



# COLLEGE OF OPTOMETRISTS OF BC

Board Meeting Minutes March 3, 2014

Approved June 9, 2014

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## 1. CALL TO ORDER AND INTRODUCTIONS

Present:

Dr. Roger Gafur, Chair  
Dr. Mark Bourdeau, Vice Chair  
Dr. Dale Dergousoff, Board Member  
Dr. Tanya Flood, Board Member  
Dr. Kevin Youck, Board Member  
Dr. Manbir Randhawa, Board Member  
Mr. David MacPherson, Public Member  
Ms. Barbara Buchanan, Public Member  
Ms. Tina Dion, Public Member  
Dr. Dr. Robin Simpson, Registrar  
Stanka Jovicevic, CAO/Assistant to the Registrar

Dr. Roger Gafur, Chair called the meeting to order at 9:06am. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business. This meeting was conducted in accordance with Robert's Rules, pursuant to Bylaw 26. 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.

The 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 a courteous spirit and the majority prevails; we speak with one voice and all discussions are directed towards the Chair.

## 2. ADOPTION OF AGENDA

- 2.1 It was moved, seconded and carried that the Agenda is approved as amended to include:
- 5.5, Patient Relations Committee Report
  - 8.7, Registrar Job Description, addressed in New Business (*in private*)

## 3. APPROVAL OF MINUTES

- 3.1 It was moved and carried that the Board approves the December 9, 2013 meeting minutes as circulated.
- 3.2 It was moved and carried that the Board approves the December 9, 2013 meeting in private minutes as circulated.
- 3.3 It was moved and carried that the board approves the January 16, 2014 conference call minutes as circulated.
- 3.4 It was moved and carried that the Board approves the February 14, 2014 conference call in private minutes as circulated.

## 4. CORRESPONDENCE RECEIVED:

It was moved and carried that the Board adopts Correspondence Received as follows:

- 4.1 No further action required
- 4.2 No further action required
- 4.3 Addressed in New Business (*in private*)
- Action item:** The Registrar to respond to the writer.



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### 5. REPORTS:

It was moved and carried that the Board accepts reports 5.1, 5.2, 5.3 and 5.4 as circulated and 5.5 as presented.

### 6. FINANCIAL REVIEW

**6.1** It was moved and carried that the Board approves the Balance Sheet as presented.

**6.2.** It was moved and carried that the Board approves the Income Statement as presented.

### 7. UNFINISHED BUSINESS

**7.1** OE tracker - ongoing

**7.2** Communication project – ongoing

**7.3** Governance Training will be held on March 12, 2014

**7.4** Committee Review – Assessor, vacant position/Action item: Registrar to send a letter

### 8. NEW BUSINESS

**8.1** It was moved and carried that the Board of the College endorses the Registraiton Committee's approval of the draft CORA Policies and Procedures manual for Academic Credential Assessment.

**8.2** Public Notification Framework:

- It was moved and carried that the Board of the College endorses the proposed Public Notification Framework on a "go-forward" basis.
- Agrees to implement the new framework by no later than January 1, 2015.
- Implements a policy to publish citations, consistent with the framework, by no later than January 1, 2015.
- Commits to publish all discipline decisions on the Canadian Legal Information Institute (CanLII) website once framework implemented.

**8.3.1** It was resolved by the Board of the College, to increase the registration renewal fee for Full Registrants in the amount of \$30 (2015 renewal). Tabled to the next meeting.

**8.3.2** It was resolved by the Board of the College, to increase the registration renewal fee for Non-practising registrants in the amount of \$70 (2015 renewal). Tabled to the next meeting.

**8.3.3** It was moved and carried that the Board of the College authorizes the Registrar and CAO to close the College accounts at Coast Capital Savings.

**8.4** Elections.

**Action Item:** In accordance with s. 8(8) of the Bylaws, the Registrar will count the ballots on March 30, 2014, in the presence of Dr. Randhawa and Ms. Buchanan.

**8.5** IOBP and substantially equivalent exams (in private)

As this item requires consultation with our legal counsel, it was moved and carried that the Board, with the inclusion of the Registrar and the CAO, goes in private session, in accordance with Bylaws, s. 15.7(f).

**Action item:** A briefing paper to be prepared and provided by the Registrar for the June 9, 2014 meeting describing the history of acceptance of substantially equivalent exams and related legal opinions provided to the College

**8.6** Use of the term "Vision Examination" and "Eye Examination" (in private)

As this item requires consultation with our legal counsel, it was moved and carried that the Board, with the inclusion of the Registrar and the CAO, goes in private session, in accordance with Bylaws, s. 15.7(f).

**Action item:** The Registrar to engage the Registrar of the College of Opticians regarding the matter of acceptable language.



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- 8.7** Job Description Registrar - As this item involves personnel matter, it was moved and carried that the Board, with the inclusion of the Registrar and the CAO, goes in private session, in accordance with Bylaws, s. 15.7(c).

**Action item:**

- The Board agreed that the Job Description document would be shared with the Registrar, as soon as possible to gain mutual agreement.
- The working committee (one public member, the board chair and one other board member) acts as the Registrar Review Committee.
- Mr. D. MacPherson will review what a Human Resources consultant would cost, what process to use, (may include 360 type review), what templates and forms for the annual review.

**9. NEXT MEETING**

It was moved and carried that the board of the College approves the 2014 Calendar as presented with the addition of May 4 & 5 (Roberts Rules first day) and second day Strategic Planning/Governance Training think tank. May 5 – Board meeting will be associated with May 5 (election of Chair and Vice Chair).

The next Board meeting is scheduled for 8:00 pm March 18, 2014 by teleconference.

**10. ADJOURNMENT**

The meeting was adjourned at 4:35 pm