

MEETING MINUTES (FINAL)

College of Chiropractors of British Columbia Board Members

August 27, 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. 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

Regrets:

Dr. Richard Hawthorne Board Member

Guests:

Dr. Jay Robinson President, BCCA

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 June 18, 2014 Board meeting were reviewed for errors and omissions.

Motion 070/13/14: Moved by Mr. Bob Bucher, to adopt the minutes of the June 18, 2014 Board meeting.

Motion 070/13/14: Carried

CORRESPONDENCE:

None

FINANCIAL COMMITTEE – Ms. Karen Kesteloo

Motion 071/13-14: Moved by Mr. Derek Hall to receive the Finance report and budget notes as circulated.

1. Quarterly Updates to be made available;
2. Completion of audit is planned for the September 26, 2014 Financial Committee meeting;
3. Profit/loss – there will be year-end adjustments;
4. There is a significant surplus again due to savings in wages as the hiring took place later in the year and the public information budget was not totally expended;
5. Savings on inquiry committee and discipline of \$60,000. Not expended in this area;

54 6. Less revenue because there are fewer new registrants.

55
56 Motion 071/13-14: Carried

57
58 **INQUIRY COMMITTEE** – *Mr. Doug Kellner*

59
60 Motion 072/13-14: Moved by Dr. Shannon Patterson to receive the verbal Inquiry Committee
61 report as circulated.

62
63 Currently there are 11 open complaints of which 4 are injury and 3 are of a sexual
64 nature.

65
66 Dr. Jay Robinson queried the number of chiropractic complaints in comparison to other
67 practitioners.

68
69 Ms. Diana MacKay advised that there has been no investigation in that regard.

70
71 Motion 072/13-14: Carried

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

74
75 No report

76
77 **REGISTRATION COMMITTEE** – *Dr. Richard Hawthorne*

78
79 Motion 073/13-14: Moved by Dr. Avtar Jassal to receive the verbal Registration Committee
80 report by the Deputy Registrar, Dr. Doug Wright.

81
82 Year-end report

- 83
84 • 1155 registrants;
85 • 403 registrants made monthly pre-authorized payments;
86 • 738 registrants made their payment on or before July 31, 2014;
87 • 45% of the registrants made their payment in the last 2 weeks before year end;
88 • 14 members did not complete the renewal process by July 31, 2014;
89 • 11 members completed the renewal process by August 15, 2014
90 • 3 members were deleted for non-payment of dues and completed Form 4.

91
92 There was a discussion of allowing pre-dated visa payments however the additional loop holes
93 made it an undesirable option.

94
95 Ms. Karen Kesteloo queried the location of the suspended members and was advised that the
96 College had been unable to locate them.

97
98 Mr. Derek Hall queried the reason for allowing credit card payment of dues because of the
99 additional cost to the College.

100
101 Miss Karen Kesteloo advised that this was a member service and the members pay for this
102 option in their overall registration renewal fee.

103
104 Motion 073/13-14: Carried

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

107

108 Motion 074/13-14: Moved by Dr. Rob Cormack to receive the verbal Quality Assurance
109 Committee report.

110

111 Practice Self Reviews of 320 are totally up to date for 2014 with a 4% fail rate mainly due to
112 illegible notes and/or lack of required history and examination detail.

113

114 Motion 074/13-14: Carried

115

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

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118 Motion 075/13-14: Moved by Mr. Bob Bucher to receive the Patient Relations Committee report
119 as circulated.

120

121 The HPRBC has a patient relations working group/mini patient relations group that work with
122 other practitioners and the College should consider getting involved.

123

124 Discussion on having a policy for research pre-study funding – a policy for funding on a case by
125 case review basis already exists.

126

127 Motion 075/13-14: Carried

128

129 Motion 076/13-14: Moved by Dr. Shannon Patterson that Dr. Dean Greenwood receive the
130 \$1,000.00 Research Award for his published article in the JCCA.

131

132 Motion 076/13-14: Carried

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134 **JOINT COMMUNICATIONS COMMITTEE** – *Dr. David Olson*

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136 No report

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

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140 No report

141

142 **REGISTRAR** – *Ms. Diana MacKay*

143

144 Motion 077/13-14: Moved by Dr. Avtar Jassal to receive the Registrar's report as circulated.

145

146 Executive Committee Meetings (July 9 & August 13, 2014)

147

148 1. By-law changes update – Don Lebens reports change return could be within 45 days;

149 2. Staff Salary Increases – budget 3%; Benefits increased from \$170. To \$200.;

150 3. Strategic planning session update proposed to be held in conjunction with February

151 2015 Board meeting; Jennifer Kroecker–Hall to facilitate;

152 4. Draft Policies

153 a. Board and Committee Honoraria Policy and Rate Limits

154 b. Travel & Business Expense Policy

155 5. PAICHIRO update

156 6. Annual report changes – soft copy distribution, updating photographs, feature Dr. Doug

157 Alderson (QA focus);

- 158 7. Other Registrant Matters;
159 8. CFCREAB Board meeting July 11, 2014 Vancouver;
160 a. Outcome –priority continues to support of HPRBC at this time
161 b. Health Profession Regulators of BC (HPRBC Previously HRO))
162 c. Educational session being scheduled for October 6, 2014 – there are 9 attendees
163 confirmed.

164
165 Action: Ms. Diana MacKay to forward the revised agenda when it is available.

166
167 Criminal Record Check Update – almost completed.

168
169 Information Manual launched. Thank you to Doug & Michelle for implementation. This
170 information is a living document that can be updated and will be introduced at the AGM and in a
171 future public awareness program.

172
173 Motion 077/13-14: Carried

174
175 **CHAIR**

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177 Motion 078/13-14: Moved by Dr. Avtar Jassal to approve the Travel & Business Expense
178 Policy as amended.

179
180 Motion 078/13-14: Carried

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182 Motion 079/13-14: Moved by Dr. Avtar Jassal to approve the Board & Committee Honoraria
183 Policy & Rate Limits as amended.

184
185 Motion 079/13-14: Carried

186
187 Pacific Spine Foundation is incorporated with directors: Dr. Don Nixdorf, John Chesman and
188 John Grange.

189
190 PAICHIRO is inactive – oversight of getting the school up and funding, directors Dr. Don
191 Nixdorf, Dr. Jay Robinson, Dr. David Olson plus one chiropractor and one public member.

192
193 Approximately \$1,500.00 will be required to complete the incorporation

194
195 Development plan Sept 14, 2014 – December 2015.
196 Budget

197
198 The Development Team consists of:
199 Dr. George Isler
200 Brenda Hendrickson
201 Dr. Lester Lam
202 Dr. Verna Magee-Shepherd
203 Skip Tirplett
204 Dr. May Jane Stenberg

205
206 Discussion:
207 July 12, 2014 teleconference – Per Giving
208 July 24, 2014 teleconference – Development Team

209 July 29, 2014 meeting of Dr. Don Nixdorf, David Olson, Dr. John Brimhall, Dr. Lester Lam to
210 develop the criteria of education.
211
212 Aug. 13, 2014 – Executive Meeting – criteria for release of funds – recommendation and
213 counsel from Jim MacMaster.
214
215 Initial Requirements will include an incorporated body, a complete detailed plan and budget and
216 an approved letter of intent for CIS prior to funds being released.
217
218 August 28, 2014 meeting with Dr. Don Nixdorf, Dr. David Olson and Dr. Jay Robinson.
219
220
221 The SFU minutes reflect that they have approved CIS – SFU and the school is working on a
222 memorandum of agreement which must be signed.
223
224 There is a 2nd plan site which has the potential for slowing down the process and the future
225 budget.
226
227 Motion 080/13-14: Moved by Ms. Karen Kesteloo that the Executive Committee be tasked as
228 the working group for education in BC to develop criteria and filter all Education in BC related
229 information for Board approval.
230
231 Motion 080/13-14: Carried
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233 Dr. Jay Robinson commented that this motion is a very necessary step for moving forward and
234 the BCCA supports this motion.
235
236 Motion 081/13-14: Moved by Dr. Shannon Patterson to receive the verbal Chair report.
237
238 Motion 081/13-14: Carried
239
240 **New Business:**
241
242 Thank you to the Board members for all their hard work.
243
244 There will be a special feature on Dr. Doug Alderson and his work with quality assurance.
245
246 The annual report will be forwarded to the membership by email. There will be printed reports
247 for the AGM and other provinces.
248
249 There is a communication plan sent to all new registrants which includes:
250

- the new registration package;
- the link to the registration manual on the website;
- advisory letter with notification of practitioner number;
- mandatory DVD's and questionnaires;

254
255 Anything further going out from the College will be dated.
256
257 **AGM 2014**
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259 Motion 082/13-14: Moved by Dr. Enrique Domingo that at the 2014 AGM the Board members
260 be entitled to complementary registration, one day accommodation, two day accommodation for

261 out of town members, parking, travel, 1/2 day per diem and 1 full day per diem for out of town
262 members.

263
264 Motion 082/13-14: Carried

265
266 Election information is currently in the mailout process. There are 3 nominations for two
267 positions for the lower mainland - Dr. Paul Dhaliwa, Dr. Enrique Domingo and Dr. Don Nixdorf.
268 There are 3 nominations for one position on the Island – Dr. Chris Anderson, Dr. Jason Hare
269 and Dr. Ankur Tayal. There were no nominations for the one position in the Interior. The
270 deadline for College receipt of ballots is October 8, 2014.

271
272 **NEXT BOARD MEETINGS:**

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274 The next CCBC Board meetings will be held on:
275 • Wednesday, October 15, 2014 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
276 • Saturday, November 8, 2014 at 12:00 p.m. Board meeting at the Burnaby Delta Hotel in
277 Burnaby, BC with 2014 AGM to follow at 1:00 p.m.;

278 • Wednesday, December 2014 at 1:00 p.m. to coincide with the Branch MacMaster dinner
279 at the Metropolitan Hotel in Vancouver.

280
281 Motion 083/13-14: Moved by Mr. Derek Hall to adjourn the meeting at 4:08 p.m.

282
283 Motion 083/13-14: Carried
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