

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

**Meeting Date & Time:**

Monday, February 4, 2019  
9:00am - 4:30pm

**Meeting Venue:**

COBC Office, Vancouver, BC

Meeting called by David McGowan, Interim Chair

**Board Members:**

Raheem Savja  
Yvonne Ryder  
Kim McEachern  
Piotr Majkowski  
Martin Semaniuk

**Administration:**

Lisa Bannerman (Registrar/Executive Director)  
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)  
Meagan Marsh (Manager of Inquiry, Discipline, and Registration)  
Victoria Spooner (Manager of Communications and Patient Relations)

**Guests:**

David McGowan (Past/Interim Chair)  
Peter Luongo (Public Appointee for the Board - awaiting reappointment)  
Cynthia Johansen (BCCNP)  
Daniel Lafleche (BCCNP)

**Regrets:**

Raj Mann

**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	<b>1. Call to Order</b> This meeting was called to order at 9:00am	David McGowan
Adoption of the Agenda	<b>2. Adoption of Agenda for February 4, 2019 meeting (Decision)</b> Motion – Be it resolved: That the agenda for the Board meeting on February 4, 2019 be adopted, with the following amendments: -Moving Election of Office to an earlier time, following Oath of Office -Moving IT Support to precede lunch -Adding item: discussion to create a Registrar Evaluation Committee	David McGowan
Conflict of Interest Declaration	<b>3. Conflict of Interest Declaration</b> Piotr Majkowski declared a potential conflict of interest, for any discussion around his place of employment, Douglas College. Kim McEachern declared the same potential conflict, for her employment with Stenberg.	David McGowan
Approval of Minutes	<b>4. Approval of Board Minutes from November 4, 2018 meeting (Decision)</b> Motion – Be it resolved: That the minutes for the Board meeting on November 4, 2018 be approved.	David McGowan
Unfinished Business	<b>5. Oath of Office</b> Martin Semaniuk & Piotr Majkowski both conducted the Oath of Office for their appointment to the Board.	David McGowan
New Business	<b>6. Election of Office (Decision)</b> Motion – Be it resolved: <ul style="list-style-type: none"> <li>• Board Chair: -Raheem Savja be appointed as Board Chair.</li> <li>• Financial Officer: -Kim McEachern be appointed as Financial Officer.</li> </ul>	David McGowan

	<ul style="list-style-type: none"> <li>• Vice Chair: -The Board decided to table the appointment of Vice Chair until the next meeting; the College is awaiting the re-appointment of Peter Luongo to be finalized to the Board by the Ministry of Health, and both Peter Luongo and Raj Mann have expressed an interest in being considered for this position.</li> <li>• Committee Members &amp; Chairs: -Piotr Majkowski be appointed and Rafia Tariq be re-appointed to the Inquiry Committee, with Rafia Tariq appointed as Chair, and Raj Mann as Vice Chair.  -Martin Semaniuk and David McGowan be re-appointed to the Patient Relations Committee, with Martin Semaniuk appointed as Chair and Rochelle Mercier as Vice Chair; Diana Skoglund be removed.  -Martin Semaniuk and Piotr Majkowski be appointed to the Quality Assurance Committee, with Yvonne Ryder appointed as Chair and Claudia Rojas as Vice Chair; Diana Skoglund and Stephanie Weir be removed.  -Stephanie Weir be appointed to the Registration Committee; Rino Piroddi be removed.  There was also discussion regarding having Peter Luongo participate on the Inquiry Committee as an advisor if needed.  In addition, the vacant position on the Board was discussed, which was a result of having no nominees for election. The Board discussed the interest of registrant Erik Bucaneg.  Motion – Be it Resolved:  Erik Bucaneg be appointed to the Board for a three-year term.</li> </ul>	
New Business	<p><b>7. Board Goals 2019</b></p> <p>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 2019.</p>	Lisa Bannerman

Unfinished Business	<b>8. Strategic Plan Review</b>  The Board discussed the direction for the upcoming Strategic Planning session, and whether to build a new strategic plan in 2019. The Board decided to further review the updated action items for the current plan, build on it, and re-assess.	Lisa Bannerman
New Business	<b>9. Relational Regulation</b>  Meagan Marsh updated the Board on a recent survey conducted by the College, to gauge registrants' understanding on the differences between the COBC and the OAC. The Board discussed the importance of communicating the results to the OAC, and of continuing to foster a culture of understanding moving forward.	Meagan Marsh
New Business	<b>10. IT Support – Shared Services</b>  Lisa Bannerman updated the Board on recent challenges with the College's IT management, presenting issues of risk and analysis. Cynthia Johansen and Daniel Lafleche of BCCNP presented their approach to IT, with proposals for the COBC to consider that would allow for greater security and risk management. The Board discussed the options provided, and will review further with the Registrar.	Lisa Bannerman, Cynthia Johansen, Daniel Lafleche
<b>LUNCH</b>		
In-Camera	<b>11. In-Camera Session</b>  Minutes from the In-Camera session are filed as <i>"Board Meeting In-Camera Minutes - Feb. 4, 2019"</i> .	David McGowan
New Business	<b>12. Per Diem Policy Review (Decision)</b>  Ms. Marsh and Ms. Bannerman presented the current per diem amounts to the Board, who then discussed changes to certain items in the policy.  Motion – Be it resolved:  That the following items be updated immediately on the per diem policy: -Committee Member rate be changed to "\$50/meeting to a max of \$400/year for all committees"	Meagan Marsh & Lisa Bannerman

	<p>-reimbursement allowance (under 'Meals &amp; Accommodations' and 'Travel/Mileage') for National Examiners be removed; allowance for the above items at same amounts be added for Chief National Examiners.</p> <p>Further discussion involved the meal allowance policy. Staff will re-draft the policy for better wording, which will be brought back to the Board.</p>	
Committee Reports	<p><b>13. Committee Reports:</b></p> <p><b>Patient Relations Committee Report</b></p> <p><b>Quality Assurance Committee Report</b></p> <p><b>Inquiry Committee Report</b></p> <p><b>Registration Committee Report</b></p>	<p>Christopher Dodge, Meagan Marsh, Victoria Spooner</p>
Unfinished Business	<p><b>14. Indigenous Cultural Safety Update</b></p> <p>Victoria Spooner updated the Board on a plan for Indigenous Cultural Safety. It was discussed that some Board members would start the ICS Course, and re-visit progress at the next Board meeting.</p>	<p>Victoria Spooner</p>
New Business	<p><b>15. Budget Review (Decision)</b></p> <p>Lisa Bannerman presented the 2019 Budget for review and discussion.</p> <p>Motion – Be it resolved:</p> <p>The budget be approved as presented, with the removal of the projected BoardEffect subscription expense, and the amount proposed for additional part-time registration staff.</p>	<p>Lisa Bannerman</p>
New Business	<p><b>16. Financial Statements Report</b></p> <p>Lisa Bannerman updated the Board on the budget vs. actuals, for Apr. 2018 – Mar. 2019.</p>	<p>Lisa Bannerman</p>

Unfinished Business	<b>17. Project Update - CCP</b>  Christopher Dodge updated the Board on the progress of the new Continuing Competency Program, including next steps on communication, plans for additional program materials, and determining considerations for requirements.	Christopher Dodge
Reports	<b>18. Registrar's Report</b>  Lisa Bannerman provided updates on the Opticians Council of Canada (OCC) public awareness campaign; the status of the OAC and the OCC; progress on national surveying for development of new competencies; and upcoming Board development opportunities. The Board also discussed possible new dates for the 2019 Board Meetings.	Lisa Bannerman
New Business	<b>19. Registrar Evaluation Committee</b>  The Board discussed the creation of a Registrar Evaluation Committee, with Raheem Savja, Kim McEachern, and Peter Luongo volunteering as members.	Lisa Bannerman
Adjournment	<b>20. Adjournment</b>  The meeting was called to adjourn at 4:36pm.	David McGowan