



College of  
Chiropractors of  
British Columbia

Board Meeting  
June 20, 2018

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**OPEN MEETING MINUTES [FINAL]**

**Location:** Sandman Signature YVR, 10251 St Edwards Dr, Richmond BC, V6X 2M9

**Time:** 1:00PM - 3:30PM

<b>Attendees:</b>	Dr. David Olson	Chair
	Mr. Ken Kramer	Vice-Chair
	Dr. Chris Anderson	Board Member
	Mr. Colin Bennett	Public Member
	Ms. Kitty Chan	Public 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. Cora Lacuadra	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

**Observers:** Dr. Avtar Jassal  
Dr. Clark Konczak  
Dr. Steven Mogatas  
Dr. Elli Morton  
Dr. Jay Robinson

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**NO. ITEM**

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***Opening Business***

- 1. CALL TO ORDER 1:07PM**
- 2. INTRODUCTIONS AND ANNOUNCEMENTS**

No introductions and announcements were made.



### **3. APPROVAL OF THE AGENDA**

A Board member referred to a list of items she had sent for agenda inclusion that had not made it to the agenda. The chair reassured the member that most of them will be discussed throughout the course of the meeting. For items that do not get discussed, to please let the chair know.

The Registrar requested that the matter of considering rejoining *Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (CFCREAB)* be added to the Open Meeting Minutes.

Motion 060/17-18: Moved by Dr. Gil Desaulniers to approve the amended Agenda of the Wednesday June 20, 2018 Board Meeting.

Motion 060/17-18: Carried.

### **4. APPROVAL OF THE MINUTES**

The Open Minutes of the Wednesday April 11, 2018 Board Meeting were reviewed for errors and omissions.

Motion 061/17-18: Moved by Dr. Larissa Juren, to approve the minutes of the Open April 11, 2018 Board Meeting as amended.

Motion 061/17-18: Carried.

### **5. RATIFY MOTION**

Motion 062/17-18: Moved by Dr. Larissa Juren to ratify motion on May 10<sup>th</sup>, 2018, the appointment of one (1) Vice-Chair of the CCBC Board and one (1) member on the Executive Committee.

Motion 062/17-18: Carried.

### **6. FINANCIAL STATEMENTS AND RESERVES**

At the request of the Chair, Mr. Thiessen lead this matter informing the Board of the following: The statement of operations shows total licensing fees is at around 1.172M, which is around \$1K difference, from budget. The variance in total revenue is due to a drop in investments. In the expense section, on an overall basis we are under budget by \$255K. One of the categories to note is the IT systems with \$38K overspent. A portion of this amount will be capitalized and eventually moved to the balance sheet. Under budgeted items include the Committee/ Legal/ Governance expenses for which we anticipated the worst-case scenario, hence budgeted at a higher amount. Wages were underspent by \$61K as we haven't proceeded with hiring a communications staff person. The last 2-3 months of spending are not reflected in the current budget. We have used services we have not yet



invoiced.

Action: Shelby will do a summary of where the costs are coming from and will provide the CCBC board with a figure. This will need to be discussed with F&I Committee. Regarding the request for variance % in future budget presentation to the Board, Shelby will pass along the suggestion to the F&I committee.

Motion 063/17-18: Moved by Dr. Gil Desaulniers to receive the financial statement reports as presented.

Motion 063/17-18: Carried.

## **7. 2017-2018 BUDGET**

The purpose of providing the 2017-2018 budget column is to use it as a comparison for the forecasted 2018-2019 budget. The current budget is forecasted to have a deficit; but we have reserves to cover it. In the expense column, most changes are due to a future move into the Hub (ie Amortization, rent, etc). It is important to note that the budget was created over the past 3 months, and it does not reflect events that happened with the College in the last few weeks.

The Board had a few inquiries and discussions around the budget.

Motion 064/17-18: Moved by Dr. Hafeez Merani to approve the budget for 2018-2019 as presented.

Motion 064/17-18: Carried.

### ***Items Requiring Decision***

## **8. EDUCATION IN BC FUND REPORT**

The CCBC Chair, has resigned as a Director of the Pacific Academic Institute of Chiropractic (PAIC) Board. The Education in BC Fund Report is an information item, open to discussion. No decision or action needed to be made. There have been consistent market changes resulting in fluctuating numbers in the last few months.

The Board had discussions about the purpose of the fund and future distributions.

Action: Previous motions related to Education in BC will be reviewed at a summer meeting (July/August 2018). The Deputy Registrar and Don Lebens will prepare a briefing note for that purpose.

Motion 065/17-18: Moved by Dr. Johnny Suchdev to cease the \$500 allocation of licensing fees



to Education in BC after the fee collections to July 31, 2018.

Motion 065/17-18: Carried.

## **9. BOARD EVALUATION REVIEW**

Motion 066/17-18: Moved by Dr. Johnny Suchdev to move agenda item to In-Camera.

Motion 066/17-18: Carried.

## **10. 2018 AGM ATTENDANCE AND CONVENTION MOTION**

Motion 067/17-18: Moved by Dr. Gil Desaulniers that CCBC cover the cost of Board members registration at the 2018 BC Chiropractic Association Convention. Out of town board members: will receive one full day per diem and two-night accommodation. In town board members: will receive a half day per diem and no accommodation.

Motion 067/17-18: Carried.

## **11. CANADIAN FEDERATION OF CHIROPRACTIC REGULATORY AND EDUCATIONAL ACCREDITING BOARDS (CFCREAB)**

The Registrar referred to a briefing note in the Board package, which had been provided to Executive Committee in consideration of the College rejoining the Federation. She noted that the CCBC had previously been a member and withdrew at the same time the Alberta College had done so. She also informed that Board that Alberta has rejoined the Foundation, effective July 1, 2018. In response to questions, she indicated that the Registrar's office recommended a three-year membership to the Board, at a cost of \$ 27,000 annually. The Board requested further financial information which will be provided before the next Board meeting.

The Board agreed to table the matter until the next meeting, before which staff will provide additional financial information from the Federation.

Action: With consensus, the Board agreed to table the item to the next meeting in August, based on additional information received from staff.

## **12. FINANCE AND INVESTMENT COMMITTEE REPORT**

In the April 11, 2018 Board meeting, the Finance and Investment Committee provided a suggestion to the board regarding communicating to registrants on the status of the Education in BC Fund. No actions or motions were proposed/voted on.

Motion 068/17-18: Moved by Dr. Larissa Juren, to provide a communication update to registrants regarding Education in BC funds collection, before July 31, 2018.

Motion 068/17-18: Carried.



Action: CCBC will prepare communications for electronic distribution & sent before July 31, 2018.

Motion 069/17-18: Moved by Dr. Parm Rai, to approve KPMG auditor's plan and recommend engagement letter to be signed by Board Chair and the Interim Registrar.

Motion 069/17-18: Carried.

Motion 070/17-18: Moved by Mr. Colin Bennett, to receive the Finance and Investment Committee report as circulated.

Motion 070/17-18: Carried.

### **13. REGISTRATION COMMITTEE REPORT**

Motion 071/17-18: Moved by Mr. Ken Kramer, to receive the Registration Committee report as circulated.

Motion 071/17-18: Carried.

### **14. INQUIRY COMMITTEE REPORT**

Motion 072/17-18: Moved by Dr. Parm Rai, to receive the Inquiry Committee report as circulated.

Motion 072/17-18: Carried.

### **15. QUALITY ASSURANCE COMMITTEE REPORT**

Discussions on:

- Acceptable marketing claims- treatment of child conditions
- Claims involving Acceptable Evidence and evidence-informed practice.
- Public member's understanding on terminologies to make an informed decision

Action:

1. To come up with a mechanism to educate the public members on terminologies i.e. evidence informed practice, acceptable evidence.
2. Deputy Registrar will send out Standards to obtain suggestions by August 31<sup>st</sup>. Will aim to get the document out in word format. Otherwise, it will be distributed in PDF.

Motion 073/17-18: Moved by Dr. Hafeez Merani, to have the Registrar's office facilitate and organize an education day for public members before next meeting.

Motion 073/17-18: Carried.



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Motion 074/17-18: Moved by Dr. Larissa Juren, to have QA committee review PCH section 14.1f and current appendix N.

Motion 074/17-18: Carried.

Motion 075/17-18: Moved by Dr. Chris Anderson, to receive the Quality Assurance Committee report as circulated.

Motion 075/17-18: Carried.

Motion 076/17-18: Moved by Mr. Colin Bennett to adjourn the meeting at 2:53 pm.

Motion 076/17-18: Carried.

***Future Meeting Dates***

- September 26, 2018 – Board Meeting (Location TBD)
- November 3, 2018 – AGM (Delta Burnaby Hotel)