

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

Meeting Date & Time:

Thursday, August 6, 2020
9:00am - 12:00pm

Meeting Venue:

Via Zoom Teleconference

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo
Kim McEachern
Raheem Savja
Erik Bucaneg
Raj Mann
Sue Randhawa
Martin Semaniuk
Barbara Larkin

Regrets:

Piotr Majkowski

Administration:

Lisa Bannerman (Registrar/Executive Director)
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)

OUR VISION

Better health through excellence in opticianry regulation to ensure safe quality vision care for all.

OUR MISSION

Regulating opticians in the public interest. We set and enforce standards and promote best practices for vision care in BC.

OUR CORE VALUES

Integrity	Ethical & Fair
Transparent	Accountable
Relational	Collaborative
Innovative	

Call to Order	1. Call to Order This meeting was called to order at 9:01am	Peter Luongo
Adoption of the Agenda	2. Adoption of Agenda for August 6, 2020 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on August 6, 2020 be adopted as presented. 	Peter Luongo
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	Peter Luongo
Approval of Consent Agenda	4. Approval of Consent Agenda (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the consent agenda, which included the Board minutes from May 4, 2020, the Board minutes from July 13, 2020, and the Registration, Quality Assurance, and Patient Relations Committee Reports, be approved. 	Peter Luongo
Committee Report	5. Inquiry Committee Report <p>The Inquiry Committee had presented two items for the Board to consider – moving the annual appointment of Committee members to an earlier time to avoid potential gaps in service, and re-wording the language in the bylaws which currently states that Roberts Rules of Order are being used to govern. The first item will be covered later in the agenda, but the Board sought clarity on the second item. The Registrar reminded the Board that there is currently a moratorium on bylaw changes, and it was suggested that the discussion be moved to another meeting where further information around this item can be considered.</p>	Lisa Bannerman

Reports	<p>6. Registrar's Report</p> <p>Lisa Bannerman inquired with the Board whether they would like the Registrar's Report added to the consent agenda moving forward. The Board stated that it could remain as a standalone agenda item.</p> <p>Ms. Bannerman updated the Board on recent challenges with the grant project stating that progress is slightly behind schedule, but that there should not be an issue in completing the final timelines in 2021.</p> <p>An update was also provided on the anticipated changes coming to health regulation in Alberta. The Alberta government is in the middle of a consultation process regarding the proposed changes, and the Alberta College has reached out to COBC for support.</p>	Lisa Bannerman
In-Camera	<p>7. In-Camera Session</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the meeting be moved to an in-camera session. <p>Minutes from the In-Camera session will be filed as <i>"Board Meeting In-Camera Minutes – August 6, 2020"</i>.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the meeting be moved out of the in-camera session. 	Peter Luongo
Unfinished Business	<p>8. Registrar Evaluation Wrap-Up</p> <p>Peter Luongo updated the Board on changes to the Registrar's contract resulting from the recent evaluation that was conducted. Mr. Luongo also presented a Registrar Evaluation process for the Board to consider adopting, for use moving forward.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the Registrar Evaluation process be adopted as presented. 	Peter Luongo
New Business	<p>9. Financial Statements</p> <p>Lisa Bannerman updated the Board on the Budget vs. Actuals, Kim McEachern advised that the audit went well. Ms. Bannerman also advised that the number of registrants listed as non-practicing is still</p>	Kim McEachern, Lisa Bannerman

	<p>higher than usual, but many are returning to practice. A discussion also occurred on the reinstatement fee, which the Board had previously agreed to waive for COVID-related non-renewals.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That reinstatement fees return back to normal as of October 1, 2020. <p>The Board also discussed re-appointing the auditor for another year.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That McLaren Trefanenko Inc. be re-appointed as auditor, for year-end 2021. 	
Report	<p>10. Strategic Plan Review</p> <p>The Board was presented with the staff action items linked to the strategic goals, with progress notes included. Lisa Bannerman highlighted the particular items that still needed attention, including work on the Standards of Practice and further policy development.</p>	<p>Lisa Bannerman, Christopher Dodge</p>
New Business	<p>11. OCC Contribution (Decision)</p> <p>Lisa Bannerman updated the Board on the Opticians Council of Canada's request for a monetary contribution for public awareness. The Board agreed that it was an important venture and discussed options.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That COBC agrees to commit to \$5 per registrant for the OCC's public awareness campaign, to be reviewed again in December 2020. 	<p>Lisa Bannerman</p>

New Business	<p>12. Succession Plan Document Update (Decision)</p> <p>Lisa Bannerman advised the Board that the Succession Plan document had been reviewed and updated, and asked the Board when they wanted to have the document updated and approved each year.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the updated Succession Plan be approved as presented, and that it be updated and reviewed for approval annually each August. 	Lisa Bannerman
New Business	<p>13. Board/Committee Appointments & Re-appointments</p> <p>Lisa Bannerman presented a proposed process for Committee appointments and re-appointments.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the process for Committee appointments and reappointments be approved as presented. 	Lisa Bannerman
Adjournment	<p>14. Adjournment</p> <p>The meeting was called to adjourn at 11:30am.</p>	Peter Luongo