

BOARD MEETING
Friday, February 21, 2014

The Terminal City Club
837 West Hastings Street, Vancouver, BC
“Presidents/Wilson Beck” Rooms

MINUTES

The meeting commenced at 8:15 am

In Attendance

Dr. Peter Stevenson-Moore, President
Dr. David Tobias, Vice President
Dr. Erik Hutton, Treasurer
Dr. Ben Balevi
Dr. Darren Buschel
Ms. Melanie Crombie
Mr. Dan De Vita
Dr. Dustin Holben

Ms. Julie Johal
Mr. Samson Lim
Ms. Elaine Maxwell
Ms. Sherry Messenger
Dr. Kerim Ozcan
Mr. David Pusey
Dr. Jonathan Suzuki
Dr. Jan Versendaal
Dr. Eli Whitney

Regrets

Mr. Richard Lemon

Staff in Attendance

Mr. Jerome Marburg, Registrar & CEO
Mr. Greg Cavouras, Staff Lawyer
Ms. Nancy Crosby, Manager of CEO's Office
Ms. Sandra Harvey, Director of Registration and HR
Dr. Cathy McGregor, Remediation and Monitoring
Ms. Anita Wilks, Sr. Manager of Communications
Ms. Carmel Wiseman, Director of Professional Regulation
Mr. Dan Zeng, Sr. Manager of Finance and Administration

Invited Guests

Dr. Dave Sowden, Chair, Sedation & General Anaesthetic Services Committee
Mr. Tim Gage, Serengeti Design Group
Mr. Christopher Clark, Serengeti Design Group
Mr. James Spencer, CDSBC Data & Information Integrator



1. Meeting Called to Order and Welcoming Remarks

The President welcomed nine observers and asked them to introduce themselves.

2. Consent Agenda

- a. Approve Agenda for February 21, 2014
- b. Approval of Board Minutes of December 14, 2013
- c. Receipt of Reports from Committees
- d. Receipt of Media Clippings for information
- e. Receipt of HPRB Decision

MOTION:

That the items on the Consent Agenda for the February 21, 2014 Board meeting be approved.

Carried

3. Business Arising from the Consent Agenda

There were no items arising from the Consent Agenda.

4. Standards for Minimal and Moderate Sedation Services in Dentistry (Non-Hospital Facilities) (Dave Sowden)

The President introduced Dr. David Sowden, Chair of the Sedation & General Anaesthetic Services Committee, and gave an overview of the comments received on the Sedation Standards.

Dr. Sowden introduced the document and gave the Board background of the past several years as to how this document was developed.

The Sedation and General Anaesthetic Services Committee reviewed all received considerable feedback and comments on the consultation draft posted on April 5, 2013. All feedback was discussed and analyzed. Dr. Sowden commented that this document has been many years in the making and has gone through numerous drafts – the most recent being draft 29.



The Board engaged in a lengthy and fruitful conversation about the draft. Three main areas of concern arose:

- 1) The need for better clarity over definitions in order to remove confusion over the differences between the sublingual and submucosal administration of drugs; and
- 2) Board direction that manual defibrillators or AED devices be recommended but not mandatory for minimal sedation cases; and
- 3) Clarity around requirements for blood pressure monitoring for minimal sedation cases.

After a lengthy discussion, the Board moved as follows:

MOTION: (Whitney/Maxwell)

That the document "Standards for Minimal and Moderate Sedation Services in Dentistry (Non-Hospital Facilities)":

- a. Be received and is approved in principle.***
- b. That the Registrar is authorized to format and edit the document based on Board input.***
- c. That the amended document be brought back to the meeting of the Board in May 2014***

Carried - Unanimous

5. Executive Limitation Reports

CDSBC Governance policy requires that the CEO report regularly on matters identified by the Board through a series of Executive Limitations policies. This is one of the ways the Board discharges its oversight obligations without delving into operational issues. The CEO routinely submits these reports to the Board.

MOTION:

That the Board receives the following Monitoring Reports:

- EL2: Treatment of the Public**
- EL3: Treatment of Registrants**
- EL4: Treatment of Staff**
- EL5: Financial Planning and Budgeting**
- EL6: Financial Condition and Activities**
- EL7: Emergency Registrar Succession**

Carried



6. Website Redesign Presentation (Gage/Clark)

Ms. Anita Wilks introduced Tim Gage and Christopher Clark, representatives of the Serengeti Design Group, which is providing consulting/design services for the website redevelopment project. The Board was afforded an overview of the framework of the new College website.

7. Electronic File Management (James Spencer)

Mr. James Spencer is the Data and Information Integrator at the College. He has been working with Habanero on the Sharepoint project.

Mr. Spencer began by explaining the information and document management and how those challenges will be met with the solution CDSBC is implementing. Mr. Spencer gave a demonstration of how Sharepoint and the document management software will work.

8. Investment Policy (Lim/Zeng)

Mr. Samson Lim, Chair of the Audit Committee, spoke to the Board on the importance of revising its investment policy in order to allow for a broader range of investment opportunities. All investment instruments/facilities must be fully insured, must protect capital, and all at a low level of risk.

MOTION:

That the Board accept the investment policy as submitted.

Carried

9. President's Report

The President provided the Board with a comprehensive written report and responded to questions.

MOTION:

That the Board accept the President's report.

Carried



10. Management Report

The Registrar highlighted the items contained in the written Management report included in the meeting materials.

MOTION:

That the Board receive the Management Report.

Carried

THE OPEN MEETING CONCLUDED AT: 12:15 pm

The balance of the meeting proceeded *In Camera* pursuant to Bylaw 2.15(9) of the College Bylaws under the *Health Professions Act*.