

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

## **Meeting Date & Time:**

Thursday, November 23, 2023  
10:15am - 2:00pm

## **Meeting Venue:**

Virtual, Zoom

Meeting called by Martin Semaniuk, Chair

## **Board Members:**

Martin Semaniuk  
Sue Randhawa  
Crystal Pollard  
Karl Chua  
Paul Choi  
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)

## **Guests:**

Amy Stein (presenter)  
Nadine Ryan-Bannerman (presenter)  
~8 registrant observers

## **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><b>1. Call to Order</b></p> <p>This meeting was called to order at 10:15am, followed by a territory acknowledgement by the Chair.</p>	Martin Semaniuk
Adoption of the Agenda	<p><b>2. Adoption of Agenda for November 23, 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 November 23, 2023, be adopted as presented.</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 May 16, 2023</li> <li>○ Board minutes from September 14, 2023</li> <li>○ Inquiry Committee Report</li> <li>○ Quality Assurance Committee Report</li> <li>○ Patient Relations 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. Committee Appointments (Decision)</b></p> <p>Mr. Dodge presented the proposed appointments and reappointments recommended for consideration.</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>Inquiry:</p> <ul style="list-style-type: none"> <li>○ Reappoint Kim McEachern (for second term)</li> <li>○ Appoint John Meneghello</li> <li>○ Appoint Kim Kerwin as Chair</li> </ul> <p>Quality Assurance:</p> <ul style="list-style-type: none"> <li>○ Reappoint Clara Tam (for second term)</li> <li>○ Reappoint Avin Kishore (for second term)</li> </ul> <p>Motion carried by general consent.</p> <p>Ms. Bannerman reminded the Board that a Board member will be needed for the Governance Working Group, and that a Board Vice-Chair will also be needed. Some discussion occurred around the needs of the Governance Working Group, with confirmation provided that a public member is required. Mr. Meneghello expressed his interest, providing details on his past experience in this area.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That John Meneghello be appointed to the Governance Working Group, and appointed as Chair.</li> </ul> <p>Motion carried by general consent.</p> <p>Mr. Semaniuk requested that those interested in the Board Vice-Chair position contact him by December 1.</p>	<p>Christopher Dodge</p>
<p>Reports</p>	<p><b>6. Registration Report (Decision)</b></p> <p>Ms. Neufeld presented changes to the Registration Policy, which include a revision to the “fees” section to address trends in assessment cancellation/rescheduling, as well as a change to the</p>	<p>Madeline Neufeld</p>

	<p>reinstatement process itself – requiring all assigned bridging be completed prior to reinstatement.</p> <p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the changes to the Registration Policy be approved as presented.</li> </ul> <p>Motion carried by general consent.</p>	
Reports	<p><b>7. Strategic &amp; Operational Plan Update</b></p> <p>Ms. Bannerman and Mr. Dodge presented the current status of the Operational Plan, and discussed plans for a Strategic Plan review session to be held during the Q1 2024 Board meeting. The session will again be facilitated by Roots &amp; Rivers, and will allow the Board to review what COBC has achieved through its strategic plan and the years preceding it as we move toward amalgamation. The Board was reminded to complete the survey previously circulated, to help inform the session.</p>	Christopher Dodge & Lisa Bannerman
New Business	<p><b>8. Guest Speaker – Amy Stein, College of Opticians of Ontario</b></p> <p>Ms. Stein joined the meeting to present an overview of data collected from a recent survey conducted through NACOR, by Leger Marketing. The survey was developed due to some concern of an existing optician shortage in Canada; the survey was conducted to explore the patient experience, nationwide, with 2,000 individuals participating. Ms. Stein advised that the results will also be shared with other industry groups as well, with further review and discussion to take place in the near future. The Board asked a few questions regarding the data, and thanked Ms. Stein for the information.</p>	Amy Stein
Reports	<p><b>9. PLAR Grant Update</b></p> <p>Mr. Dodge updated the Board on the grant project, providing some background on the timeline and processes involved. He described the tools and materials being revised and developed through this grant, the pre-arrival tools for PLAR, and advised the Board that the project will be coming to a close in the next few weeks. The tools will be shared with the Board at the next Board meeting.</p>	Christopher Dodge

<p>Reports</p>	<p><b>10. Indigenous Cultural Safety &amp; Humility Update</b></p> <p>Ms. Marsh provided a progress update on 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 an optional education system in development. Ms. Marsh also advised that a new Gender Diversity Policy is being developed, and shared how it intersects with ICS. Ms. Bannerman thanked those on the Board for their involvement in some of this work.</p>	<p>Meagan Marsh &amp; Lisa Bannerman</p>
<p>Reports</p>	<p><b>11. Registrar’s Report</b></p> <ul style="list-style-type: none"> <li>a. National Meeting Update – Ms. Bannerman updated the Board on recent national meetings, held in Vancouver. Of note, a NACOR restructuring was discussed by the group, with some initial planning underway.</li> <li>b. Health Professions and Occupations Act (HPOA) – Ms. Bannerman updated the Board on work being done toward future implementation of the HPOA. BCHR is taking charge of this work; with amalgamation work being done as well, many colleges/staff are struggling to find the capacity.</li> <li>c. Board &amp; Committee Evaluations – Ms. Bannerman advised the Board that staff will be forwarding year-end evaluations to them shortly, to be completed over the coming month.</li> <li>d. BCHR Symposium – Ms. Bannerman updated the Board on the recent symposium held in Vancouver, which involved information presented on ICS and also the HPOA. Ms. Bannerman thanked those on the Board who attended.</li> </ul>	<p>Lisa Bannerman</p>
<p>Reports</p>	<p><b>12. Financial Review (Decision)</b></p> <p>Ms. Bannerman presented the financials, identifying certain items of note, including a slight deficit. The Board asked questions pertaining to the Budget vs. Actuals, and discussion occurred around legal expenses. Overall, the Board communicated their appreciation for how the finances have been managed, and how fiscally responsible COBC has been. Some discussion occurred around registration fees, with Ms. Bannerman recommending that fees remain the same for this upcoming renewal, as COBC moves into amalgamation. The Board agreed.</p>	<p>Lisa Bannerman &amp; Kim McEachern</p>

	<p><u>Motion</u> – Be it resolved:</p> <ul style="list-style-type: none"> <li>• That the fees remain as they currently are for fiscal year 2024/2025.</li> </ul> <p>Motion carried by general consent.</p>	
Reports	<p><b>13. Risk Register</b></p> <p>Ms. Bannerman provided an update to the Board on the upcoming discipline hearing, advising they are welcome to attend if interested. Ms. Bannerman also updated the Board on the possibility of the previously discussed database transition – COBC will wait for a recommendation from those involved in amalgamation planning. Also discussed was the need for further file redaction before amalgamation, and the development of a jurisprudence module and exam, to be ready before amalgamation.</p>	Lisa Bannerman
New Business	<p><b>14. Amalgamation Update</b></p> <p>Ms. Bannerman updated the Board on recent amalgamation work being done, which included a Governance framework day session held in October to review and discuss the draft framework. There was also a Board consultation session, and many workstreams are underway with staff involved in each. Mr. Meneghello advised the group that he is involved in the Registrar selection process and provided a brief update. Ms. Bannerman advised that she would update the Board further with any information on amalgamation, once received.</p>	Lisa Bannerman
New Business	<p><b>15. Guest Speaker – Nadine Ryan-Bannerman, Ryan Bannerman Associates</b></p> <p>Ms. Ryan-Bannerman joined the meeting to present on change management, covering the “people” side of change and what leaders can do to provide support. The Board asked questions throughout, and thanked Ms. Ryan-Bannerman for the information.</p>	Nadine Ryan-Bannerman

New Business	<b>16. Board Meeting Date for Q2 2024</b> The Board discussed possible dates for the Q2 Board meeting, settling on May 9. It was also decided that an in-person meeting would be preferred, with a later start time of 10am.	Christopher Dodge
Closed Session & In-Camera	<b>17. Closed Session</b> The Board decided a closed session would not be needed, so neither a closed nor in-camera session occurred.	Martin Semaniuk
Adjournment	<b>18. Adjournment</b> The meeting was called to adjourn at 1:24pm.	Martin Semaniuk



Martin Semaniuk  
Board Chair