

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

**Meeting Date & Time:**

Tuesday, January 26, 2021  
9:00am - 12:30pm

**Meeting Venue:**

Via Zoom Teleconference

Meeting called by Peter Luongo, Chair

**Board Members:**

Peter Luongo  
Kim McEachern  
Raheem Savja  
Erik Bucaneg  
Piotr Majkowski  
Sue Randhawa  
Martin Semaniuk  
Barbara Larkin  
Karl Chua

**Administration:**

Lisa Bannerman (Registrar/Executive Director)  
Christopher Dodge (Deputy Registrar/Manager of Quality Assurance)  
Meagan Marsh (Manager of Inquiry, Discipline and Registration)  
Madeline Neufeld (Coordinator of Registration and Administration)

**Guests:**

Bradley Chisholm (BC College of Nurses & Midwives)

**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 9:02am	Peter Luongo
Introductions	<b>2. Introductions</b> Attendees introduced themselves on the call.	Peter Luongo
Adoption of the Agenda	<b>3. Adoption of Agenda for January 26, 2021 meeting (Decision)</b> <u>Motion</u> – Be it resolved: <ul style="list-style-type: none"> <li>That the agenda for the Board meeting on January 26, 2021 be adopted as presented.</li> </ul>	Peter Luongo
Conflict of Interest Declaration	<b>4. Conflict of Interest Declaration</b> No conflict of interest was declared.	Peter Luongo
New Business	<b>5. Oath of Office</b> Karl Chua recited the Oath of Office for his appointment to the Board. Staff will arrange a document for Mr. Chua to sign.	Peter Luongo
New Business	<b>6. Election of Office (Decision)</b> The Board filled the final committee vacancy for 2021: <u>Motion</u> – Be it Resolved: <ul style="list-style-type: none"> <li>That Karl Chua be appointed to the Registration Committee.</li> </ul> The Board then followed the process for electing Board positions for 2021, which resulted in the following: <u>Motion</u> – Be it Resolved: <ul style="list-style-type: none"> <li>That Peter Luongo be appointed as Board Chair.</li> <li>That Kim McEachern be appointed as Vice-Chair.</li> <li>That Karl Chua be appointed as Finance Officer.</li> </ul>	Lisa Bannerman

Approval of Consent Agenda	<p><b>7. Approval of Consent Agenda (Decision)</b></p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>That the consent agenda, which included the Board minutes from November 17, 2020, and the Registration, Patient Relations, and Inquiry Committee Reports, be approved.</li> </ul>	Peter Luongo
Committee Report	<p><b>8. Quality Assurance Report (Decision)</b></p> <p>Mr. Dodge provided background on the development of the new Quality Assurance Committee Program Policy, with the final draft presented to the Board for review and consideration for approval.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> <li>That the Quality Assurance Committee Program Policy be approved as presented.</li> </ul>	Christopher Dodge
Reports	<p><b>9. Fair Registration Considerations Report (Decision)</b></p> <p>Ms. Bannerman provided background on the Fair Registration report, and the Registration Committee's request that the Board consider suggestions on a new fee structure to ensure fair and justifiable application fees. Ms. Bannerman presented the Board with new options to consider, who discussed the matter at length.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> <li>That COBC increase the application fee to \$225, maintain the late fee at \$200, and change the reinstatement fee to \$225.</li> </ul>	Lisa Bannerman
New Business	<p><b>10. Financial Update</b></p> <p>Ms. Bannerman presented a summary of the current financials, particularly the Budget vs. Actuals.</p>	Lisa Bannerman, Kim McEachern

New Business	<p><b>11. Budget Approval (Decision)</b></p> <p>Ms. Bannerman updated the Board on budget considerations for YE2022 and discussed some of the challenges faced when budgeting during COVID and regulatory reform. A draft budget was presented to the Board for review.</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> <li>• That the draft Budget be approved as presented.</li> </ul>	Lisa Bannerman
Reports	<p><b>12. Registrar’s Report (Decision)</b></p> <p>Ms. Bannerman updated the Board on the year-end Board Evaluation, and advised that once all responses have been received, results will be reviewed and shared for discussion.</p> <p>Ms. Bannerman also asked for Board discussion on the regulator’s role in providing copies of the ANSI Standards to registrants, as a recent request was made that COBC consider doing so as there is a cost for access. After some discussion, most Board members agreed that it is the responsibility of the registrant to access the tools needed for their work. Although COBC had provided copies in the past, it was agreed that it might be something the OAC is more appropriately suited for. The Board also acknowledged that while the ANSI Standards are the accepted minimum, many companies have their own standards.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the accountability to access the ANSI Standards will remain with the registrant.</li> </ul>	Lisa Bannerman
New Business	<p><b>13. Governance Committee Presentation (Decision)</b></p> <p>Mr. Chisholm, Chief Officer of Strategy and Governance for BCCNM, presented on the typical structure and responsibilities of a Governance Committee, and why some organizations choose to appoint one. The Board asked questions around the type of work that could be involved for this Committee and sought feedback from the Registrar on what she feels could be included. After some</p>	Bradley Chisholm

	<p>discussion about who might be interested in contributing, a motion was put forward.</p> <p><u>Motion – Be it resolved:</u></p> <ul style="list-style-type: none"> <li>• That a Governance Committee be created, with Peter Luongo, Kim McEachern, and Piotr Majkowski appointed.</li> </ul>	
Report	<p><b>14. Strategic Plan Review</b></p> <p>Ms. Bannerman discussed the need for a new Strategic Planning session, initially proposed for Spring 2021, and presented the Board with some ideas for facilitation. After some discussion, Ms. Bannerman will gather more information on potential facilitator options and come back to the Board. It was discussed that the session may need to coincide with the Summer/Fall meeting rather than Spring.</p>	Lisa Bannerman
In-Camera	<p><b>15. In-Camera Session</b></p> <p><u>Motion – Be it resolved:</u></p> <ul style="list-style-type: none"> <li>• That the meeting be moved to an in-camera session.</li> </ul> <p>Minutes from the In-Camera session will be filed as <i>“Board Meeting In-Camera Minutes – January 26, 2021”</i>.</p> <p><u>Motion – Be it resolved:</u></p> <ul style="list-style-type: none"> <li>• That the meeting be moved out of the in-camera session.</li> </ul>	Peter Luongo
New Business	<p><b>16. Board Meeting Dates 2021</b></p> <p>The Board discussed options and finalized dates for the remainder of the quarterly Board meetings in 2021.</p>	Peter Luongo
Adjournment	<p><b>17. Adjournment</b></p> <p>The meeting was called to adjourn at 12:25pm.</p>	Peter Luongo