



EXECUTIVE COMMITTEE MEETING March 12, 2004

COMMUNICATION POINTS

New Deputy Registrar

- Dr. Brian Casey has been appointed as a Deputy Registrar and an Inspector.

Governance

- The "internal" monitoring report, scheduled for the end of April, of Executive Limitation EL 8, Conduct of Registrant Governance Committees, has been postponed until Council addresses the policy at the Monitoring Workshop in May. This Executive Limitation is presently in the "parking lot" and will be monitored once it has been revised by Council.
- According to the Governance Manual, Executive Limitation EL 11, Communication and Support to Council, is to be monitored directly. Direct monitoring means that someone on Council is required to write the report. "Internal" monitoring means that the registrar is required to write the report.
- The "direct" monitoring report, Executive Limitation EL 11, Communication and Support to Council, also scheduled for the end of April, has been postponed until after the Monitoring Workshop in May. At the Monitoring Workshop in May, if Council decides it does want this policy, or part of it, monitored directly by Council, Council will decide who will do the monitoring.
- Before the May Monitoring Workshop, the workshop facilitators will let Council members know what to expect at the workshop and which policies they should review in advance, in preparation for the day.

Financial Update

- The Governance Manual provides that the Treasurer will monitor Executive Limitation 5 (Financial Planning/Budgeting) and Executive Limitation 6 (Financial Conditions and Activities) by direct inspection.
- As this was the first time that EL5 and EL6 had been monitored, Dr. Lobb gave a verbal report to the Executive Committee. He referred to a variety of data including the year's financial statements, which have been provided to Council during the year, salary ranges, method for external review of salary ranges, auditors report and changing the date of future AGMs. The Treasurer confirmed compliance with both EL5 and EL6.

Expense Policy

- Executive Committee directed Dr. Lobb to draft an expense policy, including the payment of honorariums and per diems, for Council's consideration.

Annual General Meeting

- Executive approved a policy to hold Annual General meetings within three months from the time the audited financial statements were ready and agreed that the next Annual General meeting will be held on Saturday, June 19, 2004. The College would continue to have an "all registrants" meeting at the PDC.

- Please note the subsequent memo from Dr. Lobb concerning having this issue reconsidered by the Executive Committee as a result of advice that the next AGM should be in 2005 rather than in 2004.

UBC Representative on Council

- Dr. Alan Lowe will be invited to the next Executive Committee meeting on April 16, 2004 to address various topics, including a UBC rep on Council, the relationship of UBC with the College and tuition fees of dental students at UBC.

Issues Concerning Certified Dental Assistants

- Executive asked Ms. Smolar, Manager of Communications, to prepare a package for use in getting feedback from dentists concerning their views about a College that includes certified dental assistants.
- Various members of Council will be asked to contact Component Societies to request time to speak to this issue at their next meetings.
- The findings will be discussed at the Strategic Planning Workshop.

Strategic Planning Workshop

- Participants at the Strategic Planning Workshop will be the 2004-2005 Council members and senior staff. Ms. Patty Schom-Moffatt of Karyo Communications will facilitate the workshop.
- A decision was made by the Executive Committee to ask both of the certified dental assistants now on Council to participate in the Strategic Planning Workshop in order to provide greater input on the topic of a College that includes CDAs .
- Among the topics presently being considered for discussion at the Strategic Planning Workshop are: Council size, rotation of membership of amalgamated electoral districts, specialist UBC representatives on Council, issues concerning certified dental assistants, survey results and communications.

Letter from the Ministry of Health

- Executive directed the Registrar and legal counsel to draft a response to the letter received from the Ministry of Health.

Accreditation Committee

- The membership for the Accreditation Committee was increased by two more members.

Confidentiality

- Besides Council members, all committee members should also be made aware of the responsibilities regarding confidentiality.