



BOARD Minutes

CSHHPBC Board of Directors		
December 4, 2015 -- 10:00 AM – 3:00 PM – Minutes approved February 26, 2016 <i>Marine Drive Golf Club, Vancouver, BC</i>		
Chair	Susan Batstone	<i>Registered Speech-Language Pathologist (RSLP)</i>
Vice-Chair	Christine Harrison	<i>Registered Audiologist (RAUD)</i>
	Patrick Wong	<i>Public Representative</i>
	Joe McLaughlin	<i>Public Representative</i>
	Suzanne Kornhass	<i>Registered Audiologist (RAUD), Registered Hearing Instrument Practitioner (RHIP)</i>
	Amy MacLean	<i>Registered Hearing Instrument Practitioner (RHIP)</i>
	Marian Gunn	<i>Registered Hearing Instrument Practitioner (RHIP)</i>
	Amanda Lenk	<i>Registered Speech-Language Pathologist (RSLP)</i>
	Christy Faraher-Amidon	<i>Registered Speech-Language Pathologist (RSLP)</i>
Regrets	Jane Baynham	<i>Public Representative</i>
	Alex Dutton	<i>Public Representative</i>
	Dinusha Peiris	<i>Registered Speech-Language Pathologist (RSLP)</i>
Staff	Diane O'Connor	<i>Registrar and Chief Executive Officer (CEO)</i>
	Cameron Cowper	<i>Deputy Registrar</i>
	Mardi Lowe-Heistad	<i>Director, Quality Assurance</i>

1. Call to Order

The meeting was called to order at 10:05 AM.

2. Review and Approve Agenda

Presenter: Susan Batstone

Approved.

3. Review and Approve Previous Minutes (September 11, 2015)

Presenter: Susan Batstone

Approved.

4. Review and Approve Committee Reports

Presenter: Susan Batstone

Submitted for review -- Committee, Chair, and Registrar reports.

5. Finance Committee Report

Presenter: Patrick Wong

Verbal Highlights:

Discussion

Financial Statements (new format, new charter of accounts) were reviewed. In addition, a risk assessment task force is to be established – an update and terms of reference to be presented to the Board at the next meeting.

6. Inquiry Committee Report

Presenter: Christine Harrison

Verbal Highlights:

Discussion

Possible communication improvements, between panels and the full committee, were discussed. The Chair also highlighted the fact that the committee continues to be sensitive to the high costs of citations and hearings, e.g., 2014-C-02/2015-OM-04.

7. Quality Assurance Committee Report

Presenter: Amanda Lenk

Verbal Highlights:

Discussion

Support Personnel Liaison Committee (SPLC) meeting was canceled due to no new information; Certificate K Program of Study and online documentation module to be completed by January 2016.

Motion

To approve POLICY QA-09 Sale of Supplies and Equipment. APPROVED

Motion

To approve the appointment of Susan Thacker to the Quality Assurance (QA) Committee. APPROVED

Motion

To approve the extension of Jane Baynham's term with the QA Committee to March 2016.
APPROVED

Motion

To approve the terms of the following Advanced Competency Advisory Committee (ACAC) members:
Kathy Pereira (to Sept 2018), Martin Sattler (to Sept 2018), Caroline Chow (to Sept 2017), Maryam, Merali (to Sept 2017), Tracy Marshall (to Sept 2018), Bobbie Williams (to Sept 2016).
APPROVED

Presentation

Mardi Lowe-Heistad, Director QA -- *Dos and Don'ts of QA Program* and *A Strategic Approach to a Re-designed Part 12 Proposal*.

8. Registration Committee Report

Presenter: Marian Gunn

Verbal Highlights:

Discussion

A Working Group for supervision of HIP students to be established; HIP exam report and summary of approved applications submitted for review.

9. Registrar's Report

Presenter: Diane O'Connor

Verbal Highlights:

Discussion

The following were presented and discussed: Canadian Alliance of Audiology and Speech-Language Pathology Regulators (CAASPR) priorities; CLEAR webinars for board; CSHHPBC Operational Plan, Strategic Goals chart; Comprehensive Bylaw Review Letter to Ministry of Health (MOH).

Motion

To approve subsequent AGMs to take place at the same time and location as the BCASLPA conferences.
APPROVED

Presentation(s)

Cameron Cowper, Deputy Registrar – *CNAR Conference 2015*;
Amy MacLean, RHIP and Christy Faraher-Amidon, RSLP – *BCHR's Right-Touch Regulation Forum*

10. Board Chair's Report

Presenter: Susan Batstone

Verbal Highlights:**Discussion**

The following were presented and discussed: annual Board evaluation; being an Ambassador (Board member use of strategic plan brochure); orientation of committee members (online checklist); risk management review.

Motion

To approve the following Board meeting schedule for 2016: February 26 (Winter); June 17 (Spring); September 9 (Summer); December 2 (Fall).
APPROVED

11. Adjournment to In-Camera Meeting

The Public Meeting was adjourned at 3:04 PM.

In-camera Discussion

A review of the Registrar-CEO performance evaluation and 360.

12. Other Business

No additional items brought forward.

13. Next Meeting

February 26, 2016.