



**CCBC Board Meeting
Wednesday September 27, 2017**

MEETING MINUTES [FINAL]

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2 **Location:** CCBC Administration Office, 125-3751 Shell Road, Richmond BC
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4 **Time:** 2:00-5:00PM
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6 **Present In-person:**

7 Dr. David Olson	Chair
8 Dr. Avtar Jassal	Vice-Chair
9 Dr. Gil Desaulniers	Board Member
10 Dr. Enrique Domingo	Board Member
11 Dr. Lidia Mickelson	Board Member
12 Dr. Don Nixdorf	Board Member
13 Dr. Parm Rai	Board Member
14 Ms. Kitty Chan	Public Member
15 Ms. Karen Kesteloo	Public Member
16 Mr. Bruce Williams	Public Member
17 Ms. Michelle Da Roza	Registrar
18 Dr. Doug Wright	Deputy Registrar
19 Mr. Shelby Thiessen	Accountant
20 Ms. Gigi Tsui	Recording Secretary

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22 **Present via teleconference:**

23 Dr. Chris Anderson Board Member
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25 **Guests:**

26 Dr. Clark Konczak
27 Ms. Dorothy Barkley
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32 **NO. ITEM**

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34 **1. CALL TO ORDER**
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36 Dr. David Olson, Chair of the College Board, called the meeting of the
37 Board to order at 2:05PM.
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39 **2. INTRODUCTIONS AND ANNOUNCEMENTS**



MEETING MINUTES [FINAL]

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- a. Welcome to guests:
 - Ms. Dorothy Barkley- Public member on the Quality Assurance Committee.
 - Dr. Clark Konczak- BCCA board member

- b. Acknowledgement of Territory
We would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, unceded territory of the Musqueam and Tsawwassen First Nations.

3. APPROVAL OF THE AGENDA

Motion 082/16-17: Moved by Dr. Enrique Domingo, to approve the Agenda of the September 27, 2017 Board Meeting.

Motion 082/16-17: Carried.

4. APPROVAL OF THE MINUTES

- a. The minutes of the June 14, 2017 (Open and In-Camera) Board meeting were reviewed for errors and omissions.

Motion 083/16-17: Moved by Dr. Lidia Mickelson, to approve the Board minutes of the June 14, 2017 (Open and In Camera) as amended.

Motion 083/16-17: Carried.

- b. The minutes of the August 21, 2017 (Open) Teleconference call meeting were reviewed for errors and omissions.

Motion 084/16-17: Moved by Dr. Lidia Mickelson, to approve the Board minutes of the August 21, 2017 as presented.

Motion 084/16-17: Carried.

5. RATIFY EMAIL MOTIONS

- a. Motion 085/16-17: Moved by Dr. Avtar Jassal, to ratify the email motion regarding Annual General Meeting stay and complimentary convention registration.



MEETING MINUTES [FINAL]

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Motion 085/16-17: Carried.

- b. Motion 086/16-17: Moved by Dr. Parm Rai, to ratify the email motion regarding the appointment of Mr. Bruce Williams to the Patient Relations and Discipline committees.

Motion 086/16-17: Carried.

- c. Motion 087/16-17: Moved by Dr. Gil Desaulniers, to ratify the email motion regarding Candidate skills.

Motion 087/16-17: Carried.

6. STRATEGIC DISCUSSION

The board discussed the need for guidelines and policies regarding college's support for research. The college collects \$50 from registrant's annual dues each year and are allocated towards the research fund.

Discussions revolved around the relevance in the types of research (ie. Basic versus applied) and how it applies to the college mandate.

The College's strategic action plan identifies a need to develop a research funding policy which identifies funding criteria and provides direction for the use of the Registration funds. The Research and Bursary Committee has been assigned this task.

Comments from the discussion will be compiled and shared with the Research and Bursary Committee for further action.

ITEMS REQUIRING DECISION

7. STATEMENT OF REVENUE

Motion 088/16-17: Moved by Ms. Karen Kesteloo, to approve the statement of revenue as presented.

Motion 088/16-17: Carried.



MEETING MINUTES [FINAL]

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8. 2016-2017 AUDITED STATEMENTS

Motion 089/16-17: Moved by Ms. Karen Kesteloo, to approve the 2016-17 audited statements as presented.

Motion 089/16-17: Carried.

9. 2016-17 ANNUAL REPORT

Motion 090/16-17: Moved by Mr. Bruce Williams, to approve the 2016-17 Annual Report as presented.

10. 2017 ANNUAL GENERAL MEETING

ACTION: Registrar to proceed with the draft agenda, standing rules and minutes for the AGM.

11. EVIDENCE-INFORMED PRACTICE DEFINITION

The Quality Assurance Committee recommended the following definition of Evidence Informed Practice for the Board's approval:

Evidence Informed Practice is the conscientious, explicit and judicious use of current best evidence from health science, professional experience and the patient's preference in making decisions about the care of individual patients.

Concerns have been raised for legal implications as the term will have legal weight, if used by the inquiry committee. Action item proposed for the committee is to inquire with other jurisdictions for their opinion on this case.

Motion 091/16-17: Moved by Dr. Avtar Jassal, to accept the Evidence informed practice definition recommended by the Quality Assurance Committee as presented, subject to legal.

Motion 091/16-17: Carried.



MEETING MINUTES [FINAL]

12. QUALITY ASSURANCE POSITION STATEMENT

The Quality Assurance Committee reviewed the Quality Assurance Framework developed by the BC Health Regulators and is recommending approval of this document by the Board. This is similar to other documents created by this group including the Public Notification Framework and the Patient Relations Framework.

Motion 092/16-17: Moved by Dr. Enrique Domingo, to approve the Quality Assurance Programs Documents recommended by the Quality Assurance Committee as presented.

Motion 092/16-17: Carried.

13. AMENDMENT TO THE PCH- PART 14.1 (F) AND APPENDIX N

The Board made the following action at the meeting of June 14:

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

The Quality Assurance Committee did review the document and made further amendments at their meeting of July 15. These amendments were presented to the Board.

There were some concerns regarding the potential significance of case studies.

Recommendation was made to amend the following phrase:

The following types of studies will generally not be considered acceptable evidence for advertising claims

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The following types of studies may not be sufficient acceptable evidence for advertising claims

Motion 093/16-17: Moved by Dr. Avtar Jassal, to table for return to the Quality Assurance Committee and further discussion at the November 30, 2017 board meeting.



MEETING MINUTES [FINAL]

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Motion 093/16-17: Carried. (6 for, 5 against, 0 abstained).

14. GUIDELINES FOR MEETING GUESTS

Motion 094/16-17: Moved by Ms. Karen Kesteloo, to approve the guidelines for meeting guests as amended.

Motion 094/16-17: Carried.

15. BURSARY AWARDS

Motion 095/16-17: Moved by Dr. Avtar Jassal, to approve the 2017 bursary awards recommended by the Research and Bursary Committee.

Motion 095/16-17: Carried.

16. RESEARCH AWARDS- DR. JEROME FRYER

Dr. Jerome Fryer has submitted a published paper for the consideration of the Board's research publication award.

ACTION: Dr. Don Nixdorf and Dr. Gil Desaulniers will draft up a policy.

Motion 096/16-17: Moved by Dr. Enrique Domingo, to award \$1,000 for research publication to Dr. Jerome Fryer.

Motion 096/16-17: Carried.

17. EDUCATION IN BC UPDATE TO REGISTRANTS

Motion 097/16-17: Moved by Dr. Enrique Domingo, to approve the Education in BC Update to Registrants as presented.

Motion 097/16-17: Carried.

ACTION: Further to PAIC report (Item 28), approved in Education in BC Email update (Item 17) will require further updates. Registrar to update report and deliver to Board Members for approval.



MEETING MINUTES [FINAL]

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ITEMS FOR DISCUSSION

18. BOARD EDUCATION DAY

Board discussion on the potential approaches to make the session meaningful and productive. The topic for the next Board education day is strategic discussion and decision making, with a heavily practical component.

Board education day will be on Friday February 2, 2018. Following will be the CCBC board meeting on Saturday morning on February 3, 2018.

A good topic for future session: Human Resources.

19. LEGISLATION RESERVES DISCUSSION

Former practice was allocating registration application fees to legislation funds. It was a practice and not policy-evidenced as reflected in the previous financial statements.

There are two alternatives to the allocation. The funds can either be contributed on an annual basis from registration application fees, put in a lump-sum payment, or a combination of both.

Discussion on rationale of fund. Agreed that going forward legal expenses related to bylaw and other minor legislative matters will be funded from operating budget. Legislation Reserve Fund shall be preserved for legal expenditures related to unanticipated material events.

Motion 098/16-17: Moved by Ms. Karen Kesteloo, to send it back to the Finance and Investment Committee to make a recommendation on the direction of the funds.

Motion 098/16-17: Carried.

20. STRATEGIC ACTION PLAN UPDATE

The Registrar provided an updated copy of the strategic action plan to demonstrate progress to date.



MEETING MINUTES [FINAL]

280 **ITEMS FOR INFORMATION**

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282 **21. REGISTRAR'S REPORT- Michelle Da Roza**

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284 Motion 099/16-17: Moved by Dr. Avtar Jassal, to receive the Registrar's report as
285 circulated.

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287 Motion 099/16-17: Carried.

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289 **22. EXECUTIVE COMMITTEE REPORT – Dr. David Olson**

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291 Motion 100/16-17: Moved by Dr. David Olson, to receive the Executive
292 Committee report as circulated.

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294 Motion 100/16-17: Carried.

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296 **23. FINANCE AND INVESTMENT COMMITTEE REPORT- Ms. Karen Kesteloo**

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298 Motion 101/16-17: Moved by Ms. Karen Kesteloo, to receive the Finance and
299 Investment Committee report as circulated.

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301 Motion 101/16-17: Carried.

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303 **24. REGISTRATION COMMITTEE REPORT- Ms. Kitty Chan**

304 Motion 102/16-17: Moved by Ms. Kitty Chan, to receive the Registration
305 Committee report as circulated.

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307 Motion 102/16-17: Carried.

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309 **25. INQUIRY COMMITTEE REPORT- Ms. Kitty Chan**

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311 Motion: 103/16-17: Moved by Ms. Kitty Chan, to receive the Inquiry Committee
312 report as circulated.

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314 Motion 103/16-17: Carried.

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316 **26. QUALITY ASSURANCE REPORT- Dr. Enrique Domingo**

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318 Motion 104/16-17: Moved by Dr. Enrique Domingo, to receive the Quality
319 Assurance Committee report as circulated.



MEETING MINUTES [FINAL]

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Motion 104/16-17: Carried.

27. RESEARCH AND BURSARY REPORT- *Dr. Don Nixdorf*

Motion 105/16-17: Moved by Dr. Gil Desaulniers, to receive the research and bursary report as circulated.

Motion 105/16-17: Carried.

(no committee reports from Discipline)

Mr. Bruce Williams left the meeting.

Motion 106/16-17: Motion by Dr. Avtar Jassal to go in camera at 4:38PM.

Motion 106/16-17: Carried.

Motion 107/16-17: Motion by Dr. David Olson to go out of camera at 5:02PM

Motion 107/16-17: Carried.

Motion 108/16-17: Motion by Ms. Karen Kesteloo, subject to sufficient income in the Education in BC fund, to approve the funding request of \$45K for PAIC.

Motion 109/16-17: Moved by Dr. Enrique Domingo, to table the discussion.

Motion 109/16-17: Defeated. (2 for, 8 against)

Motion 108/16-17: Carried. (8 in favor, 2 against)

29. RELOCATION

Move to teleconference at a future date for topic discussion.

Motion 110/16-17: Moved by Dr. David Olson, to adjourn the meeting at 5:11PM.



College of
Chiropractors of
British Columbia

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360 **Future Meeting Dates**

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- 362 • November 4, 2017 – Board Meeting (12pm) and AGM (1pm – 2:30pm) at the
- 363 Delta Grand Okanagan Hotel
- 364 • November 30, 2017, 2pm – Board Meeting at the Metropolitan Hotel, Vancouver
- 365 • February 3, 2018 – Board Education Day
- 366 • February 4, 2018, 9am – Board Meeting
- 367 • April 11, 2018 – Board Meeting
- 368 • June 20, 2018 – Board Meeting
- 369 • September 26, 2018 – Board Meeting
- 370 • November 3, 2018 – Board Meeting and AGM