

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

Meeting Date & Time:

Friday, February 21, 2020
9:00am - 12:15pm

Meeting Venue:

COBC Office
200 Granville, Vancouver, BC

Meeting called by Raheem Savja, Chair

Board Members:

Raheem Savja
Peter Luongo
Sue Randhawa
Martin Semaniuk
Kim McEachern
Barbara Larkin
Piotr Majkowski

Administration:

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

Guests:

Claudia Rojas

Regrets:

Erik Bucaneg
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	1. Call to Order This meeting was called to order at 9:01am	Raheem Savja
Adoption of the Agenda	2. Adoption of Agenda for February 21, 2020 meeting (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the agenda for the Board meeting on February 21, 2020 be adopted, with the following amendments: -Adding item to Committee Reports: Registrar Evaluation -Adding item to Registrar's Report: Director's and Officer's Insurance 	Raheem Savja
Conflict of Interest Declaration	3. Conflict of Interest Declaration No conflict of interest was declared.	Raheem Savja
Approval of Minutes	4. Approval of Board Minutes from past meetings (Decision) <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> That the minutes for the AGM and the Board meeting on November 22, 2019 be approved, and that the minutes for the teleconference meetings on December 9, 2019, and January 13, 2020 also be approved. 	Raheem Savja
New Business	5. Oath of Office Sue Randhawa reviewed and signed the Oath of Office for her appointment to the Board. It was discussed that Raheem Savja, while having previously conducted his Oath of Office during his last appointment to the Board, should sign a new one for his new appointment. Staff will arrange a document for Mr. Savja to sign.	Raheem Savja
New Business	6. Election of Office (Decision) <u>Motion</u> – Be it Resolved:	Raheem Savja

	<ul style="list-style-type: none"> • That the Board & Committee competencies be approved as presented and adopted for use. <p>The Board then discussed the proposed process for the election and voting of Board positions. Also discussed was whether those absent could vote through proxy. The Board agreed that the process seemed suitable but did not feel that voting while absent was appropriate.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the process for the election of Board Chair, Board Vice-Chair, and Finance Officer be approved with the following amendment: <p style="padding-left: 40px;"><i>-Change wording “needs approval from more than 50% of the full Board (at least 5 votes if all Board members are in attendance)” to “needs approval from more than 50% of those present”</i></p> <p>The Board followed the election process and appointed the following:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Peter Luongo be appointed as Board Chair. • That Kim McEachern be appointed as Vice-Chair. • That Kim McEachern be appointed as Finance Officer. <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the ballots from voting be destroyed. <p>The Board then discussed the proposed changes to the Committees. Taking the new Committee competencies into consideration, the Board reviewed the current needs of the Inquiry Committee, and the following change was proposed and moved:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Polly Lee be removed from Inquiry and appointed to Patient Relations. • That David McGowan be removed from Patient Relations and appointed to Inquiry. • That David McGowan be removed from Discipline, pending his acceptance to Inquiry. <p>All other Committee appointments were accepted as presented:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • For Patient Relations Committee: 	
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	<p>-That Sue Randhawa be appointed; Gissou Bozkaya be re-appointed; Erik Bucaneg be appointed as Vice-Chair; Rochelle Mercier be removed.</p> <ul style="list-style-type: none"> • For Quality Assurance Committee: -That Janine Santiago be appointed; Marty Semaniuk be appointed as Chair; Yvonne Ryder be removed. • For Registration Committee: -That Raheem Savja and Heather Odermatt be re-appointed. • For Discipline Committee: -That Stephanie Weir be appointed as Chair; Barbara Larkin be appointed as Vice-Chair. 	
New Business	<p>7. Board Mission 2020</p> <p>The Board was asked to complete a worksheet about why they support the mission of the College, what they felt were their biggest contributions from last year, and how they might want to contribute in 2020. They will provide their worksheets to Registrar, Lisa Bannerman when completed.</p>	Peter Luongo
Report	<p>8. Strategic Plan Review (Decision)</p> <p>The Board was presented with the staff action items linked to the new strategic goals for the next three years, with progress notes. They were also updated with the status on action items stemming from the most recent Board meeting. The Board provided feedback, appreciating the documents and information presented.</p> <p>Lisa Bannerman provided an update to the Board on items for the Risk Register. The Board was advised that the Ministry has communicated a temporary pause in Bylaw amendments, causing some concern in areas such as QA. Given that the College has sought advice from legal and other regulators, the Board feel s it appropriate to continue working under the proposed, updated Bylaws.</p> <p>The Board was also advised of an updated Registration policy; staff will finalize a version and may provide a copy to the Board for review and approval. Further discussions with the auditor were also reviewed, regarding the GST issue and whether the College should</p>	<p>Lisa Bannerman, Christopher Dodge</p>

	<p>apply for a Clearance Certificate – it was decided that the College should carry on without a review at this time.</p>	
Committee Reports	<p>9. Committee Reports</p> <p>The following committee reports were provided to the Board for review, and any discussion where noted:</p> <ul style="list-style-type: none"> -Inquiry Committee Report – the Board discussed some recent challenges with a file. -Registration Committee Report – the Board discussed the importance of continuing to review whether there is a difference in numbers between retirees and new graduates. -Patient Relations Committee Report -Quality Assurance Committee Report – Kim McEachern indicated she would like to attend one of the forthcoming CCP workshops. -Registrar Evaluation – Peter Luongo updated the Board on the evaluation that was sent out to stakeholders, requesting that those on the Board who have yet to complete it, to do so. 	None
New Business	<p>10. Budget Approval YE2021</p> <p>Lisa Bannerman updated the Board on budget considerations for YE2021, including changes to rent, part-time staffing needs, and potential HR needs. The Board was to consider one of two drafts for approval.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That draft 1 of the budget be approved. 	Kim McEachern, Lisa Bannerman
New Business	<p>11. Financial Statements</p> <p>Kim McEachern updated the Board on the financial statements, particularly the Budget vs. Actuals.</p>	Kim McEachern
Reports	<p>12. Registrar's Report</p> <p>Lisa Bannerman presented the Board with a proposed self-assessment option to use for annual Board evaluation.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That the Ontario Hospitals Association Board self-assessment be approved and adopted for use by COBC. 	Lisa Bannerman

	<p>The Board was also presented with an update on the BC Public Advisory Network, and that the COBC will be participating.</p> <p>An update was also provided on the Steering Committee proposal, and how the Colleges proposed for the amalgamated 5th College (including COBC) will be participating in a facilitated session to discuss potential needs.</p> <p>A further update was provided on a recent meeting in Montreal, conducted to work on competency blueprinting for various assessment tools (PLAR, CCA, National Exams).</p> <p>Finally, an update was provided on BCHR Academy, which Board members were encouraged to participate in.</p> <p>Ms. Bannerman also advised the Board that updated Director's and Officer's Insurance is needed.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Director's and Officer's liability insurance for COBC be increased to \$2 million from the current \$1 million. 	
Unfinished Business	<p>13. Board Meeting Dates 2020</p> <p>The Board considered the proposed meeting dates for the remainder of 2020 and agreed on dates that work. Staff will contact those not in attendance to propose those dates before finalizing.</p>	Christopher Dodge
New Business	<p>14. Update from Opticians Association of Canada – BC Chapter Rep</p> <p>Claudia Rojas, BC Chapter Rep for the OAC, attended the meeting to answer some questions the Board had previously posed. Ms. Rojas provided details on OAC-BC membership numbers, and the different types of communication and messaging attempted by the OAC to their members. Ms. Rojas expressed a desire to continue to work closely with COBC moving forward.</p>	Claudia Rojas

In-Camera	<p>15. 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 are filed as “<i>Board Meeting In-Camera Minutes – February 21, 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
Adjournment	<p>16. Adjournment</p> <p>The meeting was called to adjourn at 12:27pm.</p>	Peter Luongo