

1 MEETING MINUTES (*Final*)

2 OPEN

3 College of Chiropractors of British Columbia Board Members
4 *June 14, 2017*

5
6 CCBC ADMINISTRATION OFFICE, #125 – 3571 SHELL ROAD, RICHMOND, BC
7

8 Present:	Dr. David Olson	Chair
9	Dr. Avtar Jassal	Vice-Chair
10	Dr. Chris Anderson	Board Member
11	Dr. Gil Desaulniers	Board Member
12	Dr. Enrique Domingo	Board Member
13	Dr. Lidia Mickelson	Board Member
14	Dr. Don Nixdorf	Board Member
15	Dr. Parm Rai	Board Member
16	Ms. Kitty Chan	Public Member
17	Ms. Karen Kesteloo	Public Member
18	Mr. Bruce Williams	Public Member
19	Ms. Michelle Da Roza	Registrar
20	Dr. Doug Wright	Deputy Registrar
21	Ms. Susan Wawryk	Registration Co-ordinator
22	Mr. Shelby Thiessen	Accountant

23
24 **Guests:**

25 Dr. Nareeta Stephenson
26 Dr. Elli Morton
27

28 **1. CALL TO ORDER**

29
30 Dr. David Olson, Chair of the College Board, called the meeting of the Board to
31 Order at 1:07 p.m.
32

33 **2. INTRODUCTIONS AND ANNOUNCEMENTS**

34 Welcome to new public appointed member – Mr. Bruce Williams

35 Welcome to guests:

- 36 • Dr. Nareeta Stephenson
- 37 • Dr. Elli Morton

38
39 Introduction of the Board members.
40

41 **Acknowledgement of Territory**

42
43 “We would like to begin by acknowledging that the land on which we gather is the
44 traditional, ancestral, unceded territory of the Musqueam and Tsawwassen First
45 Nations”.
46

47 **3. APPROVAL OF THE AGENDA**

48
49 Motion 059/16-17: Moved by Dr. Don Nixdorf, to approve the Agenda of the June 14,
50 2017 Board meeting.
51

52 Motion 059/16-17: Carried

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54
55 **4. APPROVAL OF THE MINUTES**

56
57 The minutes of the April 5, 2017 Board meeting were reviewed for errors and omissions.

58
59 Motion 060/16-17: Moved by Ms. Karen Kesteloo, to approve the Board minutes of the
60 April 5, 2017 Board meeting as amended:

61
62 Line 198 – opinion not option
63 Line 215 – statement not policy

64
65 Motion 060/16-17: Carried

66
67 **5. STRATEGIC DISCUSSION - Dr. David Olson & Mrs. Michelle Da Roza**

- 68
69 • The Board has expressed an interest in continuing regular strategic discussion time.
70 • The Board briefly discussed risks, especially those in which the Board should be
71 proactive in addressing.

72
73 **6. FINANCIAL STATEMENTS AND RESERVES - Ms. Karen Kesteloo**

74
75 Motion 061/16-17: Moved by Ms. Karen Kesteloo, to approve the Financial Statements
76 as circulated.

77
78 Motion 061/16-17: Carried

79
80 Motion 062/16-17: Moved by Ms. Karen Kesteloo, that from any surplus this year the
81 first \$200,000.00 of unrestricted funds from this year be moved to Legislative Fund and
82 next \$50,000.00 be moved to Discipline.

83
84 Motion 062/16-17: Carried

85
86 Amendment by Dr. Don Nixdorf:

- 87 • Previously monies from the registration application fees was directed to the
88 Legislative Fund.
89 • When did this stop?
90 • Why did this stop?
91 • Was it policy or practice?

92
93 **ACTION:** Registrar and Finance Committee to investigate the past allocations of
94 application funds and report to the Board.

95
96 **7. 2017-18 BUDGET - Ms. Karen Kesteloo**

97
98 Motion 063/16-17: Moved by Ms. Karen Kesteloo, to approve the 2017-18 Budget as
99 circulated

100
101 Motion 063/16-17: Carried

102
103 **8. STRATEGIC PLAN – WORK/ACTION PLAN - Ms. Michelle Da Roza**

- 104
105
106 • The 2017-19 Strategic Plan was approved by the Board at the meeting of April 5,
107 2017. The Board then provided a directive to develop an action/work plan falling out
108 of the strategic plan.
109

110 **ACTION:** Add item to work plan – adopting evidence informed practice model, to be
111 submitted by Dr. Avtar Jassal.
112

113 **ACTION:** Parse out the work plan and send portion to various committees for their
114 planning and add action items to the Strategic Plan.
115

116 Motion 064/16-17: Moved by Dr. Avtar Jassal, to approve the Strategic Work Plan as
117 circulated.
118

119 Motion 064/16-17: Carried
120

121 **9. CYBER SECURITY REPORT AND ACTION PLAN - Ms. Michelle Da Roza** 122

- 123 • The Finance and Investment Committee requested a Cyber Security Assessment
124 through an independent consultant. The Assessment focused on CCBC, stopping
125 short of the analysis of the Shared System.
126
- 127 • Following this report, the Finance and Investment Committee developed a Cyber
128 Security Action Plan.
129

130 Motion 065/16-17: Moved by Ms. Karen Kesteloo, to approve the Cyber Security
131 Action Plan as circulated.
132

133 Motion 065/16-17: Carried
134

135 **ACTION:** College to remind registrants on security procedures for their office.
136

137 **ACTION:** Directors to sign and return completed copy of the Agreement for the Use and
138 Protection of CCBC Information policy to the Registrar by June 30, 2017.
139

140 **10. EDUCATION IN BC REFUNDS - Ms. Michelle Da Roza & Ms. Karen Kesteloo** 141

- 142 • The Board discussed the policy for refunding as prescribed in Schedule C of the
143 bylaws and how it relates to education in BC contributions.
144 • CCBC is currently in compliance with the Bylaws, but not the Board's direction.
145

146 Motion 066/16-17: Moved by Ms. Karen Kesteloo, that pursuant to the Board's verbal
147 motion of June 8, 2016 regarding no refunds of Education BC funds, clarification is
148 provided as follows: No refunds of registration fees allocated to Education BC will be
149 made upon cessation of practice/de-registration other than that portion related to
150 current year registration fees as per Bylaw Schedule C-Fees. Current year refunds
151 shall be paid from operating funds. Further, the CCBC request acknowledgement from
152 Education BC in all donor recognition publications as a contributor in its own right vis a
153 vis contributions refunded from operating funds and related investment income.
154

155 Motion 066/16-17: Carried

156
157 **11. CCGI FUNDING REQUEST - Dr. Enrique Domingo**

158
159 Motion 067/16-17: Moved by Dr. Enrique Domingo, to approve the funding of the
160 Canadian Chiropractic Guideline Initiative (CCGI) at \$25 per full registrant.

161
162 Motion 068/16-17: Motion amended by Dr. Don Nixdorf to approve the funding of the
163 Canadian Chiropractic Guideline Initiative (CCGI) at \$25 per full registrant be
164 exclusively for practice based research networks.

165
166 Motion 068/16-17: Defeated

167
168 Record vote request information:

169 For: Dr. Avtar Jassal, Dr. Parm Rai, Dr. Gil Desaulniers, and Dr. Don Nixdorf.

170 Against: Dr. Chris Anderson, Dr. Enrique Domingo, Ms. Karen Kesteloo, Dr. Lidia Mickelson
171 and Dr. David Olson.

172 Abstain: Ms. Kitty Chan, Mr. Bruce Williams.

173
174 Motion 067/16-17: Carried

175
176 Record vote request information:

177 For: Dr. Chris Anderson, Dr. Enrique Domingo, Ms. Karen Kesteloo, Dr. Lidia Mickelson and
178 Dr. David Olson.

179 Against: Dr. Avtar Jassal, Dr. Parm Rai, Dr. Gil Desaulniers, and Dr. Don Nixdorf.

180 Abstain: Ms. Kitty Chan, Mr. Bruce Williams.

181
182 **12. AMENDMENTS TO THE PROFESSIONAL CONDUCT HANDBOOK**

183
184 **a. Part 3, 15 and Appendix M – Delegation - Dr. Doug Wright**

- 185 ○ Revisited from last Board Meeting / Email motion

186
187 Motion 069/16-17: Moved by Ms. Karen Kesteloo, to approve the amendments to PCH
188 Part 3, 15 and Appendix M as circulated. (Part 15 becomes eliminated)

189
190 Motion 069/16-17: Carried

191
192 **b. Part 4 and Appendix O – Billing Insured Claims - Dr. Doug Wright**

193
194 Motion 070/16-17: Moved by Dr. Don Nixdorf, to approve the amendments to PCH
195 Part 4 and Appendix O.

196
197 Motion 070/16-17: Carried

198
199 **c. Part 14 and Appendix N – Inappropriate Claims of Benefit - Ms. Michelle**
200 **Da Roza**

201
202 **ACTION:** Send document to the Quality Assurance Committee for review, amend as
203 necessary and bring back to the Board.

204
205 **13. BOARD MEMBER SKILLS MATRIX AND CANDIDATE QUESTIONNAIRE**

206 - Ms. Michelle Da Roza

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- 208
- 209
- (Dr. Enrique Domingo and Dr. Don Nixdorf abstained from discussion and voting as their terms are expiring this year.)
- 210
- Proposing two things:
 - Board Member Skills Matrix that existing (non-expiring) board members could self-report against. Then the Board agrees on the ideal skills/attributes that it would like to try to recruit in the upcoming elections.
 - Candidate Questionnaire – an optional document that candidates would complete. The candidate would be asked to demonstrate how they meet (or do not meet) each of the skills the Board has determined would be valuable to the organization.
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219 Motion 071/16-17: Moved by Ms. Karen Kesteloo, to approve the Board Member Skills Matrix and Candidate Questionnaire as circulated.

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221

222 Motion 071/16-17: Carried

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224 **ACTION:** Eligible Board Members to self-report their skills against the matrix and return to the Registrar by June 21, 2017.

225

226

227 **14. RESEARCH AND BURSARY – TERMS OF REFERENCE – Dr. Don Nixdorf**

228

229 Motion 072/16-17: Moved by Ms. Karen Kesteloo, to approve the Research and Bursary Committee Terms of Reference as circulated.

230

231

232 Motion 072/16-17: Carried

233

234 **15. BOARD PROFESSIONAL DEVELOPMENT POLICY – Ms. Karen Kesteloo**

235

236 Further to the Board Survey on Professional Development, a policy was drafted through the Finance and Investment Committee. The Policy speaks to both individual Board training and education for the Board as a whole.

237

238

239

240 Motion 073/16-17: Moved by Ms. Karen Kesteloo, to approve the Board Professional Development Policy as presented.

241

242

243 Motion 073/16-17: Carried

244

245 **16. POLICY ON CULTURALLY SAFE AND SENSITIVE PRACTICE – Dr. Doug Wright**

246

247

248 Motion 074/16-17: Moved by Dr. Chris Anderson, to approve the Policy on Culturally Safe and Sensitive Practice.

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250

251 Motion 074/16-17: Carried

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- The Board acknowledges and thanks the Chiropractic Board of Australia and the Australian Health Practitioner Regulation Agency for their permission to adopt and adapt their policy.
- 253
- 254
- 255
- 256

257 **17. REGISTRAR'S REPORT – Ms. Michelle Da Roza**

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259 Motion 075/16-17: Moved by Dr. Gil Desaulniers, to receive the Registrar's report as
260 circulated.

261
262 Motion 075/16-17: Carried

263
264 **18. EXECUTIVE COMMITTEE REPORT – Dr. David Olson**

265
266 Motion 076/16-17: Moved by Dr. David Olson, to receive the Executive Committee
267 report as circulated.

268
269 Motion 076/16-17: Carried

270
271 **19. FINANCE AND INVESTMENT COMMITTEE REPORT – Ms. Karen Kesteloo**

272
273 Motion 077/16-17: Moved by Ms. Karen Kesteloo to receive the Finance and
274 Investment Committee report as circulated.

275
276 Motion 077/16-17: Carried

277
278 **20. REGISTRATION COMMITTEE REPORT – Ms. Kitty Chan reporting for Dr. Blake**
279 **Cameron**

280
281 Motion 078/16-17: Moved by Ms. Kitty Chan, to receive the Registration Committee
282 report as circulated.

283
284 Motion 078/16-17: Carried

285
286 **21. INQUIRY COMMITTEE REPORT – Ms. Kitty Chan reporting for Dr. Lesley Taylor-**
287 **Hughes**

288
289 Motion 079/16-17: Moved by Ms. Kitty Chan, to receive the Inquiry Committee report
290 as circulated.

291
292 Motion 079/16-17: Carried

293
294 **22. QUALITY ASSURANCE COMMITTEE REPORT – Dr. Enrique Domingo**

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296 Motion 080/16-17: Moved by Dr. Enrique Domingo, to receive the Inquiry Committee
297 report as circulated.

298
299 Motion 080/16-17: Carried

300
301 (No committee reports from Patient Relations, Discipline, Research and Bursary)

302
303 Motion by Dr. David Olson to go in camera at 3:55 p.m.

304
305 Motion by Dr. David Olson to go out of camera at 4:40 p.m.

306
307 **26. NEXT BOARD MEETINGS:**

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309 The next CCBC Board meetings will be held on:

- 310
 - Wednesday September 27, 2017, 2pm – CCBC Boardroom

- 311 • Saturday, November 4, 2017, time TBD - Delta Hotels by Marriott Grand
312 Okanagan Resort (1310 Water St, Kelowna, BC V1Y 9P3).

313
314 **27. ADJOURNMENT**

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316 Motion 081/16-17: Moved by Dr. David Olson, to adjourn the meeting at 4:45 p.m.

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318 Motion 081/16-17: Carried