

MEETING MINUTES (*FINAL*)

College of Chiropractors of British Columbia Board Members
October 22, 2016

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

Present:	Dr. David Olson	Chair
	Dr. Chris Anderson	Board Member
	Dr. Gil Desaulniers	Board Member
	Dr. Enrique Domingo	Board Member
	Dr. Lidia Mickelson	Board Member
	Dr. Don Nixdorf	Board Member
	Dr. Parm Rai	Board Member
	Ms. Kitty Chan	Public Member
	Mr. Jeremy Comazzetto	Public Member
	Ms. Karen Kesteloo	Public Member
	Ms. Sonya Kupka	Public Member
	Ms. Michelle Da Roza	Registrar
	Dr. Doug Wright	Deputy Registrar
	Ms. Gigi Tsui	Office Co-ordinator
Regrets:	Dr. Avtar Jassal	Vice-Chair

1. CALL TO ORDER

Dr. David Olson, Chair of the College Board, called the meeting of the Board to order at 9:15 a.m.

Dr. David Olson welcomed Ms. Sonya Kupka and Ms. Kitty Chan, the new Public Members.

2. MINUTES

The minutes of the September 28, 2016 Conference Call Board meeting were reviewed for errors and omissions.

Motion 098/15-16: Moved by Ms. Karen Kesteloo, to adopt the Board minutes of the September 28, 2016 Conference Board meeting.

Motion 098/15-16: Carried

Motion 099/15-16: Moved by Ms. Karen Kesteloo to approve the amendment to the August 10, 2016 meeting minutes.

Motion 099/15-16: Carried

50 **3. STRATEGIC DISCUSSION**

- 51 • Provide a platform for open discussion amongst board members
52 • 15 minutes was allocated with proposed questions to start discussion
53 • Discussion centered on Friday's governance session and progress of current
54 strategic plan.

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56 **4. MATTERS ARISING**

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58 • No matters arising at this time
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60 **5. NEW BUSINESS**

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62 5.1 Board Manual

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64 • Comprehensive information for board members in one location. Most of the
65 information has already been view and/or approved by the Board.
66 • The board manual will serve as a working document as changes occur.
67 • Feedback was provided to the Registrar with respect to the manual. A revised
68 copy will be provided for the Board's consideration at a future Board meeting.
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70 Motion 100/15-16: Moved by Dr. Don Nixdorf, to receive the Board Manual as
71 presented.

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73 Motion 100/15-16: Carried

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75 **ACTION:** Further refinement by Registrar and Executive Committee

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77 5.2 Code of Conduct

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79 • Adopted from CRNBC policy upon their permission, the code of conduct assists
80 in providing a more focus and clear definition of behavioral expectations for board
81 and committee members
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83 Motion 101/15-16: Moved by Ms. Karen Kesteloo, to approve the Code of Conduct as
84 presented.

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86 Motion 101/15-16: Carried

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88 **ACTION:** CCBC Board and Committee members are to sign and return the Code of
89 Conduct Letter.

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91 5.3 Bylaw Amendments- Tariffs

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93 • The proposed change would improve cost recovery, transparency of costs, and
94 response time with respect to IQC/Discipline costs.
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96 Motion 102/15-16: Moved by Dr. Enrique Domingo, to approve the bylaw amendments
97 as presented.
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99 Motion 102/15-16: Carried.

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101 5.4 Shared Office Space

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- 103 • The end of lease is coming up in April 2018. There is a large level of interest for
- 104 other Health Regulators to share office space.

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106 Motion 103/15-16: Moved by Dr. Enrique Domingo, to initiate a needs analysis and

107 engage in exploratory discussions with other interested Health Colleges with respect to

108 shared office space.

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110 Motion 103/15-16: Carried.

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112 5.5 Annual General Meeting

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114 i. Agenda

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- 116 • Modified agenda included in meeting package for the Board. There will no longer
- 117 be a motion for each committee report.

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119 ii. Key Messages

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- 121 • To provide key information for board members to use reference points on a broad
- 122 range of topics.

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124 5.6 Pacific Academic Institute of Chiropractic Update

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- 126 • Written report, as presented

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128 5.7 Education in BC Update

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130 Motion 104/15-16: Moved by Dr. Chris Anderson, to approve the Education in BC

131 Update communication for registrants as verbally amended.

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133 Motion 104/15-16: Carried

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135 **ACTION:** To amend and circulate the Education in BC update to registrants.

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137 **6. FINANCE & INVESTMENT COMMITTEE – Ms. Karen Kesteloo**

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139 Motion 105/15-16: Moved by Ms. Karen Kesteloo to receive the Financial Statements

140 as circulated.

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142 Motion 105/15-16: Carried

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144 **7. INQUIRY COMMITTEE – Ms. Kitty Chan reporting for Dr. Lesley Taylor-Hughes**

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146 Motion 106/15-16: Moved by Dr. Enrique Domingo to receive the Inquiry Committee

147 report as circulated.

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Motion 106/15-16: Carried

8. DISCIPLINE COMMITTEE –*Dr. Brad Dickson*

No report

9. REGISTRATION COMMITTEE – *Mr. Jeremy Comazetto reporting for Dr. Blake Cameron*

Motion 107/15-16: Moved by Dr. Enrique Domingo to receive the Registration Committee report as circulated.

Motion 107/15-16: Carried

ACTION: Amend future registration Committee reports to include data information on changes and trends.

10. QUALITY ASSURANCE COMMITTEE: – *Dr. Enrique Domingo*

No report

11. PATIENT RELATIONS COMMITTEE – *Dr. Lidia Mickelson*

Motion 108/15-16: Moved by Ms. Sonya Kupka to adopt the Patient Relations Framework developed by the BC Health Regulators.

Motion 108/15-16: Carried

11. RESEARCH AND STUDENT BURSARY REPORT – *Dr. Don Nixdorf*

Motion 109/15-16: Moved by Dr. Parm Rai to receive the Research and Student Bursary report as circulated, and approve disbursements.

Motion 109/15-16: Carried

12. EXECUTIVE COMMITTEE – *Dr. Dave Olson*

Motion 110/15-16: Moved by Dr. Gil Desaulniers to receive the Executive Committee report as circulated.

Motion 110/15-16: Carried

13. REGISTRAR - *Ms. Michelle Da Roza*

Motion 111/15-16: Moved by Dr. Don Nixdorf to receive the Registrar's report as circulated.

- 198 • CCEB AGM Invite
- 199 • Strategic Planning
- 200 • Board Education and Evaluations
- 201 • HR Consultant
- 202 • BCHR Update- September 8, 2016 Meeting
- 203 • Consortium Update

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205 Motion 111/15-16: Carried

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207 **14. In-Camera**

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209 Motion 112/15-16: Moved by Dr. Don Nixdorf, to initiate in-camera session.

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211 Motion 112/15-16: Carried

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213 Motion 113/15-16: Moved by Dr. David Olson to move out of in-camera session.

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215 **15. NEXT BOARD MEETINGS:**

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217 The next CCBC Board meetings will be held on:

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- 219 • Saturday November 5, 2016, 1 pm – Delta Burnaby Hotel
- 220 • Saturday November 5, 2016, 2 pm – CCBC AGM, Delta Burnaby Hotel
- 221 • Thursday December 8, 2016, 1 pm – Metropolitan Hotel
- 222 • Saturday February 4, 2017, 9am – CCBC Boardroom
- 223 • Wednesday April 5, 2017, 2pm - CCBC Boardroom
- 224 • Wednesday June 14, 2017, 2pm – CCBC Boardroom
- 225 • Wednesday September 27, 2017, 2pm – CCBC Boardroom

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227 **16. Adjournment**

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229 Motion 113/15-16: Moved by Dr. Dave Olsen to adjourn the meeting at 12:10 p.m.

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231 Motion 113/15-16: Carried

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