

College of Opticians of BC – Board Meeting (DRAFT MINUTES)

Meeting Date & Time:

Sunday, February 18th, 2018
9:00am - 5:00 pm

Meeting Venue

COBC Office, 2855 Arbutus Street, Vancouver, BC

Meeting called by David McGowan, Chair

Board Members:

David McGowan
Raheem Savja
Kim McEachern
Rajbinder Mann
Stephanie Weir (attended via video conference)
Diana Skoglund (Public Appointee – attended via video conference)

Administration:

Connie Chong (Registrar/Executive Director)
Christopher Dodge (Program Manager)
Meagan Marsh (Program Manager)
Victoria Spooner (Registration Manager)

Guests:

David Cane, Catalysis Consulting
Robin Simpson, Registrar, College of Optometrists of BC
Pietro Luongo (Public Appointee for the Board - awaiting reappointment)
Michelle McLeod, QAC Member, COBC
Claudia Rojas, QAC Member, COBC
Lisa Bannerman, Incoming Registrar

Regrets:

Yvonne Ryder

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 practice integrity.

5. **Dedicated:** passionately committed to vigilant regulation of vision care services.

Item Number	1. Call to Order This meeting was called to order at 9:14am	David McGowan
Adoption of the Agenda	2. Adoption of Agenda for February 18, 2018 meeting (<i>Decision</i>) Motion – Be it resolved: That the agenda for the Board meeting on February 18, 2018 be adopted.	David McGowan
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	David McGowan
Approval of Minutes	4. Approval of Board Minutes from October 22, 2017 meeting (<i>Decision</i>) Motion – Be it resolved: That the minutes for the Board meeting on October 22, 2017 be approved.	David McGowan
Oath of Office	5. Oath of Office Kim McEachern & Rajbinder Mann were appointed to the Board and both conducted the Oath of Office.	David McGowan
New Business	6. 2018 Board Goals The Board members discussed how they support the mission of the College, shared what they felt were their biggest contributions from last year, and discussed some of their personal goals for 2018.	Connie Chong

New Business	<p>7. Election of Office</p> <p>Motion – Be it resolved:</p> <ul style="list-style-type: none"> • Board chair Mr. McGowan was re-appointed as Board Chair. • Vice chair The Board decided to table the appointment of Vice Chair until the next meeting, as the College is awaiting a final appointment of a Public Member to the Board by the Ministry of Health. • Financial officer Ms. Weir was appointed as Financial officer. • Committee Members & Chairs Motion – Be it resolved: That Ms. Mann and Dee Manwaring be appointed to the Inquiry Committee, with Ms. Mann appointed as Vice Chair, and Aly Jamal and Clara Tam be removed. That Ms. McEachern be appointed to the Registration Committee and as Vice Chair, that Mr. Savja be appointed as Chair, and that Savik Sidhu and Dee Manwaring be removed. The Board also decided to table the creation of a Registrar Evaluation Committee. 	David McGowan
Unfinished Business	<p>8. Strategic Plan Review</p> <p>The Board provided feedback on the document itself, and appreciated the changes to the format. They suggested further changes, to better identify what has been completed.</p>	Connie Chong
New Business	<p>9. Stakeholder Relations Plan</p> <p>The Board discussed additional strategies to consider when working with stakeholders; what the College needs to do to improve success when doing so and how to improve meaningful engagement.</p>	Connie Chong
Unfinished Business	<p>10. Relational Regulation Goal</p> <p>The Board discussed ideas and goals for becoming more relational with registrants in 2018, and how to measure the success of those goals.</p>	Connie Chong
Unfinished Business	<p>11. Indigenous Cultural Safety & Humility Plan</p> <p>The Board discussed possible needs for next steps in creating an Indigenous Cultural Safety & Humility Plan.</p>	Connie Chong

Unfinished Business	<p>12. Key Success Measures</p> <p>Ms. Chong reviewed the areas the College has been collecting feedback on to measure success; the Board will review further to discuss at the upcoming strategic planning session.</p>	Connie Chong
In-Camera	<p>13. In-Camera session</p> <p>Minutes from the in-camera session are filed as “February 18, 2018 BOARD MEETING IN-CAMERA MINUTES”.</p>	David McGowan
	LUNCH	
Reports	<p>14. Project Updates</p> <p>Mr. Dodge provided a progress update to the Board on the new Continuing Competency Program. Ms. Chong updated the Board on some technological developments, including the new website for the College, a new financial operations system, and utilizing a new video conferencing tool. She also discussed the need for a database upgrade.</p>	Connie Chong, Chris Dodge
New Business	<p>15. Approval of Budget</p> <p>Motion – Be it resolved: That the budget for fiscal year April 1, 2018 to March 31, 2019 be approved as presented.</p>	Connie Chong
New Business	<p>16. Standards of Practice, Presentation & Discussion</p> <p>David Cane, Catalysis Consulting, presented his framework for Standards of Practice, and Robin Simpson, Registrar, College of Optometrists of BC, provided his experience and perspective on implementing new standards for their College.</p>	David Cane, Robin Simpson
Reports	<p>17. Registrar’s Report (Verbal Report)</p> <p>Ms. Chong updated the Board on the transition and training plan for the incoming Registrar.</p>	Connie Chong

Committee Reports	<p>18. Committee Reports</p> <p>18.1 Registration Committee Report</p> <p>18.2 Quality Assurance Committee Report</p> <p>18.3 Inquiry Committee Report</p> <p>18.4 Patient Relations Committee Report</p> <p>18.5 National Meeting Update</p> <p>18.6 Registrar Evaluation & Succession Planning</p> <p>18.7 Financial Statements Report (balance sheet and income statement as of December 31, 2017)</p> <p>The financial statements will be placed on file and available to the auditor.</p>	Committee Chairs
In-Camera	<p>19. In-Camera session</p> <p>Minutes from the in-camera session are filed as “February 18, 2018 BOARD MEETING IN-CAMERA MINUTES”.</p>	David McGowan
Adjournment	<p>20. Adjournment</p> <p>The meeting was called to adjourn at 4:51pm</p>	David McGowan