



**Board Meeting
Wednesday April 11, 2018**

OPEN MEETING MINUTES [FINAL]

Location:	Granville Square, 200 Granville Street, Vancouver BC, V6C 1S4	
Time:	2PM-5PM	
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
	Mr. Ken Kramer	Public Member
	Ms. Grace Sangalan	Assistant to Mr. Kramer
	Ms. Frances Picherack	Registrar and CEO
	Dr. Doug Wright	Deputy Registrar
	Mr. Shelby Thiessen	Accountant
	Ms. Susan Wawryk	Registration
	Ms. Gigi Tsui	Recording Secretary
Regrets:	Mr. Colin Bennett	Public Member
	Ms. Kitty Chan	Public Member
Observers:	Dr. Jennifer Forbes	
	Dr. Jasbeen Jussa	
	Dr. Shannon Koshman	
	Dr. Jay Robinson	

NO. ITEM

Opening Business

- 1. CALL TO ORDER 2:21PM**
- 2. INTRODUCTIONS AND ANNOUNCEMENTS**

Welcome to observers: Dr. Jennifer Forbes, Dr. Jasbeen Jussa, Dr. Shannon Koshman, and Dr. Jay Robinson- CCBC Registrants.

We want to welcome our new Registrar & CEO to her first full board meeting: Ms. Frances Picherack.



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Acknowledgement of Territory: We acknowledge with respect that we are gathered here on the traditional territories of the TSleil-Waututh, People of the Inlet; the Musqueam, People of the River Grass; and the Squamish, Mother of the Wind.

May we all be led by and follow on the pathways of truth, reconciliation and peace as we go forward to enlighten and better our world, in the public interest.

3. APPROVAL OF THE AGENDA

The chair proposed to move the update from The Pacific Institute of Chiropractic (PAIC) from the in-camera meeting to open meeting in keeping with The College Bylaws.

Motion 058/17-18: Moved by Dr. David Olson, to approve the amended Agenda of the April 11, 2018 Board Meeting.

Motion 058/17-18: Carried.

4. APPROVAL OF THE MINUTES

The Open Minutes of the February 3, 2018 Board Meeting were reviewed for errors and omissions.

Motion 059/17-18: Moved by Dr. Chris Anderson, to approve the minutes of the Open February 3, 2018 Board Meeting as amended.

Motion 059/17-18: Carried.

The In-Camera Minutes of the February 3, 2018 Board Meeting were reviewed for errors and omissions.

Motion 060/17-18: Moved by Dr. Chris Anderson, to approve the minutes of the In-Camera February 3, 2018 Board Meeting as amended.

Motion 060/17-18: Carried.

5. RATIFY MOTION

Motion 061/17-18: Moved by Dr. Avtar Jassal, to ratify motion on February 28, 2018, the appointment of the Interim Registrar and CEO.

Motion 061/17-18: Carried.

6. FEBRUARY 3 BOARD EDUCATION DAY

The board has expressed it was a good, insightful session.



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7. STRATEGIC DISCUSSION

The strategic discussion topic for this meeting was ways the College can be more proactive in addressing risks to the public. The Registrar and CEO noted that the HPA is Risk-Based in that it requires the college to make Scope of Practice Standards including standards, limits and conditions especially for the Restricted Activities its registrants use in practice.

There was discussion that paying attention to how we address risks to the public may also involve Bylaw changes, as may the focus on governance the Board is currently proceeding with as a result of the Strategic Plan.

The process used for Bylaw changes will also be discussed at the June 20 Board meeting.

ACTION: To review the Bylaws for any concerns about needing to reduce risk, improve public protection and raise any suggestions to the Board Chair cc Registrar and CEO, for discussion at the June 20 Board Meeting.

Items Requiring Decision

8. FINANCIAL STATEMENTS

Dr. Parm Rai, committee member, reported on behalf of the Finance and Investment Committee. Shelby Thiessen spoke to budget and projections.

Statement of Operations

Slight variations were observed, the over-budgeted IT expense, for example. The expense will be capitalized at year end and moved to the balance sheet. A few items were underspent in the current quarter due to changes in actual execution. For example, wages were budgeted for a full-time inspector but he now works on a case-by-case basis. We are seeing a significant surplus, similar to same time last year. The current projection is we'll finish the year with a surplus.

Motion 062/17-18: Moved by Dr. Parm Rai, to receive the financial report as presented.

Motion 062/17-18: Carried.

9. FINANCIAL POLICIES

A Review was done on four financial policies and amendments were made as required, in keeping with the cost of living and investment landscape.

The board requested that in future, the Finance and Investment Committee provide the copies of tracked changes when policies are revised to better identify proposed amendments. Dr. Parm Rai will relay the request back to the committee.



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Motion 063/17-18: Moved by Dr. Gil Desaulniers, to approve the amendments to the Investment Policy, Internally Restricted Fund Policy, Board and Committee Honoraria Policy and Rate Limits, and the Travel and Business Expense policy, as presented.

Motion 063/17-18: Carried.

10. CLINICAL AND PROFESSIONAL STANDARDS

The draft Clinical and Professional Standards serve as a replacement for the Professional Conduct Handbook (PCH). It also serves as a replacement for Code of Ethics. The Registrar mentioned that these are the Standards, Limits, and Conditions in the Scope of Practice Standards required by the Act.

ACTION: Board members to review the documents carefully for areas of concerns and submit them to the QAC via the Deputy Registrar by May, 11, 2018.

11. BRANDING COMMUNICATION PROPOSALS

At the request of the Chair, the Registrar and CEO recommended it was not time to engage a pro-active Branding Exercise given some of the other priorities we are dealing with that branding profile may be affected by. She continued that a formal Request for Proposal (RFP) had not been developed. In the meantime, in advance of the two current proposals, the College will continue to use media communications expert as needed, and has retained the access already established for that purpose.

ACTION: To be discussed in the next board meeting (June 20, 2018).

12. RECORD KEEPING COURSE

The Quality Assurance Committee looked into different courses available. However, there were no suitable commercial sources available. The committee identified the Canadian Memorial Chiropractic College (CMCC) to be the best option. CMCC is an institution with an appropriate knowledge base and ease of delivery. Registrants will be able to complete the course at their time and location which is more convenient to them, and the approach used by most regulations today.

Motion 064/17-18: Moved by Dr. Chris Anderson, to approve the recommendation from the Quality Assurance Committee to develop a mandatory record keeping course for registrants as presented.

Motion 064/17-18: Carried

13. ANNUAL CCGI REQUEST

The college received an annual CCGI request for funds. CCGI provides information about chiropractic resources for the general public. The board had discussions on disbursement of



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funds to organizations in developing chiropractic-specific resources.

Motion 065/17-18: Moved by Dr. Chris Anderson, to approve the 2018 funding request for the CCGI in the amount of \$25 per full registrant.

Motion 065/17-18: Carried

14. BOARD EVALUATIONS

The Registrar and CEO reminded Board members that it is time for the annual Board Evaluation Review, using the current forms previously developed by the Board for this purpose.

In order to ensure that members are responding in the same context, she asked that members begin by reviewing the following:

- Board Member Oath of Office
- CCBC Code of Conduct and Code of Conduct Letter (with respect to 2.1, please consider the **mandate** as well as mission and goals of the college)

Based on this background Board Members are asked to complete and submit to Gigi by May 22nd the Board Evaluation, Individual Board Member Self-Assessment, and the Board Member Skills Matrix.

ACTION: For the Skill Matrix, Gigi will assign numbers to each board member. She will then send out the complete package to the board.

15. QUALITY IMPROVEMENT SURVEY RESULTS

208 people responded on the survey sent out to registrants in January/February of 2018. Results of the survey were reviewed by the Committee and a Top-10 was circulated. Overall, registrants favored structured credits and mandatory courses.

Question was proposed by Dr. Larissa Juren on committee composition. The college will be hearing from the ministry on one more public appointed member.

16. PAIC UPDATE

The current topic serves as a placeholder. PAIC presentation can be referenced under agenda item 23.

17. REGISTRAR'S REPORT

Motion 066/17-18: Moved by Dr. Gil Desaulniers, to receive the Registrar's report as circulated.

Motion 066/17-18: Carried.



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18. EXECUTIVE COMMITTEE REPORT

Motion 067/17-18: Moved by Dr. Dave Olson, to receive the Executive Committee report as circulated.

Motion 067/17-18: Carried.

19. FINANCE AND INVESTMENT COMMITTEE REPORT

The Finance and Investment Committee would like to remind the Board that the message on fees should ideally be communicated to registrants before July, and no later than the AGM.

Motion 068/17-18: Moved by Dr. Avtar Jassal, to receive the Finance and Investment Committee report as circulated.

Motion 068/17-18: Carried.

20. REGISTRATION COMMITTEE REPORT

Motion 069/17-18: Moved by Mr. Ken Kramer, to receive the Registration Committee report as circulated.

Motion 069/17-18: Carried.

21. INQUIRY COMMITTEE REPORT

Motion 070/17-18: Moved by Dr. Avtar Jassal, to receive the Inquiry Committee report as circulated.

Motion 070/17-18: Carried.

22. QUALITY ASSURANCE COMMITTEE REPORT

Motion 071/17-18: Moved by Dr. Chris Anderson, to receive the Quality Assurance Committee report as circulated.

Motion 071/17-18: Carried.



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Motion 072/17-18: Moved by Dr. Avtar Jassal, to go in-camera at 3:47PM.

Motion 072/17-18: Carried.

Motion 074/17-18: Moved by Dr. Parm Rai to go out of camera at 4:24PM.

Motion 074/17-18: Carried.

23. PAIC PRESENTATION

Presentation by George Eisler, review of PAIC history and efforts.

Motion 075/17-18: Moved by Dr. Avtar Jassal to adjourn at 4:56PM.

Motion 075/17-18: Carried.

Future Meeting Dates

- June 20, 2018 – Board Meeting (10251 St. Edwards Drive, Richmond, BC)
- September 26, 2018 – Board Meeting (Location TBD)
- November 3, 2018 – AGM (Delta Burnaby Hotel)