



**MEETING MINUTES [FINAL]**

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**Location:** The Metropolitan Hotel, Beijing Room. 645 Howe Street, Vancouver BC

**Time:** 2:00PM-5:00PM

**Attendees:**

Dr. David Olson	Chair
Dr. Avtar Jassal	Vice-Chair
Dr. Chris Anderson	Board Member
Dr. Gil Desaulniers	Board Member
Dr. Larissa Juren	Board Member
Dr. Hafeez Merani	Board Member
Dr. Parm Rai	Board Member
Dr. Johnny Suchdev	Board Member
Ms. Kitty Chan	Public Member
Ms. Karen Kesteloo	Public Member
Ms. Michelle Da Roza	Registrar
Dr. Doug Wright	Deputy Registrar
Mr. Shelby Thiessen	Accountant
Ms. Gigi Tsui	Recording Secretary

**Guest(s):** Dr. Jennifer Forbes

**Regret(s):** Mr. Bruce Williams                      Public Member

**NO.    ITEM**

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***Opening Business***

**1. CALL TO ORDER    2:28PM**

**2. INTRODUCTION AND ANNOUNCEMENTS**

- We want to welcome our new Board Members to their first full board meeting.
- Welcome to guests: Dr. Jennifer Forbes- CCBC Registrant

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 Squamish, Musqueam and Tsleil-Waututh First Nations.



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**3. APPROVAL OF THE AGENDA**

Motion 016/17-18: Moved by Ms. Karen Kesteloo, to approve the Agenda of the November 30, 2017 Board Meeting.

Motion 016/17-18: Carried.

**4. APPROVAL OF THE MINUTES**

Motion 017/17-18: Moved by Dr. Avtar Jassal, to approve minutes from November 4, 2017 meeting verified as circulated.

Motion 017/17-18: Carried.

**5. STRATEGIC DISCUSSION**

A 20-minute discussion on topics regarding relationship/communication with registrants and the public, clear distinction between the college and the association. Suggestions involve enhancements to the web presence, articulating a clear message of college's responsibilities versus the association's advocacy. This work will tie into the College's strategic action items around trust and awareness of the College.

***Items Requiring Decision***

**6. FINANCIAL STATEMENTS**

As the revenues are collected at the beginning of the year, we have a healthy budget to work with during the course of the year.

Motion 018/17-18: Moved by Dr. Chris Anderson, to receive the financial statements as presented.

Motion 018/17-18: Carried.

**7. COMMITTEE APPOINTMENTS**

Motion 019/17-18: Moved by Ms. Karen Kesteloo, to reaffirm Dr. Enrique Domingo and Dr. Lidia Mickelson as the chairs of the Quality Assurance Committee and Patient Relations Committee, respectively.

Motion 019/17-18: Carried.



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Recommendations for the following committee appointments were made:

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- Dr. Larissa Juren – Member, Research and Bursary Committee

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- Dr. Gil Desaulniers – Chair, Research and Bursary Committee

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Motion 020/17-18: Moved by Karen Kesteloo, to approve the appointments as presented.

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Motion 020/17-18: Carried.

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**8. AUDITOR APPOINTMENT RECOMMENDATION**

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Motion 021/17-18: Moved by Dr. Gil Desaulniers, to approve the recommendation from the Finance and Investment Committee to appoint KPMG as our auditors for the 2017-18 fiscal year.

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Motion 021/17-18: Carried.

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**9. TRUST FUND POLICY**

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Motion 022/17-18: Moved by Ms. Karen Kesteloo, to approve the trust investment policy as presented.

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Motion 022/17-18: Carried.

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**10. EXPENSES FOR EXPIRING BOARD MEMBERS**

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The board received clarification from legal that board member's term should've expired on the day of CCBC AGM. New Board member expenses are covered via the Travel and Business Expense policy, however, the expiring Board members would no longer be covered by this policy.

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Motion 023/17-18: Moved by Dr. Avtar Jassal, to cover reasonable expenses as per the Travel and Expense policy, two nights hotel and complimentary convention registration for the three Board Members whose terms expired on November 3, 2017.

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Motion 023/17-18: Carried.

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**11. BOARD EDUCATION DAY**

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A proposal for Board Education was recommended to the Board by the Executive Committee from Claricoast Management. The Board education day will take place on Friday, February 2, 2018 (full day).

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125 Motion 024/17-18: Moved by Ms. Karen Kesteloo, to approve the proposal from  
126 Claricoast for Board Education.

127 Motion 024/17-18: Carried.  
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129 **12. BOARD ORIENTATION**

130 Board orientation will become a piece of the board succession planning. Positive  
131 feedback was received with the board overview package. It would be valuable to have a  
132 brief overview of the board/committee(s). A suggestion of the ability to interact with  
133 different committee(s) chairs to gauge commitment requirements/interest.  
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135 Motion 025/17-18: Moved by Dr. Hafeez Merani, to approve the Board Orientation  
136 document as presented.

137 Motion 025/17-18: Carried.  
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139 **13. AMENDMENT TO THE PCH- PART 14.1 (F) AND APPENDIX N**

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- 141 a. **Presentation from Dr. Avtar Jassal** – Dr. Jassal provided several articles and  
142 papers that discussed the importance of case studies.
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  - 144 b. **Presentation from the Quality Assurance Committee (Dr. Chris Anderson)** –  
145 Latest draft of the amendments to Professional Conduct Handbook Part 14 and  
146 Appendix N was presented.  
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148 Motion 026/17-18: Moved by Dr. Chris Anderson, to approve the amendments to the  
149 Professional Conduct Handbook, Part 14 and inclusion of Appendix N as presented.

150 Motion 026/17-18: Carried.  
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152 **14. INTERIM REGISTRAR POSITION**

153 Interim position was posted on the chirobc.com and circulated amongst BC Health  
154 Regulators contacts. Three applications were received.

155 Request to go in-camera under 13(5)(e) personnel matters to discuss the candidates  
156 and their applications [*In-Camera session at the end of the meeting, 5:10pm*]  
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162 **Items for Discussion**

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164 **15. AGM RESOLUTIONS**

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**a. Continuing Education for First Aid**

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**Action:** Board directs the Quality Assurance Committee to review the Resolution.

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**b. Education in BC (Various)**

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The Board discussed the four motions received on the floor of the AGM.

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There is a difference between Education in BC and Pacific Academic Institute of Chiropractic (PAIC). Registrants appear to be confused about the two terms.

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The Board will provide clearer notations in the minutes of future meetings to demonstrate the need to exclude any persons from the meeting (in-camera) as per section 13(5) of the *Bylaws* and will better articulate the rationale for funding decisions through Education in BC.

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**Action:** Dr. David Olson to provide a report at the next board meeting about PAIC.

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**Action:** Registrar will summarize the discussion around AGM resolutions and circulate to the Board prior to sending to registrants.

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Motion 032/17-18: Moved by Dr. Hafeez Merani, to request PAIC provide the CCBC board with an accounting of funds disbursed.

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Motion 032/17-18: Carried.

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**16. STRATEGIC ACTION PLAN UPDATE**

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A copy of the updated Strategic Action Plan was circulated in advance to all Board Members. Projects are on track for the most part. Branding/communications work is slightly delayed.

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**Registrar Performance**

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Request to go in-camera under 13(5)(e) personnel matters to discuss the registrar's performance and compensation.

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Motion 027/17-18: Moved by Dr. Avtar Jassal, to go in-camera at 4:26PM.

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Motion 027/17-18: Carried.

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198 Motion 029/17-18: Motion by Dr.Parm Rai to move out of the in-camera at 5:01PM.

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200 Motion 029/17-18: Carried.

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202 **Items for Information**

203 **17. REGISTRAR'S REPORT**

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205 Motion 033/17-18: Moved by Dr. Parm Rai, to receive the Registrar's report as  
206 circulated.

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208 Motion 033/17-18: Carried.

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210 **18. EXECUTIVE COMMITTEE REPORT**

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212 Motion 034/17-18: Moved by Dr. Hafeez Merani, to receive the Executive Committee  
213 report as circulated.

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215 Motion 034/17-18: Carried.

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217 **19. FINANCE AND INVESTMENT COMMITTEE REPORT**

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219 Motion 035/17-18: Moved by Dr. Gil Desaulniers, to receive the Finance and Investment  
220 Committee report as circulated.

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222 Motion 035/17-18: Carried.

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224 **20. REGISTRATION COMMITTEE REPORT**

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226 Motion 036/17-18: Moved by Ms. Kitty Chan, to receive the Registration Committee  
227 report as circulated.

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229 Motion 036/17-18: Carried.

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231 **21. INQUIRY COMMITTEE REPORT**

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233 Motion 037/17-18: Moved by Ms. Kitty Chan, to receive the Inquiry Committee report as  
234 circulated.

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236 Motion 037/17-18: Carried.

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**22. QUALITY ASSURANCE COMMITTEE REPORT**

Motion 038/17-18: Moved by Dr. Chris Anderson, to receive the Quality Assurance Committee report as circulated.

Motion 038/17-18: Carried.

**23. PATIENT RELATIONS COMMITTEE REPORT**

Motion 039/17-18: Moved by Dr. Parm Rai, to receive the Patient Relations Committee report as circulated.

Motion 039/17-18: Carried.

*(no committee reports from Discipline, Research and Bursary)*

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**INTERIM REGISTRAR POSITION**

Further to agenda item 14, request to go in-camera under 13(5)(e) personnel matters to discuss the candidates and their applications.

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Motion 030/17-18: Motion by Dr. Gil Desaulniers to go in-camera at 5:10PM.

Motion 030/17-18: Carried.

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Motion 031/17-18: Motion by Dr. Gil Desaulniers to move out of in-camera at 5:17PM.

Motion 031/17-18: Carried.

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**24. OTHER BUSINESS**

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- a. **Neck Adjustments** – The Board discussed recent media reports regarding safety of neck adjustments. The Deputy Registrar will investigate the College's past position on this topic and report to the Board at the next meeting.
- b. **Electoral Districts** – There was discussion on the electoral districts defined in Schedule A of the *Bylaws* and how they may cause confusion for registrants. The Board did engage in discussions on this topic at the February 17, 2017 meeting. The Registrar will update the discussion paper which takes into account districts and board composition and will present to the Board at the next meeting.



College of  
Chiropractors of  
British Columbia

**CCBC Board Meeting  
November 30, 2017**

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281 ***Future Meeting Dates***

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283 **\*\*Please note the College's new address effective December 1, 2017:**

284 **212-10451 Shellbridge Way, Richmond, BC V6X 2W8, Phone: 604-242-1455**

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286 • February 2, 2018 – Board Education Day

287 • February 3, 2018, 9am – Board Meeting

288 • April 11, 2018 – Board Meeting

289 • June 20, 2018 – Board Meeting

290 • September 26, 2018 – Board Meeting

291 • November 3, 2018 – Board Meeting and AGM (Delta Burnaby Hotel)

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293 **Meeting Adjourned 5:29PM**