



# BOARD Minutes

<b>CSHHPBC Board of Directors</b>		
<b>February 24, 2017 - 10:00 AM – 4:00 PM</b> <i>Marine Drive Golf Course, Vancouver, BC</i>		
<b>Chair</b>	<b>Susan BATSTONE</b>	<i>Registered Speech-Language Pathologist (RSLP)</i>
<b>Vice-Chair</b>	<b>Amanda LENK</b>	<i>Registered Speech-Language Pathologist (RSLP)</i>
	<b>Alex DUTTON</b>	<i>Public Representative</i>
	<b>Martin ELLEFSON</b>	<i>Public Representative</i>
	<b>Christy FARAHER-AMIDON</b>	<i>Registered Speech-Language Pathologist (RSLP)</i>
	<b>Charles FONTAINE</b>	<i>Registered Audiologist (RAUD), Registered Hearing Instrument Practitioner (RHIP)</i>
	<b>Jamie HACK</b>	<i>Registered Speech-Language Pathologist (RSLP)</i>
	<b>Suzanne KORNHASS</b>	<i>Registered Audiologist (RAUD), Registered Hearing Instrument Practitioner (RHIP)</i>
	<b>Amy MACLEAN</b>	<i>Registered Hearing Instrument Practitioner (RHIP)</i>
	<b>Dan MILLER</b>	<i>Public Representative</i>
	<b>Jon WATERHOUSE</b>	<i>Registered Hearing Instrument Practitioner (RHIP)</i>
<b>Staff</b>	<b>Cameron COWPER</b>	<i>Registrar and Chief Executive Officer</i>
	<b>Mardi LOWE-HEISTAD</b>	<i>Director, Quality Assurance</i>
	<b>Christina CHEN</b>	<i>Office Administrator</i>

<b>Regrets</b>	<b>Patrick WONG</b>	<i>Public Representative</i>
<b>1. Call to Order</b>		
<b>Presenter: Susan BATSTONE (Board Chair)</b>		
The Board Chair called the meeting to order at 10:02 AM.		
<b>2. Review and Approve Agenda</b>		
<b>Presenter: Susan BATSTONE (Board Chair)</b>		
<b>Motion</b>		
To approve the agenda without additions and changes.		<b>APPROVED</b>
<b>3. Review and Approve Previous Minutes (December 2, 2016)</b>		
<b>Presenter: Susan BATSTONE (Board Chair)</b>		
<b>Motion</b>		
To approve the previous minutes.		<b>APPROVED</b>
<b>4. Executive and Committee Reports</b>		
<b>Presenter: Susan BATSTONE (Board Chair)</b>		
Committee and executive reports were circulated previously.		
<i>DISCUSSION:</i> No questions for report authors.		
<b>5. INQUIRY Committee Report</b>		
<b>Presenter: Dan MILLER (Committee Chair)</b>		
The Committee Chair (and Registrar-CEO) summarized the recent work of the Committee, including the execution of the College’s first section 29 (search and seizure) order for unlawful practice, as well as a complaint that has been appealed to the Health Professions Review Board (HPRB).		
<b>Motion</b>		
To approve the nomination of Amy MACLEAN to the Committee.		<b>APPROVED</b>
<b>Motion</b>		
To develop a Governance policy that prescribes the process for committee nominations.		<b>APPROVED</b>

## 6. QUALITY ASSURANCE Committee Report

**Presenter: Amanda LENK (Committee Chair)**

The Committee Chair provided verbal highlights to the Board. In addition, the Director, Quality Assurance, provided a verbal summary of her client consultation ('Year-in-Review') report. It was decided that similar reports for RC and IC – all aligned to a fiscal year cycle – be presented going forward. The Director, Quality Assurance, also updated the Board on the status of the QA Practice Review Pilot Project.

**Motion**

To approve revisions to Policy QA-04 – Acceptable Programs of Study for Advanced Certifications. **APPROVED**

**Motion**

To approve revisions to Form 11 – Advanced Competency (AC) Certificate Renewal Form. **APPROVED**

**Motion**

To approve version 6.1 of the BCHR QA Working Group's – DRAFT QA Programs Statement. **APPROVED**

**Motion**

To approve a new Policy QA-12 – Practice Hours Requirement. **APPROVED**  
*\*Subject to the inclusion of the rationale for the prescribed practice hours requirement.*

**Motion**

To approve a new PROFS-02 – Attaining and Maintaining Practice Competence. **APPROVED**

## 7. REGISTRATION Committee Report

**Presenter: Suzanne KORNHASS (Committee Chair)**

The Committee Chair (and Registrar-CEO) provided verbal highlights to the Board, including the efforts of the Practice Currency Working Group.

**Motion**

To approve revisions to Policy R-08 – Language Proficiency Requirements. **APPROVED**

**Motion**

To adopt World Education Services (WES) as the College's exclusive Credential Assessment Service. **APPROVED**

<b>Motion</b> To add Registration policies to the scope of the policy review framework that currently includes only Governance and Finance & Administration categories.	<b>APPROVED</b>
<b>8. CLIENT RELATIONS Committee Report</b>	
<b>Presenter: Christy FARAHER-AMIDON (Committee Chair)</b>	
<b>Motion</b> To direct the Registrar-CEO to conduct an environmental scan of other jurisdictions.	<b>APPROVED</b>
<b>9. CIRCLE OF CHAIRS Committee</b>	
<b>Presenter: Susan BATSTONE (Committee Chair)</b>	
The Committee Chair (and Registrar-CEO) summarized the work of the Committee to create and revise a number of Governance and Finance & Administration policies.	
<b>Motion</b> To approve revisions to Policy FA-01 – Financial Management.	<b>APPROVED</b>
<b>Motion</b> To approve revisions to Policy FA-02 – Financial Controls and Procurement.	<b>APPROVED</b>
<b>Motion</b> To approve revisions to Policy FA-03 – Risk Management (Insurance).	<b>APPROVED</b>
<b>Motion</b> To approve a new Policy G-01 – Board Duties and Responsibilities.	<b>APPROVED</b>
<b>Motion</b> To approve a new Policy G-04 – Bylaws, Policies, and Standards.	<b>APPROVED</b>
<b>Motion</b> To approve a new Policy G-04 – Bylaws, Policies, and Standards.	<b>APPROVED</b>
<b>Motion</b> To approve revisions to Policy G-06 – Risk Management (General).	<b>APPROVED</b>
<b>Motion</b> To approve a new Policy G-07 – Performance Evaluation and Compensation (Registrar-CEO).	<b>APPROVED</b>

<b>Motion</b> To approve a new Policy G-10 – Wellness Program.	<b>APPROVED</b>
<b>Motion</b> To approve revisions to the TOR – Finance & Administration Committee (FAC).	<b>APPROVED</b>
<b>Motion</b> To approve a new TOR – Circle of Chairs Committee (COC).	<b>APPROVED</b>
<b>Motion</b> To approve revisions to the Position Description – Registrar & CEO.	<b>APPROVED</b>
<b>10. REGISTRAR Report</b>	
<b>Presenter: Cameron COWPER (Registrar-CEO)</b>	
The Registrar-CEO provided verbal highlights to the Board, including a discussion in respect of bylaw amendments brought into force and pending, the work of the BCHR and CAASPR, as well as proposals for committee training and an operations re-configuration.	
<b>11. BOARD Chair Report</b>	
<b>Presenter: Susan BATSTONE (Board Chair)</b>	
The Board Chair provided verbal highlights to the Board in respect of the last BCHR Fall Symposium.	
<b>12. FINANCE &amp; ADMINISTRATION Committee Report</b>	
<b>Presenter: Cameron COWPER (Registrar-CEO)</b>	
The Registrar-CEO summarized the recent work of the Committee, including the Committee’s review and approval of the Q3 Financial Statements.	
<b>Motion</b> To approve the proposed 3-Year Budget Estimates.	<b>APPROVED</b>
<b>13. Other Business</b>	
<b>Presenter: Susan BATSTONE (Board Chair)</b>	
None.	
<b>14. Adjournment</b>	

<b>Presenter: Susan BATSTONE (Board Chair)</b>	
<b>Motion</b> To adjourn the public portion of the meeting at 3:49 PM.	<b><i>APPROVED</i></b>
<b>15. Session Closed to the Public</b>	
<b>Presenter: Susan BATSTONE (Board Chair)</b>	
<i>DISCUSSION:</i> Staff transition, proposed operations re-configuration.	