



# COLLEGE OF OPTOMETRISTS OF BC

Board Meeting Minutes December 9, 2013

Approved March 3, 2014

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## **1. CALL TO ORDER AND INTRODUCTIONS**

Present:

Dr. Roger Gafur, Chair  
Dr. Mark Bourdeau, Vice Chair  
Dr. Tanya Flood, Board Member  
Dr. Kevin Youck, Board Member  
Dr. Manbir Randhawa, Board Member  
Mr. David MacPherson, Public Member  
Ms. Barbara Buchanan, Public Member  
Dr. Dr. Robin Simpson, Registrar  
Stanka Jovicevic, CAO/Assistant to the Registrar

Dr. Roger Gafur, Chair called the meeting to order at 9:00am. A quorum was present, and the meeting, having been duly convened, was ready to proceed with business. This meeting was conducted in accordance with Robert's Rules, pursuant to Bylaw 26. Special rules were adopted that limit discussion to 3 minutes per person during the first round of debate and to 2 minutes per person during the second round.

Dr. Gafur welcomed observers, and read the standing rules.

The duty of the College is to be fair, objective, unbiased and transparent in all of our considerations. We make policies to serve the regulatory functions of the College and act in the public interest. The Board works in a courteous spirit and the majority prevails; we speak with one voice and all discussions are directed towards the Chair.

## **2. ADOPTION OF AGENDA**

- 2.1** It was moved, seconded and carried that the Agenda is approved as amended to include:
- 5.5 QA update

## **3. APPROVAL OF MINUTES**

- 3.1** It was moved and carried that the Board approves the September 23, 2013 minutes as circulated.  
**3.2** It was moved and carried that the Board approves the September 23, 2012 meeting in private minutes as circulated.

## **4. CORRESPONDENCE RECEIVED:**

It was moved and carried that the Board adopts Correspondence Received as follows:

- 4.1** No further action required  
**4.2** No further action required  
**4.3** To be addressed in New Business

## **5. REPORTS:**

It was moved and carried that the Board accepts reports 5.1, 5.2, 5.3 and 5.4 as circulated and 5.5 as presented.

Action item: Registrar and QA Chair to provide QA coordinator job description to be presented to the Board.

Dr. Gafur acknowledged Dr. Simpson and Ms. Jovicevic stating that the College wouldn't be able to function without them, noting that it takes a good worker to make a demanding job in a hectic environment look easy.



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### 6. FINANCIAL REVIEW

**6.1** The Board of the College approves financial report and proposed budget for 2014 as presented.

Amendment: It was moved and carried that the Board approves the Income Statement and Balance Sheet as presented.

It was moved and carried that the Board of the College tables the proposed budget for 2014 to the next meeting.

- **Action item:** Registrar to schedule conference call regarding the revised proposed budget.

### 7. UNFINISHED BUSINESS

**7.1** OE tracker - ongoing

**7.2** Communication project – Registrar reported on the status of this ongoing project.

**7.3** Strategic planning in private – As this item involves personnel matter, it was moved and carried that the Board, with the inclusion of the Registrar and the CAO, goes in private session, in accordance with Bylaws, s. 15.7(c).

On resuming open session, the Board noted that:

- The strategic work plan was amended;
- The Registrar to schedule Roberts Rules session/Strategic Planning/Governance Training think tank;
- Operational manual to be presented at AGM.
- Ad hoc working group, consisting of Dr. Gafur, Mr. MacPherson and Dr. Dergousoff, will develop a job description for the registrar's position and the development of framework for regular performance review.

**7.4** Board Members Orientation

It was moved and carried that the Board approves the Board Member Leadership Responsibilities as presented by the Registrar.

**7.5** Governance Training – The Registrar presented an opportunity for Board members to participate in a one day Board Member training program.

### 8. NEW BUSINESS

**8.1** Pursuant to Bylaw 36(1), it is resolved that the Board of the College appoints SmytheRatcliffe Chartered Accountants to be the auditor.

**8.2** Whereas, the current policy, approved September 13, 2009, reads "Jurisprudence examination fee is 50% refundable if written request for refund is received by the College prior to the registration application deadline for the next sitting of the Jurisprudence exam if the application is withdrawn", it is resolved that the Board of the College approves that the policy be restated as: Jurisprudence Examination fee, as set out in Schedule H, is 50% refundable if written request for refund is received by the College prior to the registration application deadline for the next sitting of the Jurisprudence Exam if the registration application is withdrawn. The registration application fee, as set out in Schedule H is not refundable.

**8.3** Appeal to waive registration renewal late fees

**8.3.1** It was moved and carried that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.

**8.3.2** It was moved and carried that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.

**8.3.3** It was moved and carried that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.



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- 8.3.4** It was moved and carried that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.
- 8.3.5** It was moved and carried that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.
- 8.3.6** It was moved and failed that pursuant to the Bylaw 139, the Board waives the late renewal fee assessed, based on the compassionate grounds.
- 8.4** Request exemptions from bylaws for mobile practice
  - 8.4.1** It was moved and failed that the Board of the College approves the Registrant's request with regards to Part 10, s. 115(1)(b) and 115(1)(d).
  - 8.4.2** Motion withdrawn
- **Action item:** Registrar to advise Registrant that Board approval is not required as the request complies with the Bylaws.
  - 8.4.3** It was moved and failed that the Board of the College approves the Registrant's request with regards to s. 126(2).
- 8.5** CEO contribution
  - It was moved and carried that the Board of the College approves contribution to Canadian Examiners in Optometry, CEO of \$25 per practising registrant as of January 1, 2013, in accordance with s. 143 (1)(d) of the College Bylaws.
- 8.6** Committee review
  - No changes have been made to Committee membership.
  - The Board noted that Dr. Schertzer has resigned from PAC.
- **Action item:** Registrar in consultation with Chair of PAC to find an appropriate candidate for that position.
  - 8.7** Use of the term "Vision Examination" (*in private*). As this item requires consultation with our legal counsel, it was moved and carried that the Board, with the inclusion of the Registrar and the CAO, goes in private session, in accordance with Bylaws, s. 15.7(f).
- **Action item:** Registrar to send a letter to College of Opticians and cc the Ministry.

### 9. NEXT MEETING

It was moved and carried that the board of the College approves the 2014 Calendar as presented with the addition of May 4 & 5 (Roberts Rules first day) and second day Strategic Planning/Governance Training think tank. May 5 – Board meeting will be associated with May 5 (election of Chair and Vice Chair).

The next Board meeting is scheduled for March 3, 2014.

### 10. ADJOURNMENT

The meeting was adjourned at 4:35 pm