

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

## **Meeting Date & Time:**

Thursday, May 11, 2023  
9:00am - 2:30pm

## **Meeting Venue:**

COBC Office  
200 Granville St, Vancouver B.C.

Meeting called by Martin Semaniuk, Chair

## **Board Members:**

Martin Semaniuk  
Piotr Majkowski  
Sue Randhawa  
Crystal Pollard  
Karl Chua  
Paul Choi  
Kim McEachern  
Susan Birge

## **Administration:**

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

## **Regrets:**

Madeline Neufeld (Manager of Registration)

## **Guests:**

Anoop Gill (presenter)

## **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><b>1. Call to Order</b></p> <p>This meeting was called to order at 9:16am, followed by a territory acknowledgement by the Chair, and introductions for the new Board members.</p>	Martin Semaniuk
Adoption of the Agenda	<p><b>2. Adoption of Agenda for May 11, 2023, meeting (Decision)</b></p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the agenda for the Board meeting on May 11, 2023, be adopted as presented, with an amendment to add the amalgamation update to the Registrar’s Report, which was previously in the Closed session agenda.</li> </ul> <p>Motion carried by general consent.</p>	Martin Semaniuk
Conflict of Interest Declaration	<p><b>3. Conflict of Interest Declaration</b></p> <p>No conflict of interest was declared.</p>	Martin Semaniuk
Approval of Consent Agenda	<p><b>4. 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 following items, be approved: <ul style="list-style-type: none"> <li>○ Board minutes from January 26, 2023</li> <li>○ Board minutes from February 16, 2023</li> <li>○ Board resolution from March 15, 2023</li> <li>○ Board resolution from April 11, 2023</li> <li>○ Board resolution from April 14, 2023</li> <li>○ Quality Assurance Committee Report</li> <li>○ Governance Working Group Report</li> </ul> </li> </ul> <p>Motion carried by general consent.</p>	Martin Semaniuk

<p>Reports</p>	<p><b>5. Inquiry Committee Report (Decision)</b></p> <p>Ms. Marsh presented the Board with the new Inquiry Policy, providing background on its development. The Board appreciated the policy’s breakdown of process and consideration of accessibility.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the Inquiry Policy be approved as presented, with the noted spelling errors corrected.</li> </ul> <p>Motion carried by general consent.</p>	<p>Meagan Marsh</p>
<p>Unfinished Business</p>	<p><b>6. Board &amp; Committee Appointments (Decision)</b></p> <p>a. Election of Office – Mr. Semaniuk and Ms. Bannerman presented a summary to the Board on the current Board vacancy, and an update on the current status of bylaw requirements for Board member placement on committees and panels. With bylaws requiring that a Board member sit on any discipline panel, and current Board members limited in their availability do to so, the Board was asked to consider options for placement to ensure the College is meeting its mandate and is prepared for a possible discipline hearing.</p> <p>Ms. Bannerman advised that a current discipline committee panel member has expressed interest in joining the Board, who also has past COBC Board experience. With a Board vacancy still remaining, the Board was asked to consider appointing her to the Board, an option that would ensure the panel requirement would also be met.</p> <p>Discussion occurred about the candidate, the Board’s needs, and about the risks associated with not having a proper panel in place. The Board was in favour of considering this appointment, but also wanted to ensure that due process has occurred. The Board agreed to arrange an interview with the candidate in the coming week.</p> <p>b. Committee Appointments – Mr. Dodge reviewed the current committee vacancies and presented the proposed appointments recommended for consideration.</p>	<p>Martin Semaniuk &amp; Lisa Bannerman</p>

	<p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the following committee recommendations be approved, as presented:</li> </ul> <p>Registration:</p> <ul style="list-style-type: none"> <li>○ Paul Choi be appointed to the Registration Committee.</li> <li>○ Pam Saeidi be removed from the Registration Committee.</li> </ul> <p>Quality Assurance:</p> <ul style="list-style-type: none"> <li>○ Susan Birge be appointed to the Quality Assurance Committee.</li> </ul> <p>Patient Relations:</p> <ul style="list-style-type: none"> <li>○ Pam Saeidi be appointed to the Patient Relations Committee.</li> <li>○ Paul Choi be appointed to the Patient Relations Committee.</li> <li>○ Susan Birge be appointed to the Patient Relations Committee.</li> </ul> <p>Motion carried by general consent.</p>	
<p>Reports</p>	<p><b>7. Patient Relations Committee Report</b></p> <p>Ms. Bannerman presented a Decision Tool, recently developed by the committee to be used by opticians in conjunction with the Professional Boundaries Toolkit.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the Decision Tool be approved for use, as presented.</li> </ul> <p>Motion carried by general consent.</p>	<p>Lisa Bannerman</p>
<p>Reports</p>	<p><b>8. Registration Committee Report</b></p> <p>Ms. Bannerman updated the Board on the registration statistics, based on the renewal period having just ended, and expressed her gratitude for an overall positive renewal period.</p> <p>The Board was also updated on a small change to the Registration Policy, to reflect COBC’s involvement with NACOR’s National Examination Committee.</p>	<p>Lisa Bannerman</p>

	<p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the updated Registration Policy be approved.</li> </ul> <p>Motion carried by general consent.</p>	
Reports	<p><b>9. Strategic Plan Update &amp; Review</b></p> <p>The Board reviewed the updated operational plan. Ms. Bannerman explained some of the changes which had resulted from general reprioritization, and from changes to BCHR projects.</p>	Lisa Bannerman
Reports	<p><b>10. Registrar’s Report</b></p> <p>a. National Meetings/Industry Roundtable – Ms. Bannerman updated the Board on recent national meetings, and the second industry-wide roundtable that was held. A brief discussion occurred around a public awareness campaign proposed at the roundtable, and the importance of COBC maintaining the line between public safety and association-related work.</p> <p>b. New School – Ms. Bannerman updated the Board on the new opticianry program offered by Vancouver Community College to international students.</p> <p>c. S.U.C.C.E.S.S. – Ms. Bannerman updated the Board on her recent meeting/presentation to an organization supporting newcomers to Canada.</p> <p>d. OAC – Ms. Bannerman advised the Board on some recent comments made by the OAC regarding their concern about COBC’s QA program. The Board expressed confidence in the program and discussed ways to educate/communicate to opticians on its development and modernization.</p> <p>e. Amalgamation – Ms. Bannerman updated the Board on recent developments in amalgamation, and how Colleges have been advised of an amalgamation date of June 2024.</p>	Lisa Bannerman

<p>Closed Session &amp; In-Camera</p>	<p><b>11. Closed Session</b></p> <p>The Board moved into a Closed session, which included moving in-camera to discuss the Registrar’s evaluation and contract.</p>	<p>Martin Semaniuk</p>
<p>Reports</p>	<p><b>12. Financial Review</b></p> <p>Ms. Bannerman presented the financials, identifying certain items of note. Ms. Bannerman also presented a revised budget for the Board to consider.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the revised draft budget for FYE2024 be approved as presented.</li> </ul> <p>Motion carried by general consent.</p>	<p>Lisa Bannerman &amp; Kim McEachern</p>
<p>Reports</p>	<p><b>13. Indigenous Cultural Safety &amp; Humility Update</b></p> <p>Ms. Bannerman updated the Board on current ICS&amp;H projects, including ongoing involvement in a collaborative Safe Spaces project. The Board communicated its pride in the work that COBC is doing, and expressed hope that it maintains through amalgamation.</p>	<p>Lisa Bannerman</p>
<p>Reports</p>	<p><b>14. Risk Register</b></p> <p>Ms. Bannerman presented an update on the progress for different risk-based projects, including a summary on the current security and privacy risks associated with the database. The Board posed questions on risk levels, costs, and timelines, and weighed options presented in order to best mitigate the risks associated with changes to privacy legislation in BC. Acknowledging that there would be significant costs to consider for each option, the Board discussed and provided direction for COBC to look at the database that is being used by 3 of the 7 colleges set to amalgamate (which COBC will be a part of) and get in the queue for initiating a transition to that database.</p>	<p>Lisa Bannerman</p>

New Business	<b>16. Guest Presentation - QMUNITY</b> Anoop Gill from QMUNITY presented to the Board on queer inclusivity, to assist the Board in thinking about next steps for developing resources/supports for opticians in this area.	Anoop Gill
Adjournment	<b>17. Adjournment</b> The meeting was called to adjourn at 2:23pm.	Martin Semaniuk



Martin Semaniuk  
Board Chair