



COLLEGE OF OPTOMETRISTS OF BC

Board Meeting Minutes October 3, 2011
Approved December 11, 2011

1. CALL TO ORDER AND INTRODUCTIONS (9:00am)

Present:

Dr. Dale Dergousoff, Chair
Dr. Tanya Flood, Vice Chair
Dr. Kevin Youck, Board Member
Dr. Pardeep Dhillon, Board Member
Ms. Barbara Buchanan, Public member, Patient Relations Committee Chair
Mr. David MacPherson, Public Member
Dr. Dr. Robin Simpson, Registrar
Stanka Jovicevic, CAO/Assistant to the Registrar
Jela Vuksan, Administrative Registration Assistant

Absent: Dr. Roger Gafur, Board Member

BCAO report, by Dr. Surjinder Sahota, BCAA President
Presentation by Dr. Susan Cooper, Director, IOBP, University of Waterloo, School of Optometry

Dr. Dale Dergousoff, Chair called the meeting to order at 9:00 am.
A quorum was present, and the meeting, having been duly convened, was ready to proceed with business. The Chair welcomed Dr. Pardeep Dhillon, new board member.

September 27, 2011, Dr. R. Simpson, Registrar administered the Oath of Office, HPA 17.11(2), to Dr. Pardeep Dhillon, whose term will end at the next election.

Special rules were adopted that limit discussion to 3 minutes per person during the first round of debate and to 2 minutes per person during the second round.

Duty of the College is to be fair, objective, unbiased and transparent in all of our considerations. We make policies to serve the regulatory functions of the College and act in the public interest. The Board works in courteous spirit and majority prevails; we speak with one voice and all discussions are directed towards the Chair.

1.1 CONFIRMATION OF AGENDA

It was moved, seconded and carried that

The Board of the College adds the following items to the Agenda: 5.5, 5.6, 5.7, 5.8, 5.9, 7.1 and 7.2.
The Agenda was approved with the noted additions.

1.2 APPROVAL OF MINUTES:

It was moved and carried that:

The Board of the College adopts the June 27, 2011 Minutes as circulated.

It was moved and carried that:

The Board of the College adopts the September 15, 2011 Conference Call Minutes as circulated.

It was moved and carried that:

The Board of the College adopts the September 15, 2011 Conference Call Executive Session Minutes as circulated.

2. CORRESPONDENCE RECEIVED:

It was moved and carried that:



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The Board of the College adopts Correspondence Received as submitted.

3. REPORTS:

Moved and carried that:

- The Board of the College accepts the CAO/Assistant to the Registrar, Chair, Vice Chair and QA reports as presented.
- The Board of the College accepts the Registrar's report as amended.

4. FINANCIAL REVIEW

It was moved and carried that,

The Board of the College adopts financial report as presented.

5. MOTIONS

5.1 - Whereas, the Board of the College has the authority under section 19 of the HPA to "make bylaws, consistent with the duties and objects of a college under section 16, that it considers necessary or advisable...", and the current Bylaws of the College contain several inconsistencies, ambiguities and errors which have become evident in the course of meeting the duties of the College, and Whereas: a complete review and amendment of the Bylaws is a major project of considerable scope, the cost of which is likely to exceed the authority of the Registrar; therefore, it is resolved that, the Board authorizes the Registrar to engage the College legal counsel and others as he may see fit to review the Bylaws of the College in their entirety and provide the Board with a draft of the proposed amended Bylaws, for consideration.

5.2 - Registrant shall be only granted Continuing Education (CE) credit once during a registration renewal cycle for the same CE course approved by the Registrar. Approved

5.3 - Whereas, continuing education records have been returned to all registrants registered as of May 2, 2011 and Self-recording and Self-reporting commenced May 2, 2011, pursuant to Bylaw 74(2) the Registrar must ensure that an audit of a sample of registrants is conducted annually. As a reasonable time limit for record retention must be provided and annual continuing education audit of all registrants prior to December 1, 2010 was in place, therefore, it is resolved that, the Board amends section 6(2) of Policies, Quality Assurance, Part 1 – Continuing Education Requirements by adding "for a minimum of seven (7) years commencing December 1, 2010."

- **Action item:** The Board directs the Registrar to publish the amendment

5.4 - Whereas, the College wishes to update the application form for notifying MSP that registrants may provide the services for MSP fee items 2892 and 2893 to include a form of declaration that requires applicants to swear to the veracity of the information provided in the form and to expressly authorize the College to provide the declaration form to MSP, the Ministry or their agents pursuant to section 33.1(1)(b) of the Freedom of Information and Personal Privacy Act.. Therefore, the Board of the College authorizes the Registrar to revise the existing form to make those changes without further approval of the Board.

5.5 - Whereas the Quality Assurance committee (QAC) has a significant workload which requires the assistance of volunteers besides those already appointed to the committee and in accordance with Robert's Rules, it is resolved that the Board of the College approves the following QA subcommittees



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which will be constituted pending the Board's approval of the Terms of Reference for each subcommittee:

- Practitioner Assessment Subcommittee
- Advisories Subcommittee
- Training Subcommittee
- Peer Circle Subcommittee

5.6 – Withdrawn

5.7 Pursuant to s. 36(1), it is resolved that the Board of the College appoints SmytheRatcliffe to be the auditor.

5.8 Pursuant to Bylaw 17(2) the Board of the College approves the appointment of Dr. Steo R. Ebata as a member of the Inquiry Committee (New business).

5.9 Pursuant to Bylaw 12(1), by special resolution, the Board appoints Dr. Nina Gill to serve on the Board until the next scheduled election (Executive session).

6. UNFINISHED BUSINESS

6.1 OE tracker - ongoing

6.2 Strategic planning – Session took place on October 2, 2011

6.3 PharmaNet application in process

6.4 Email and personal device security in process

6.5 Storage of College data on server not located in Canada – on the advice of legal counsel College data must not be stored on server outside of Canada.

7. NEW BUSINESS

7.1 According to the Bylaw 10, the Registrar received the resignation from the Board member Dr. Jeff Mann and the resignation has been accepted.

7.2 Business arising from correspondence

- **Action item:** The Board directs the Registrar to review the proposed amendments to the Bylaws of the College of Opticians of BC with legal counsel and provide appropriate feedback to the MOH
- **Action Item:** The Board directs the Registrar to respond in the affirmative to the letter from Dr. Marlie Spafford

Pursuant to Bylaws s. 15.7, it is resolved that the Board of the College meets in Executive Session.

8. NEXT MEETING

December 11, 2011 Board meeting

13. ADJOURNMENT

The meeting was adjourned at 4:00 pm.