



# COLLEGE OF OPTOMETRISTS OF BC

Board Meeting Minutes June 9, 2014

Approved September 22, 2014

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

Dr. Dale Dergousoff, Chair

Dr. Roger Gafur

Dr. Manbir Randhawa

Dr. Sally Donaldson

Dr. Joan Hansen

Dr. Gerald Komarnicky

Mr. David MacPherson, Vice Chair

Ms. Barbara Buchanan

Ms. Tina Dion

Dr. Robin Simpson, Registrar

Stanka Jovicevic, CAO/Assistant to the Registrar

Dr. Dergousoff, Chair called the meeting to order at 9:00am. 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 Adoption of Agenda

It was moved, seconded and carried that the Agenda is approved as amended, to include:

7.4 Registrar review process

8.5 Patient Relations Committee proposal

8.6 Reserve fund policy

As item 7.4 involves personnel matters, it was moved and carried that the Board, with the inclusion of Ms. Patricia Gibbs, goes in private session, in accordance with Bylaws, s. 15.7(a).

On resuming open session, it was noted that, the Board will continue with its contract with Ms. Gibb Inc in the performance management review process of the Registrar.

## **3. APPROVAL OF MINUTES**

### 3.1 Approval of the March 3, 2014 meeting minutes

It was moved and carried that the Board approves the March 3, 2014 minutes as circulated.

### 3.2 Approval of the March 3, 2014 meeting in private minutes

It was moved and carried that the Board approves the March 3, 2014 meeting in private minutes as circulated.

### 3.3 Approval of the March 18, 2014 conference call minutes

It was moved and carried that the Board approves the March 18, 2014 conference call minutes as circulated.

### 3.4 Approval of the May 5, 2014 meeting minutes

It was moved and carried that the Board approves the May 5, 2014 minutes as circulated.

### 3.5 Approval of the May 14, 2014 conference call minutes

It was moved and carried that the Board approves the May 14, 2014 conference call minutes as circulated.



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## 4. CORRESPONDENCE RECEIVED

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

- 4.1 No further action
- 4.2 No further action
- 4.3 No further action

## 5. REPORTS

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

- QA Coordinator hired, May 1, 2014

## 6. FINANCIAL REVIEW

6.1 It was moved and carried 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 Committee Review/Vacant position, Dr. McDougall resigned from QA Committee. The Board sincerely thanks him for his contribution to QA Committee program.

- Action item: Registrar to send a letter to Dr. McDougall.

It was moved and carried that the Board appoints Dr. Joan Hansen as a member of the QA Committee.

## 8. NEW BUSINESS

8.1 The Board of the College approves the use of the word "Optometry", by the BCAO, for the purpose of registering a sole proprietorship under the name BC Doctors of Optometry.

8.2 The Board of the College approves the request made by the registrant for a pro-rated 2014 registration fee.

8.3 The Board of the College approves the clinic name requested by the registrant.

- Action item: Ad hoc committee consisting of Dr. G. Komarnicky and Dr. J. Hansen to create a policy regarding place of practice name approval.

8.4 Unauthorized practice of optometry – the Registrar became aware of an individual who appeared to be engaged in unauthorized practice of optometry and reported that appropriate measures have been taken: cease to desist letter was sent to this individual and the undertaking to remove all references holding himself out as an optometrists, holding himself out as qualified to perform comprehensive eye examination and tests for detecting eye disease was signed.

Registrar also reported on ongoing investigation.

8.5 The Board of the College approves the Patient Relations Committee proposal to commence work on the development of the web based tutorial as part of the patient relations boundaries and ethics program that will fit into the Quality Assurance standards of practice. This will be onetime expense not to exceed \$18,000.

8.6 Reserve fund policy – reviewed and no changes recommended.

8.7 The Board of the College approves the proposed form "Trust Undertakings" and "To be completed by the registrants" applying for Board approval of a Trustee of a Trust which holds shares in an optometric corporation.

## 9. NEXT MEETING

AGM July 8, 2014

Board meeting, September 22, 2014

## 10. ADJOURNMENT

Meeting adjourned at 1:54pm