

MEETING MINUTES (FINAL)

College of Chiropractors of British Columbia Board Members

June 18, 2014

CCBC ADMINISTRATION OFFICE, #125 – 3751 SHELL ROAD, RICHMOND, BC

Present:

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
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

Regrets: Dr. Avtar Jassal Board Member

Guests: Mr. Rick Nickelchok Executive Director, BCCA
Dr. Jay Robinson President, BCCA
Dr. Don Nixdorf (4:30 – 5:15)

MINUTES

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 1:58 p.m.

The minutes of the April 16, 2014 Board meeting were reviewed for errors and omissions.

Motion 057/13/14: Moved by Mr. Derek Hall, to adopt the minutes of the April 16, 2014 Board meeting.

Motion 057/13/14: Carried

CORRESPONDENCE:

None

FINANCIAL COMMITTEE – Ms. Karen Kesteloo

Motion 058/13-14: Moved by Ms. Karen Kesteloo to receive the Finance report and budget notes as presented.

Motion 058/13-14: Carried

2014-2015 Budget discussed

1. CRC will be reclassified as an expense;

- 54 2. Legal fees have increased;
55 3. Registration is down;
56 4. Office expenses have increased possibly due to the reprogramming the CRC;
57 5. Research contribution;
58 6. Public Education Funds;
59 7. Discipline Reserve Fund;
60 8. Cyber security & IT Risks;
61 9. Future Considerations.

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63 Motion 059/13-14: Moved by Ms. Karen Kesteloo to accept the proposed budget as presented.

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65 Motion 059/13-14: Carried

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67 Action: Follow up Board Strategic planning session required to determine long term
68 objectives/initiatives, administrative structure to support College, determine impact on
69 registration fees and to prepare membership information to present any proposed future
70 increase in CCBC registration fees.

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72 Motion 060/13-14: Moved by Mr. Bob Bucher to establish a discipline reserve fund of
73 \$150,000.00 which will be transferred from the general fund. It will be maintained at a minimum
74 of \$150,000.00 to be reviewed annually.

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76 Motion 060/13-14: Carried

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78 Motion 061/13-14: Moved by Dr. Richard Hawthorne to approve the Financial Committee report
79 as presented.

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81 1. The committee met with auditors, discussed the upcoming audit with the objective of
82 improving the audit process. Projected costs of the audit will be \$12,000.00.

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84 Motion 061/13-14: Carried

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

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88 Motion 062/13-14: Moved by Mr. Derek Hall to receive the verbal Inquiry Committee report as
89 presented.

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91 1. Complaints: Seven (7) current and a few carry overs.
92 2. Discussion point: If registrants with complaints are not complying in a respective time
93 when requested by the Deputy Registrar – should there be a discipline process?
94 Reported that Dr. Dr. Wright has revised the format and content for reporting of minutes
95 and agenda.

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97 Motion 062/13-14: Carried

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

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101 No report

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

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105 Motion 063/13-14: Moved by Mr. Derek Hall to receive the Registration Committee report as
106 presented.

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108 The Substantial Equivalence terms regarding active practice in the proposed bylaw revisions
109 are defined and quantified, rather than being discretionary guidelines. This is recommended by
110 the Registration Committee.

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112 Motion 063/13-14: Carried
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114 Motion 064/13-14: Moved by Ms. Karen Kesteloo to propose the approved bylaw changes
115 regarding Registration and Substantial Equivalence as circulated (draft as Recommended
116 Bylaw Changes– Registration and Substantial Equivalence for Exams/Clinical Competency and
117 Revision of Bylaw Sections Involving Substantial Equivalence; circulated on June 12, 2014).

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119 Motion 064/13-14: Carried
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121 **QUALITY ASSURANCE COMMITTEE** – *Dr. Rob Cormack*

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123 Motion 065/13-14: Moved by Dr. Rob Cormack to receive the Quality Assurance Committee
124 report as presented.

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126 1. Currently rewriting of Standards of Practice;
127 2. Public Member Required.
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129 Motion 065/13-14: Carried
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131 **PATIENT RELATIONS COMMITTEE** – *Dr. Shannon Patterson*

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133 Motion 066/13-14: Moved by Dr. Enrique Domingo to receive the Patient Relations Committee
134 report as presented.

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136 1. Ongoing Training for Membership:
137 2. Possible patient involvement;
138 3. Tap Into Other Health Organizations for Information:
139 4. Boundaries/Communication.
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141 Motion 066/13-14: Carried
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143 **JOINT COMMUNICATIONS COMMITTEE** – *Dr. David Olson*

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145 Motion 067/13-14: Moved by Dr. David Olson to receive the Joint Communications Committee
146 report as presented.

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148 Motion 067/13-14: Carried
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150 **EXECUTIVE COMMITTEE** – *Mr. Bob Bucher*

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152 No report
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154 **REGISTRAR** – *Ms. Diana MacKay*

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156 Motion 068/13-14: Moved by Dr. Enrique Domingo to receive the Registrar's report as
157 presented.

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1. The other BC health colleges will expect the CCBC to follow through with the appeal;
2. Legal Fees: An expense code for administrative issues will be added to the financial report;
3. CFCREAB Executive meeting with College – July 10, 2014;
4. Change to CFCREAB Boards meets in Richmond on July 10, 2014. Diana and Doug to attend, BOD also invited. RSVP Diana.
5. HPRBC;
6. Ministry OF Health Presentation;
7. Privacy Matters;
8. PSR – x-ray Equipment;
9. Form 4 Package: includes x-ray survey;
10. Privacy of Information – how information is used and shared;
11. Anti-spam Communication: CCBC & BCCA jointly working together for membership directives;
12. CRC Update;
13. NVICS Meeting: Strategy and communication of College activities, legislation, Mandatory Committee, organizational report;
14. Formalized Committee Agendas and Minutes;
15. Practice Self-reviews: Three hundred were sent to members as a catch up from last year. Seven failures were contacted by phone with discussion and dialogue. Mentors for the members would be beneficial;
16. Monthly Newsletter: now includes updates from the Deputy Registrar;
17. HPRB: Educational sessions;
18. Electronic Election: Current Bylaws do not allow electronic balloting; bylaw revisions to be made.

Motion 068/13-14: Carried

BUSINESS ARISING:

1. Interior PAC's Access: Dr. Richard Hawthorne has received no reply to his application.

NEW BUSINESS:

1. 2014/15 Elections

NEXT BOARD MEETINGS:

The next CCBC Board meetings will be held on:

- 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).

Motion 069/13-14: Moved by Dr. Rob Cormack to adjourn the meeting at 5:15 p.m.

Motion 069/13-14: Carried