



May 7, 2017 Board Meeting Minutes (Draft)

Meeting Date & Venue

COBC Office, 2855 Arbutus Street, Vancouver
Sunday, May 7, 2017
9:30 am - 5:00 pm

Board Members:

Polly Lee (District 1, Lower Mainland)
Aly Jamal (District 1, Lower Mainland)
Raheem Savja (District 2, Vancouver Island)
David McGowan (District 3, Okanagan and the Kootenays)
Yvonne Ryder (District 4, Cariboo)
Stephanie Weir (District 5, Contact Lens Fitter Representative)
Pietro Luongo (Public Appointee)
Savik Sidhu (Public Appointee)
Diana Skoglund (Public Appointee)

Administration:

Connie Chong (Registrar/Executive Director)
Madison Trusolino (Project Manager)
Meagan Marsh (Assistant Registrar)

OUR VISION

Professionals ensuring safe, quality vision care for all.

OUR MISSION

Regulating qualified competent Licensed Opticians in the public interest.

OUR CORE VALUES

1. **Professional:** ensuring our registrants fulfill the standards of practice and code of ethics.
2. **Innovative:** constantly improving opticianry competencies and increasing of technological advancements.
3. **Safety:** ensuring registrants deliver quality, safe vision care.
4. **Integrity:** honest, credible, and practise integrity.
5. **Dedicated:** passionately committed to vigilant regulation of vision care services.

Item Number	1. Call to Order The meeting was called to order at 9:40am. 1.1 Oath of Office Yvonne Ryder was appointed as the District 4 (Cariboo) Representative.	David McGowan
Adoption of the Agenda	2. Adoption of Agenda for May 7, 2017 meeting (DECISION) Motion – Be it resolved: That the agenda for the Board meeting on February 5, 2017 be approved.	David McGowan

Conflict of Interest Declaration	<p>3. Conflict of Interest Declaration</p> <p>No conflict of interest was declared.</p>	
Approval of Minutes	<p>4. Approval of Board Minutes from February 5, 2017 (DECISION)</p> <p>Motion – Be it resolved That the minutes from the Board meeting on February 5, 2017 be approved.</p>	
New Business	<p>5. Board Governance Training Reflection</p> <p>Mr. Jamal led a discussion reviewing the governance training session that the Board completed on May 6, 2017.</p>	Aly Jamal
Report	<p>6. COBC Strategic Plan</p> <p>Ms. Chong presented the COBC Strategic Plan. The Board requested that time be allotted each Board meeting for the administrative staff to provide a progress report on the Strategic Plan.</p>	Connie Chong
New Business	<p>7. Key Success Measure Review</p> <p>Mr. Sidhu presented on the College's key success measures. The Board decided that: the Board will undergo a self-assessment and peer-assessment and new Board members will be asked to take a personality test to be added to the Board and Staff matrix; Committee members will undergo a self-assessment and a peer-assessment which includes the administrative staff committee representative; the staff perform a self-assessment and satisfaction survey to be reviewed by the Board.</p>	Savik Sidhu
Unfinished Business	<p>8. Fiscal Year 2017/18 Budget Review</p> <p>Ms. Chong presented the fiscal year 2017/2018 budget to the Board.</p> <p>8.1 YE2018 Budget</p> <p>Motion – Be it resolved That the 2017/2018 fiscal year budget be approved.</p> <p>8.2 Per Diem Policy Review</p> <p>Motion – Be it resolved That all language in Board related materials be consistent and to change from meetings in per diem policy to reflect participation in Board activities.</p>	Polly Lee & Connie Chong

In-camera	9. In-camera Minutes from the in-camera session are filed as “May 7, 2017 in-camera meeting minutes (draft).”	
	LUNCH	
New Business	10. Life Member Award Review Motion – Be it Resolved That the Life Member Award be eliminated.	Yvonne Ryder
New Business	11. Relational Regulation Survey Ms. Chong updated the Board on the results of the Relational Regulation Survey.	Connie Chong
New Business	12. Board District Updates & Review Motion – Be it Resolved That the Board District Updates be removed from the agenda.	Raheem Savja
New Business	13. OCC & NACOR Strategic Plan Ms. Chong updated the Board on the Opticians Council of Canada & National Association of Canadian Optician Regulators strategic plan. The Board directed Ms. Chong to discuss the Public Awareness’ campaign focus on recruitment with the OCC.	Connie Chong
Unfinished Business	14. Election of Office The Board decided to appoint members as required to the discipline committee. Motion – Be it Resolved That Gissou Bozkaya be appointed to the Public Relations Committee;	
Reports	15. Project Updates Ms. Trusolino and Ms. Chong updated the Board on current College projects.	Connie Chong and Madison Trusolino
Reports	16. Finance Reports Polly Lee presented. The comparative balance sheet, income statement and budget were reviewed. Trends were identified by Ms. Lee and she responded to or noted questions of the Board. Questions were also asked or additional information sought from the administration. The financial statements will be placed on file and available to the auditor.	Polly Lee

Committee Reports	17. Committee Reports 17.1 Inquiry Committee Report 17.2 Registration Committee Report 17.3 Quality Assurance Committee Report	
Reports	19. Registrar/Executive Director's Report (Verbal Report) Ms. Chong updated the Board on Registrar activities in the last quarter.	Connie Chong
Adjournment	20. Adjournment Motion – Be it Resolved That the meeting adjourn at 3:32pm	David McGowan