

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

Meeting Date & Time:

Friday, August 23, 2019

9:00am - 4:00pm

Meeting Venue:

COBC Office, Vancouver, BC

Meeting called by Raheem Savja, Chair

Board Members:

Raheem Savja

Peter Luongo

Yvonne Ryder

Raj Mann

Kim McEachern

Erik Bucaneg

Barbara Larkin

Piotr Majkowski

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)

Regrets:

Martin Semaniuk

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 9:08am	Raheem Savja
Adoption of the Agenda	2. Adoption of Agenda for August 23, 2019 meeting (Decision) Motion – Be it resolved: That the agenda for the Board meeting on August 23, 2019 be adopted.	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 May 4, 2019 meeting (Decision) Motion – Be it resolved: That the minutes for the Board meeting on May 4, 2019 be approved.	Raheem Savja
Unfinished Business	5. Governance Review Policy & Update Lisa Bannerman updated the Board on the need to update all governance policies. The Board discussed what level of policy might be needed for governance and discussed other regulators’ policies for comparison. The Registrar will develop further and bring it back to the Board for review.	Lisa Bannerman
Unfinished Business	6. Succession Planning Update (Decision) Lisa Bannerman presented an updated version of the Emergency Succession Plan for approval. Motion – Be it resolved: That the Emergency Succession Plan be approved.	Lisa Bannerman

Unfinished Business	7. Strategic Plan Review (Decision) Christopher Dodge presented the newly worded strategic goals to the Board, as well as the staff action items linked to each goal for the next three years. The Board discussed the goals and approved of the changes. Motion – Be it resolved: That the updated Strategic Plan be adopted.	Lisa Bannerman, Christopher Dodge
Unfinished Business	8. Indigenous Cultural Safety Update Victoria Spooner updated the Board on planning for Indigenous Cultural Safety. It was agreed that two more Board members would start the ICS Course, and staff would continue to develop a plan and engage the Board further.	Victoria Spooner
In-Camera	9. In-Camera Session Motion – Be it resolved: That the meeting be moved to an in-camera session. Minutes from the In-Camera session are filed as “ <i>Board Meeting In-Camera Minutes – August 23, 2019</i> ”. Motion – Be it resolved: That the meeting be moved out of the in-camera session.	Raheem Savja
LUNCH		
Unfinished Business	10. Continuing Competency Program (CCP) Update Christopher Dodge updated the Board on the progress of the new Continuing Competency Program (CCP), including stats on assessment-taking, plans for additional program education, and the QA Committee’s work on developing policy.	Christopher Dodge
Committee Reports	11. Committee Reports (Decision) Inquiry Committee Report	Meagan Marsh

	<p>Registration Committee Report Patient Relations Committee Report Quality Assurance Committee Report</p> <p>Meagan Marsh presented statistics for Inquiry and Registration for the last quarter. The Board discussed the issue of Right-to-Title, and the need for a Patient Relations Chair to be appointed.</p> <p>Motion – Be it resolved:</p> <p>That Barbara Larkin be appointed as Chair of the Patient Relations Committee.</p>	
New Business	<p>12. Privacy Update on Sharing in Collaborative Practice</p> <p>Meagan Marsh presented on issues that arose from Inquiry, regarding record keeping in collaborative practice with optometry. The Board discussed the need for guidelines and advised staff to consult with optometry and develop a structure for review.</p>	Meagan Marsh
New Business	<p>13. Financial Statements Report (Decision)</p> <p>Lisa Bannerman updated the Board on the financial statements and the post-audit information.</p> <p>Motion – Be it resolved:</p> <p>That the adjusting journal entries identified in the audit be approved.</p> <p>Motion – Be it resolved:</p> <p>That McLaren Trefanenko Inc. be re-appointed as auditor, for year-end 2020.</p> <p>Motion – Be it resolved:</p> <p>That the Registrar be given approval to access contingency funds, up to \$20,000, for a possible discipline hearing.</p> <p>Motion – Be it resolved:</p> <p>That financial signing authority be given to the Deputy Registrar.</p>	Kim McEachern, Lisa Bannerman

Reports	<p>14. Registrar's Report</p> <p>Lisa Bannerman provided an update on the COBC's plan to develop refracting assessment tools and advised the Board of a successful grant application. She also provided an update on some admin items including progress on the shared system in the Hub, and a redaction project.</p> <p>Ms. Bannerman also reminded the Board that a Registrar Evaluation would need to take place. The Board suggested that other Colleges' evaluation formats be reviewed for their consideration.</p>	Lisa Bannerman
Adjournment	<p>15. Adjournment</p> <p>The meeting was called to adjourn at 3:35pm.</p>	Raheem Savja