 030/13-14: Carried

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86 Motion 031/13-14: Moved by Ms. Karen Kesteloo that in recognition of market changes and
87 need for conservative rebalancing, the deferred contribution investment portfolio asset mix
88 increase equities to the maximum 30% allowed under the current Investment Policy Statement.

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90 Motion 031/13-14: Carried

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

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94 Motion 032/13-14: Moved by Mr. Bob Bucher to receive the Inquiry Committee report as
95 presented.

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- 97 1. Currently 8 of the 25 complaints are injury related.

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99 Action: Further increases in injury related complaints will be monitored.

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101 Motion 032/13-14: Carried

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

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105 No report

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

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109 Motion 033/13-14: Moved by Dr. Richard Hawthorne to receive the Registration Committee
110 report as presented.

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112 1. Substantial Equivalence

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114 2. Review of the Jurisprudence Examination

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116 Action: Dr. Doug Wright and Dr. Blake Cameron will review the exam and rewrite it based on
117 scope of practice, Bylaws and PCH.

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119 Motion 033/13-14: Carried

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121 Motion 034/13-14: Moved by Dr. Richard Hawthorne that the Jurisprudence Examination be
122 revised by deleting the following questions; 5, 45, 31, 32 and 58.

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124 Motion 034/13-14: Carried

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126 **QUALITY ASSURANCE COMMITTEE** – Dr. Rob Cormack

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128 Motion 035/13-14: Moved by Dr. Rob Cormack to receive the Quality Assurance Committee
129 report as presented.

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131 1. PSR: The recent PSR documents show good electronic records.

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133 2. CE: Currently the CE submissions are being reviewed every month.

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135 3. Suggested Mandatory Courses: Ethics, sexual impropriety, record keeping.

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137 4. New Registrant Program: A new course developed by the CCBC & BCCA will be
138 produced that relates to practice management etc. and would become a condition of
139 registration.

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141 5. Non-voting member be added to the QAC from the Association Board.

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143 6. Clinical Ability: Discussion with other provinces and a work in progress.

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145 Action: Task to a CMCC graduating student to work on a thesis regarding the criteria of clinical
146 ability which would include the definition of and then the evaluation of clinical ability.

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148 Motion 035/13-14: Carried

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

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152 No report

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REGISTRAR – Ms. Diana MacKay

Motion 036/13-14: Moved by Dr. Avtar Jassal to receive the Registrar’s report as presented.

1. Ombudsman Report: Received quarterly, lasted update shows BC in good standing.
 2. Interior Health: X-ray issue – PACS development.
 3. HRO Becomes Health Regulators of BC: Applying for society status.
 4. Website Update: Progress to date include a determination that the two data bases currently supporting the website should be replaced with a single data base prior to making changes to the website.
 5. Travelers Liability Insurance Renewal of Directors & Officers.
 6. CCEB: Candidate 2010- 2013 Performance Report: To be circulated to Board.
 7. Criminal Record Check: Issues related to the changes in the CRC legislation and processes were reviewed with the Executive Committee and correspondence is being forwarded to chiropractors who have not completed the CRC.
 8. Western Provinces Registrar Meeting:
 - Discussion of committee activities, board governance, inquiry process.
 - Alberta is willing to share their PSR process which is ahead of BC. In Manitoba the chiropractor must pay for the office assessment.
 - Inquiry process is improving competence and behavior of registrant with increase in fines, educational tool on clinical records. BC may want to adopt other provinces details and matrix of criteria.
 - Board Succession Planning: Willing to share principals and expectations.
 - Presentation of the current status of the school – other provinces to show support of the school by understanding that some of their students will come to the BC school. There was an improved understanding of what is happening in BC however no new information was available.
- Action: The process of sourcing programs could go to a 3 or 4 year CMCC student as they must complete a research project in their 4th year. This research project would catalogue the registration process with courses on sexual misconduct. This would be a labour intensive process with step 1 to catalogue and step 2 to analyze.
9. HR Update: Michelle Da Roza is currently working part time and Leona Cullen will provide support as required.
 10. Standardizing Business Process: The process has commenced on standardizing committee charters, agendas and minutes.
 11. Strategic Plan Documentation: to be forwarded to the Executive Committee.

Motion 036/13-14: Carried

CHAIR – Dr. David Olson

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206 No report

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208 **EXECUTIVE COMMITTEE** – *Mr. Bob Bucher*

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210 Motion 037/13-14: Moved by Mr. Bob Bucher to receive the Executive Committee report as
211 presented.

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213 1. January 2014 Resolution: Chiropractic Education in BC Initiative: Mr. Bucher
214 discussed the discomfort and uncertainty of collection of the money and what is
215 being done with it. The dispersal of dues plus the earned interest and criteria for
216 release of the money was itemized.

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218 Action: Mr. Bob Bucher to make further revisions to the Resolution.

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220 Motion 037/13-14: Carried

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222 **NEW BUSINESS:**

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224 As the chair of the CCBC/BCCA Joint Communications Committee, Rick Nickelchok, BCCA
225 Executive Director provided a communications update.

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227 The Joint Communications Committee approved the production of a chiropractic promotion
228 strategy which will incorporate a “having an honest conversation with the public” feel and built
229 on a “Let’s Talk Back” theme. The project (to include):

- 230 1. Two (2) 30 second television commercials that attracts attention, establishes branding
231 and top of mind awareness, primary call to action is to drive viewers to a microsite and
232 permits audio tracks to be produced for radio ads.
233 2. LetsTalkBack.ca micro(web)site (trademarked) that will Incorporates images, video, and
234 text to promote and educate, Introduces new themes and terms; provides More time to
235 deliver lengthier concepts that cannot be incorporated in the commercials; and provides
236 Information we want public to see
237 3. 6-8 video vignettes (up to two minutes long) that will display BCCA and / or CCBC
238 websites (as appropriate). As a minimum, topics as supported by Market research, has
239 shown the need to emphasize:
240 4. Social Media promotion to reinforce with after-launch follow up, including twitter,
241 Facebook, You Tube, etc. and can be linked to member websites

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243 The commercials/vignettes are to be filmed Sunday, February 16 and anticipates that the post
244 production editing and graphics to be completed by February 28. The dedicated “let’s talk
245 back.ca” website will be finalized by March 21 and we will ready for the soft launch of
246 commercials early April (depending on airtime availability).

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248 The BCCA created two new committees:

- 249 1. Communication Committee: Complements and supports the Joint Communication
250 Committee
251 2. Joint CE Development Committee: To identify and where appropriate, develop and
252 delivering CE courses (Dr. Doug Wright is a member).

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254 The BCCA is about to launch a Strategic Planning exercise (to be completed by 2014 AGM) and
255 is in discussion/planning with the CCBC regarding a provincial “road trip” that is designed to
256 engage, educate and solicit feedback from the membership/registrants.

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258 Dr. Jay Robinson, BCCA President gave a verbal report on:

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1. The new logo that CCA created resonated best with the public.
2. Pacific School of Chiropractic Committee Board of Governors approval process.
3. Discussion of more than one location of a chiropractic school going forward.
4. Transition plan discussion of dispersal of money and criteria for release of money.
5. Clinical Practice Guidelines
 - Fee is traditionally shared between BCCA & CCBC
 - Discussion of purpose of CPG
 - Funding guidelines for public safety
 - What are they going to deliver and in what time frame.
 - Disconnect between what you are paying for and what you receive
 - BC not a member of the CFCREAB

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Motion 038/13-14: Moved by Ms. Karen Kesteloo to contribute a partial contribution of \$12,550.00 to the CPG with an advisory letter that advises that the matching contribution will be considered by the College Board only after review of their next annual report.

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Motion 038/13-14: Carried

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Motion 039/13-14: Moved by Mr. Doug Kellner to appoint Dr. Lesley Taylor-Hughes as a member and Vice-chair of the Inquiry Committee for a three year term.

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Motion 019/13-14: Carried

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Motion 040/13-14: Moved by Mr. Derek Hall to appoint Dr. Enrique Domingo as a member and Vice-chair of the Quality Assurance Committee for a three year term.

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Motion 040/13-14: Carried

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Motion 041/13-14: Moved by Mr. Bob Bucher to appoint Mr. Derek Hall as a member of the Finance Committee for a three year term.

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Motion 041/13-14: Carried

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Motion 042/13-14: Moved by Dr. Enrique Domingo to appoint Dr. Heidi Benda as a member and Vice-chair of the Finance Committee for a three year term.

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Motion 042/13-14: Carried

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NEXT BOARD MEETINGS:

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The next CCBC Board meetings will be held on:

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- Wednesday, April 16, 2014 at **1:00 p.m.** at the CCBC Board office in Richmond, BC;
- Wednesday, June 18, 2014 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- Wednesday, August 27, 2014 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- Wednesday, October 15, 2014 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- Saturday, November 8, 2014 at 12:00 p.m. Board meeting at the Burnaby Delta Hotel in Burnaby, BC with 2014 AGM to follow at 1:00 p.m.;
- Wednesday, December 2014 at 1:00 p.m. to coincide with the Branch MacMaster dinner in Vancouver (date and location to be advised at a later date).

310 Motion 043/13-14: Moved by Mr. Bob Bucher to adjourn the meeting at 4:56 p.m.

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312 Motion 043/13-14: Carried

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