

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

Meeting Date & Time:

Thursday, January 26, 2023
9:00am - 2:30pm

Meeting Venue:

COBC Office
200 Granville St, Vancouver B.C.

Meeting called by Peter Luongo, Chair

Board Members:

Peter Luongo
Crystal Pollard
Karl Chua
Martin Semaniuk
Barbara Larkin
Kim McEachern

Administration:

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

Regrets:

Piotr Majkowski
Sharon Lee (Coordinator of Strategic Initiatives)

Guests:

Sue Randhawa - joined after agenda item 4

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	<p>1. Call to Order</p> <p>This meeting was called to order at 9:00am</p>	Peter Luongo
Adoption of the Agenda	<p>2. Adoption of Agenda for January 26, 2023, meeting (Decision)</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the agenda for the Board meeting on January 26, 2023, be adopted as presented. <p>Motion carried by general consent.</p>	Peter Luongo
Conflict of Interest Declaration	<p>3. Conflict of Interest Declaration</p> <p>No conflict of interest was declared.</p>	Peter Luongo
New Business	<p>4. Election of Office (Decision)</p> <p>Items a. and b. on the meeting agenda for item 4 were discussed in reverse order. The minutes below reflect the order in which they were discussed.</p> <p>a. The Board called for nominations to elect the Board positions for 2023, which resulted in the following:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That Marty Semaniuk be appointed as Board Chair. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> • That Piotr Majkowski be appointed as Vice-Chair. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> • That Kim McEachern be appointed as Finance Officer. <p>Motion carried by general consent.</p> <p>b. The Board then discussed the current Board and Committee vacancies.</p>	Peter Luongo

Mr. Dodge reviewed the current committee vacancies and the process involved to appoint new members, and presented the proposed appointments recommended for consideration. Ms. Bannerman then provided background on the current Board vacancies, and the process previously approved for the appointment of new members.

Ms. Bannerman advised the Board that the Governance Working Group, tasked to review the candidates for recommendation to the Board, declined to proceed with the existing process and has instead suggested the development of a new process. Staff sought clarity and direction from the Board and presented options on moving forward. Ms. Marsh presented the risks involved for each, particularly regarding any decision that might further delay the approval of Board appointments. Discussion occurred around the differences between Board and committee processes, the need for more robust procedures, who should be involved in candidate reviews, how amalgamation might impact the development of new processes, staff resources, and the timing of it all. With consideration of the risks mentioned, the Board decided to move forward with a different process but acknowledged the urgency of filling the current Board vacancies.

Motion – Be it resolved:

- That the Board will hold a special meeting to interview the current candidates and fill the two vacant registrant Board positions, as soon as possible.

Motion carried by general consent.

Motion – Be it resolved:

- That a new, consistent process for Board and committee appointments be developed and presented to the Board for consideration.

Motion carried by general consent.

The Board then approved the committee changes that were proposed.

Motion – Be it resolved:

	<ul style="list-style-type: none"> • That the following committee recommendations be approved, as presented: <p>Inquiry:</p> <ul style="list-style-type: none"> ○ Gary Corner be appointed to the Inquiry Committee. ○ Maria Surdu be appointed to the Inquiry Committee. ○ Peter Luongo be appointed to the Inquiry Committee. <p>Registration:</p> <ul style="list-style-type: none"> ○ Crystal Pollard be appointed to the Registration Committee. ○ Barbara Larkin be reappointed to the Registration Committee. ○ Barbara Larkin be appointed as Chair of the Registration Committee. ○ Clara Tam be appointed as Vice-Chair of the Registration Committee. <p>Quality Assurance:</p> <ul style="list-style-type: none"> ○ Janine Santiago be reappointed to the Quality Assurance Committee. <p>Discipline:</p> <ul style="list-style-type: none"> ○ Barbara Larkin be removed from the Discipline Committee. <p>Patient Relations:</p> <ul style="list-style-type: none"> ○ Peter Luongo be removed from the Patient Relations Committee. <p>Motion carried by general consent.</p>	
New Business	<p>5. Oath of Office & Code of Conduct</p> <p>Board members were provided with their annual copies of both the Oath of Office and Code of Conduct and confirmed they would return signed copies to Mr. Dodge prior to their departure at end of day.</p>	Peter Luongo
Approval of Consent Agenda	<p>6. Approval of Consent Agenda (Decision)</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the consent agenda, which included the following items, be approved: <ul style="list-style-type: none"> ○ Board minutes from October 14, 2022 	Peter Luongo

	<ul style="list-style-type: none"> ○ Board minutes from November 24, 2022 ○ AGM minutes from November 24, 2022 ○ Inquiry Committee Report ○ Registration Committee Report ○ Quality Assurance Committee Report ○ Patient Relations Committee Report ○ Communications Report <p>Motion carried by general consent.</p>	
Unfinished Business	<p>7. Governance Working Group Update (Decision)</p> <p>Ms. Bannerman presented the Board with a final version of the new Board Manual, providing background on its development and an overview of the most recent changes.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Board Manual be approved as presented. <p>Motion carried by general consent.</p> <p>Ms. Bannerman also presented the Board with the Board Evaluation Survey results, and some discussion occurred around the feedback given, particularly around Board training opportunities.</p> <p>Discussion also occurred around how the Board wishes to handle future public appointments, and if a new working group should be created to specifically deal with the review and recommendation of potential candidates.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Governance Working Group continue to deal with appointment recommendations. <p>Motion carried by general consent.</p> <p>Ms. Bannerman also reminded the Board of her annual evaluation, and that a survey will be forwarded to them in the next short while.</p>	Lisa Bannerman

<p>Reports</p>	<p>8. Strategic Plan Update & Review</p> <p>The Board discussed the function and status of the current strategic plan, and how amalgamation will impact it and the work that stems from it. Mr. Bannerman provided an update on amalgamation discussions, and mentioned several areas that will need consideration over the next while. The Board acknowledged an understanding that staff is reprioritizing projects as needed with amalgamation in mind. The Board also agreed that the current plan is still serving COBC well, and it was decided that without any real understanding about the work involved for amalgamation as of yet, additional planning should wait.</p>	<p>Lisa Bannerman</p>
<p>New Business</p>	<p>9. Amalgamation Experience (Presentation)</p> <p>Jennifer Roff, Director of Professional Practice for the BC College of Oral Health Professionals, presented to the Board. Ms. Roff, former Registrar of the College of Denturists, a college similar in size to that of COBC, detailed her recent experience of amalgamating with the other oral health colleges, sharing the successes and challenges they faced.</p>	<p>Jennifer Roff</p>
<p>Reports</p>	<p>10. Registrar’s Report</p> <ul style="list-style-type: none"> a. National Meeting Update/Industry Roundtable – Ms. Bannerman updated the Board on recent meetings held nationally, which included an industry-wide roundtable. A brief discussion occurred around registrant stats. b. OAC Video – The Board watched a recently developed video from the OAC, on the differences between OAC and COBC. The Board appreciated the message and suggested adding it to the COBC website. c. Bylaw Update – Ms. Bannerman confirmed that the new bylaws are now in effect. 	<p>Lisa Bannerman</p>
<p>New Business</p>	<p>11. Registrant Record Retention</p> <p>Ms. Marsh presented her report on the current record retention requirement, seeking guidance from the Board on whether to change the timeframe. This review was done as a result of the recent change in bylaws.</p>	<p>Meagan Marsh</p>

	<p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the record retention timeline remain as is – that opticians retain all client records for a mandatory minimum of three years, and a recommended maximum of seven years from date of last entry. <p>Motion carried by general consent.</p>	
Reports	<p>12. Financial Review</p> <p>Ms. Bannerman presented the financials, identifying certain items of note, and included a draft budget for the Board to consider.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> That the draft budget for FYE2024 be approved as presented. <p>Motion carried by general consent.</p>	<p>Kim McEachern & Lisa Bannerman</p>
Reports	<p>13. Indigenous Cultural Safety & Humility Update</p> <p>Ms. Marsh updated the Board on current projects, including the decolonization of the complaints process, the new Standard of Practice (Standard 4), a proposed QA-related anti-racism project, and a collaborative “Safe Spaces on Boards and Committees” project initiated by BCCNM. Additionally, the Board was advised that a date would need to be set for training on the new Land Acknowledgement Policy. The Board decided to wait until the new Board appointees were finalized.</p>	<p>Meagan Marsh</p>
Reports	<p>14. Risk Register</p> <p>No discussion occurred regarding the Risk Register report, as applicable items were covered in previous agenda items.</p>	<p>Lisa Bannerman</p>
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>Motion carried by general consent.</p>	<p>Peter Luongo</p>

	<p>Minutes from the In-Camera session will be filed as “<i>Board Meeting In-Camera Minutes – January 26, 2023</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. <p>Motion carried by general consent.</p>	
New Business	<p>16. Outgoing Board Acknowledgement</p> <p>Ms. Bannerman thanked the outgoing public Board members whose terms are ending, Mr. Luongo and Ms. Larkin, for their years of service.</p>	Lisa Bannerman
Adjournment	<p>17. Adjournment</p> <p>The meeting was called to adjourn at 2:35pm.</p>	Peter Luongo



Peter Luongo
Board Chair