

MEETING MINUTES (FINAL)

College of Chiropractors of British Columbia Board Members
February 14, 2015

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

Present:

Dr. David Olson	Chair
Dr. Avtar Jassal	Vice-Chair
Dr. Chris Anderson	Board Member
Dr. Heidi Benda	Board Member
Dr. Robert Cormack	Board Member
Dr. Enrique Domingo	Board Member
Dr. Lidia Mickelson	Board Member
Dr. Don Nixdorf	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
Mrs. Susan Wawryk	Recording Secretary

Guests:

Mrs. Michelle Da Roza, Communications Manager
Cynthia Johansen, Registrar/CEO CRNBC
Daniel Lafleche, Director Corporate Support
Musharaf Sultan, Sr. Manager, Information Systems
Rick Nickelchok, BCCA Executive Director
Jennifer Kroeker-Hall

MINUTES

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 8:45 a.m.

The minutes of the December 3, 2014 Board meeting were reviewed for errors and omissions.

Motion 026/14-15: Moved by Dr. Avtar Jassal, to adopt the Board minutes of the December 3, 2014 Board meeting.

Motion 026/14-15: Carried

PAIC Update

The CCBC has transferred funds from the Education in BC Fund to PAIC in three installments of \$68,000.00, \$60,000.00 and \$60,000. A further request of funds is possible after the PAIC Board meeting on March 7, 3015.

CORRESPONDENCE:

PAIC - CCBC conflict of interest advisory letter from Mr. Jim MacMaster verifies that Dr. Don Nixdorf and Dr. David Olson as members on both the CCBC Board and the PAIC Board do not automatically create a conflict.

54 **CRNBC**

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56 Guests from the CRNBC were welcomed at 9:00 a.m. A presentation was made by D. MacKay
57 and the guests from the CRNBC for a cost share IT solution

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59 The following information was presented by the CRNBC:

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61 Participation in the proposed cost sharing model promotes a model which

- 62 • Acts as collaborative
- 63 • Pays once and strengthen all
- 64 • No profits and share in costs/ risks/opportunities
- 65 • Can share skills, capacity, facilities, systems, processes and tools
- 66 • Create consistency, but support differences
- 67 • Keep administration costs down to not erode benefits
- 68 • Provides “big” college administrative advantages to a smaller college

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70 The implementation process will include:

- 71 1. Assess the requirements, plan system changes and impact
- 72 2. Plan and send communication to staff, board, registrants
- 73 3. Adjust accounting processes

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75 Recommendations to enter into a cost share agreement with the CRNBC included:

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- 77 * The CCBC enter into a cost sharing arrangement with the College of Registered
78 Nurses of BC (CRNBC) for an Information Technology total solution with an
79 Initial focus on registrant renewal process for 2015/16
- 80 * Governance and committee activities be automated in 2015/16 (incorporated into
81 budgeting process), &
- 82 * QAC PSR process be built in 2016/17 (incorporated into budgeting process)

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84 This project is expected to bring the CCBC to a state of ongoing currency in compliance with
85 legislation, confidentiality, security and cyber-security requirements.

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87 Motion 027/14-15: Moved by Dr. Enrique Domingo to go to an in camera meeting.

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89 Motion 027/14-15: Carried

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91 Motion 028/14-15: Moved by Dr. Avtar Jassal to come out of the in camera meeting.

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93 Motion 028/14-15: Carried

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95 Motion 029/14-15: Moved by Dr. Enrique Domingo to approve the recommendations as
96 presented and move forward with the Business Case for Proposal for Cost Shared Services
97 Agreement with the College of Registered Nurses of BC as proposed by the College of
98 Chiropractors of BC.

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100 Motion 029/14-15: Carried

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102 **FINANCE & INVESTMENT COMMITTEE** – Ms. Karen Kesteloo

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104 Motion 030/14-15: Moved by Dr. Heidi Benda to receive the Finance & Investment Committee
105 report and Expenses report as circulated.

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107 Motion 030/14-15: Carried

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1. Recommendation for Registration fund name change to be more transparent in the purpose for which these funds are designated. The purpose of the fund is to support expenditures primarily related to CCBC actions and response to legislation including Ministry of Health or other extraordinary legal matters impacting the CCBC.

Motion 031/14-15: Moved by Ms. Karen Kesteloo to recommend to the Board that the name of the fund Internally Restricted for Registration be changed to Internally Restricted for Legislation.

Motion 031/14-15: Carried

2. Amendments are required to the Investment Policy and related Investment Policy Statement to incorporate the change of fund name, include the new Discipline Reserve, update the benchmark indices and recognize the change in asset mix, allocation and weight for the Deferred Contributions.

Motion 032/14-15: Moved by Ms. Karen Kesteloo to recommend to the Board approval of the revised Investment Policy and Related Investment Policy Statement.

Motion 032/14-15: Carried

3. For efficiency and maximization of return, internally restricted funds may at times be pooled for investment with excess cash from unrestricted activities. In some instances the fund balances of some portion of same may not be pooled. The Committee recommends a policy be put in place to ensure these funds are properly managed and reported.

Motion 033/14-15: Moved by Ms. Karen Kesteloo to recommend to the Board approval of the Internally Restricted Fund Policy.

Motion 033/14-15: Carried

Action: All committee chairs are to develop a three year financial work plan by February 28, 2015.

INQUIRY COMMITTEE – Mr. Doug Kellner

Motion 034/14-15: Moved by Dr. Enrique Domingo to receive the Inquiry Committee report.

Motion 034/14-15: Carried

DISCIPLINE COMMITTEE – Mr. Derek Hall

No report

REGISTRATION COMMITTEE – Dr. Blake Cameron

Motion 035/14-15: Moved by Dr. Avtar Jassal to receive the Registration Committee report.

January Registration:

- Student 1
- New Graduates 6
- Interprovincial 1

161 • Reinstatement 2

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163 Motion 035/14-15: Carried

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

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167 Motion 036/14-15: Moved by Dr. Rob Cormack to receive the Quality Assurance Committee
168 report.

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170 The QAC will be recommending new mandatory seminars to be incorporated in each CE term.
171 Proposed topics include sexual boundaries, ethics and record keeping.

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173 Motion 036/14-15: Carried

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175 Motion 037/14-15: Moved by Dr. Rob Cormack to appoint Ms. Patricia Lawrence as a public
176 appointee member of the Quality Assurance Committee

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178 Motion 037/14-15: Carried

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180 **PATIENT RELATIONS COMMITTEE** – *Dr. Heidi Benda*

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182 No report

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

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186 No report

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

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190 No report

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192 **REGISTRAR** – *Ms. Diana MacKay*

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194 Motion 038/14-15: Moved by Ms. Heidi Benda to receive the Registrar's report.

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196 1. New website under construction

197 2. New office renovation- building an office for the Deputy Registrar

198 3. Mila Capina retiring effective March 01, 2015.

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200 Motion 038/14-15: Carried

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202 **NEW BUSINESS:**

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204 Motion 039/14-15: Moved by Mr. Bob Bucher to recognize Ms. Mila Capina for her expertise
205 and dedication to her position and honor her with a plaque and a gift.

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207 Motion 039/14-15: Carried

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209 Motion 040/14-15: Moved by Dr. Avtar Jassal to award Dr. Jerome Fryer the \$1,000.00
210 research grant for his article "Hypnic Reflex" in the A Spinal Perspective in the Journal of Sleep
211 Disorders & Therapy.

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213 Motion 040/14-15: Carried

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215 **NEXT BOARD MEETINGS:**

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217 The next CCBC Board meetings will be held on:

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- 219 • Wednesday, April 15, 2015 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 220 • Wednesday, June 10, 2015 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 221 • Wednesday, August 12, 2015 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 222 • Wednesday, October 7, 2015 at 2:00 p.m. at the CCBC Board office in Richmond, BC;
- 223 • Saturday, November 7, 2015 at 1:00 p.m. Board meeting at the Delta Victoria Ocean
- 224 Pointe Resort and Spa in Victoria, BC with 2014 AGM to follow at 2:00 p.m.;
- 225 • Possibly the first Wednesday in December 2015 at 1:00 p.m. to coincide with the Branch
- 226 MacMaster dinner at the Metropolitan Hotel in Vancouver.

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228 Motion 041/14-15: Moved by Mr. Bob Bucher to adjourn the meeting at 12:37 p.m.

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230 Motion 041/14-15: Carried

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