

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

Meeting Date & Time:

Thursday, February 8, 2024
9:30am - 3:30pm

Meeting Venue:

900 – 200 Granville St, Vancouver, BC

Board Members:

Sue Randhawa
Crystal Pollard
Karl Chua
Kim McEachern
Susan Birge
John Meneghello
Stephanie Weir

Administration:

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

Regrets:

Martin Semaniuk
Paul Choi

Guests:

Annelies Tjebbes (session facilitator)
Lana Klok (session recorder)
Connie Chong (session participant)
Jenelyn Torres (session participant)
Raheem Savja (session participant)
Peter Luongo (session participant)

OUR VISION

Safe, quality, accessible vision care for all.

OUR MISSION

Serving the public through excellence in the regulation of opticians as health care professionals.

OUR CORE VALUES

Integrity	Collaboration
Accountability	Transparency
Ethics & Fairness	Innovation

Call to Order	<p>1. Call to Order</p> <p>This meeting was called to order at 9:34am, followed by a territory acknowledgement by the Acting Chair.</p>	John Meneghello
Adoption of the Agenda	<p>2. Adoption of Agenda for February 8, 2024, 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 February 8, 2024, be adopted as presented. <p>Motion carried by general consent.</p>	John Meneghello
Conflict of Interest Declaration	<p>3. Conflict of Interest Declaration</p> <p>No conflict of interest was declared.</p>	John Meneghello
Reports	<p>4. Election of Office (Decision)</p> <p>Mr. Meneghello called for nominations from the floor for the election of a Board Chair and Vice-Chair. The Board followed the election procedures as outlined in the approved process, with the following results:</p> <p><u>Motion</u> – Be it Resolved:</p> <ul style="list-style-type: none"> • That John Meneghello be appointed as Board Chair. <p>Motion carried by general consent.</p> <ul style="list-style-type: none"> • That Sue Randhawa be appointed as Board Vice-Chair. <p>Motion carried by general consent.</p> <p>The following Committee appointment was also presented for consideration:</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the following committee recommendation be approved, as presented: 	John Meneghello

	<p>Inquiry:</p> <ul style="list-style-type: none"> ○ Appoint Maria Surdu as Vice-Chair <p>Motion carried by general consent.</p>	
New Business	<p>5. Annual 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>	Christopher Dodge
Approval of Consent Agenda	<p>6. Approval of Consent Agenda (Decision)</p> <p>The consent agenda included the following items:</p> <ul style="list-style-type: none"> ○ Board minutes from November 23, 2023 ○ AGM minutes from November 23, 2023 ○ Board Resolution from December 21, 2023 ○ Quality Assurance Committee Report ○ Patient Relations Committee Report ○ Inquiry Committee Report <p>The consent agenda was approved by consensus.</p>	John Meneghello
Reports	<p>7. Registration Report (Decision)</p> <p>Ms. Neufeld presented changes to the Registration Policy, which included an update to the PLAR section, to reflect current practice.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the changes to the Registration Policy be approved as presented. <p>Motion carried by general consent.</p>	Madeline Neufeld

<p>Reports</p>	<p>8. Governance Working Group Update (Decision)</p> <p>Mr. Dodge provided some background on the annual Board Evaluation completed for 2023, and presented the results. The Board agreed that the results were positive, and that everyone had a good handle on overall Board goals.</p> <p>Mr. Meneghello updated the Board that they will be conducting the Registrar performance evaluation, to be discussed in more detail in-camera. The Governance Working Group is recommending that the Board forego a 360 review this year, with amalgamation approaching.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the Board proceed with a more concise internal Registrar evaluation and forego the 360 review. <p>Motion carried by general consent.</p>	<p>John Meneghello</p>
<p>Reports</p>	<p>9. Strategic & Operational Plan Celebratory Review</p> <p>Ms. Tjebbes of Roots & Rivers facilitated a Board review of COBC accomplishments that stemmed from this past strategic plan, as it nears completion and the college approaches amalgamation. Ms. Bannerman shared the history of COBC, and the challenges and achievements of the different Registrars over time. Ms. Tjebbes took the Board through each of the strategic goals from this current plan and discussion occurred around where COBC has succeeded and improved. Further discussion was had on the areas that COBC hopes will be brought forth into the new college.</p>	<p>Annelies Tjebbes</p>
<p>New Business</p>	<p>10. Board Tour of Indigenous Artwork in HUB</p> <p>The Board and staff visited seven different art pieces throughout the HUB, recognizing fellow colleges' work in Indigenous Cultural Safety. The tour included seeing COBC's <i>Illumination</i> by Margaret August.</p>	<p>All</p>

Reports	<p>11. Indigenous Cultural Safety & Humility Update</p> <p>Ms. Marsh provided a progress update on the many COBC ICS initiatives. This included work done on the complaints process, the new Standard of Practice, the Territory Acknowledgement Policy, the Safe Spaces project, and the optional education system in development. Ms. Marsh also updated on the new Gender Diversity Policy being developed, and shared how it intersects with ICS. Staff advised that they are uncertain but hopeful that these projects will transfer over to the new college.</p>	Meagan Marsh
Reports	<p>12. PLAR Grant Update</p> <p>Mr. Dodge updated the Board that the grant project has been completed, with deliverables sent to the Ministry. He reminded the Board on what tools and materials had been revised and developed through this grant, and how to locate them for review and/or use if interested.</p>	Christopher Dodge
Reports	<p>13. Registrar's Report</p> <ul style="list-style-type: none"> a. Amalgamation Update – Ms. Bannerman updated the Board that a CEO has been selected for the new college, and a new governance framework released. She also advised that some bylaw drafting is underway, as well as job descriptions and other policies. Current college Boards and committees can also expect invites soon regarding expressions of interest for joining the new college. b. Audit – Ms. Bannerman updated the Board on work being done with the bookkeeper and auditor to complete the audit earlier this year, so the Board can approve the audited financials prior to amalgamation. c. Renewal – Ms. Bannerman advised the Board that changes to this year's renewal will be minimal. One change of note will be moving registrants off payment plans by June, prior to amalgamation. d. Discipline Hearing – Ms. Bannerman updated the Board that the hearing occurred in December, but there were no updates on the outcome at this time. 	Lisa Bannerman

Reports	<p>14. Financial Review (Decision)</p> <p>Ms. Bannerman presented the financials, identifying certain items of note, and changes she made to her proposed budget. The Board asked questions pertaining to amounts received through the grant, changes to amounts allocated to contractors, and legal fees.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> • That the draft budget for FYE2025 be approved as presented. <p>Motion carried by general consent.</p>	Lisa Bannerman & Kim McEachern
Reports	<p>15. Risk Register</p> <p>Ms. Bannerman advised the Board that the previously discussed, possible database transition has been put on hold. She also updated the Board that a business student will be completing further file redaction before amalgamation, and that the completion of a jurisprudence module and exam may also be contracted out, to be ready before amalgamation.</p>	Lisa Bannerman
Closed Session & In-Camera	<p>16. Closed Session</p> <p>The Board moved into a closed session to further discuss the Registrar Evaluation.</p>	John Meneghello
Adjournment	<p>17. Adjournment</p> <p>The meeting was called to adjourn at 3:41pm.</p>	John Meneghello

John Meneghello
Board Chair