

BOARD MEETING

MEETING MINUTES

Meeting No. 47

Date: January 28, 2017

Place: BC College of Social Workers Boardroom

Members Present at BCCSW:

Deborah Jones (Chair)	Alisa Gloag	Sandra Harker
Jim Campbell	Doris Darvasi	
Cheney Cloke	Susan Barr	
Emma Gauvin	Andrew Kerr	

Members Present via Teleconference:

Colleen Spier

Regrets:

Chelsea Minhas  
Jenny Morgan

Staff in Attendance:

Chelsea Cooledge  
Taylor Stobbe

1) Call to Order and Welcome to Members Elect and Guests

The Chair of the Board called the meeting to order at 9:00 a.m. and welcomed the members, staff and guests to the meeting. The Chair acknowledged that the meeting was being held on the traditional, unceded territory of the Musqueam people.

2) Auditors

McDonald Rickett Chartered Accountants met with the Board to explain their process and how to protect the organization against fraud.

3) Approval of Agenda

The members of the Board considered the draft agenda as previously distributed.

**Motion:** To accept the agenda as distributed.

The Motion was adopted.

	Chair
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4) **Confirmation of election of Chair**

The Board confirmed the results of the election of Chair of the Board for 2017, previously conducted via electronic vote, as Deborah Jones.

5) **Election of Vice Chair**

After counting 9 paper ballots and one emailed ballot, Jim Campbell was the elected candidate for the position of Vice Chair of the Board for the year 2017.

The board confirmed the results of the election.

6) **Approval of Minutes**

The members of the Board considered the draft minutes held on December 3, 2016.

**Motion:** To accept the draft minutes of the Board meeting held on December 3, 2016.

The Motion was adopted.

7) **Business Arising**

**a) Public Awareness Campaign**

The Registrar shared the results of the Mustel Ad Awareness Survey conducted in November 2016. The Board will engage in discussion about how to move forward with the campaign. Recent Social media statistics were also presented.

**b) Medical Assistance in Dying – practise guidance**

The Board suggested revisions to the document. The staff will incorporate these revisions and present the revised version at the next Board meeting.

**c) In-Camera Session**

The Board went in-camera from 10:15 am – 11:10 am to discuss a matter in accordance with Bylaw 13.(5).

8) **Consequential Resolutions**

The Board considered the following resolutions as consequential to the *Social Workers Act* and Bylaws of the College:

**Be it resolved:**

1.0 That the Registrar for the College is authorized by the Board to act pursuant to section 26(2) of the Social Workers Act.

**Motion:** To accept the resolution as circulated

	Chair
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The Motion was adopted.

2.0 That the Board establish an Executive Committee pursuant to policy 1.5.1 of the policy manual. The members of the Executive Committee shall be the Chair, Vice Chair and Chair of the Finance Committee, and the committee will have the following powers and authority as set out in the policy:

*The responsibilities of the Executive Committee are to:*

- *Provide advice to the chairperson in the development of Board agendas;*
- *Act on behalf of the Board in emergency situations between Board meetings;*
- *Negotiate a compensation and benefits package with the Registrar.*

**Motion:** To accept the resolution as circulated

The Motion was adopted.

3.0 That the Registrar is designated as the holder of the seal of the College and authorized to affix the seal to all certificates and other such documents as the board may direct by resolution.

**Motion:** To accept the resolution as circulated

The Motion was adopted.

4.0 That the Registrar is the Chief Executive Officer of the College and a signing officer for the College.

**Motion:** To accept the resolution as circulated

The Motion was adopted.

5.0 The Registrar is the head of the board for the purposes of the *Freedom of Information and Protection of Privacy Act*.

**Motion:** To accept the resolution as circulated

The Motion was adopted.

	Chair
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9) **Appointment of Committee Members**

The following persons were appointed to committees for terms ending December 31, 2017:

**a) Registration Committee**

Alisa Gloag (Chair), Sandra Harker, Susan Barr, Craig Norris, Amenda Kumar

**b) Registration Appeals Committee**

Colleen Spier (Chair), Andrew Kerr, Christina Rodrigues, Janice Powers, Hardeep Mann

**c) Quality Assurance Committee**

Emma Gauvin (Chair), Cheney Cloke, Pat Mackenzie, Alanna Robson, David Kealy, Elaine Halsall

**d) Inquiry Committee**

Chelsea Minhas (Chair), Jim Campbell, Colleen Spier, Shannon Bender-Bell, Greg Whalen

**e) Discipline Committee**

Cheney Cloke (Chair), Emma Gauvin, Andrew Kerr, Doris Davarsi, Jenny Morgan

**f) Finance Committee**

Doris Davarsi (Chair), Andrew Kerr, Alisa Gloag, Jim Campbell, Deborah Jones

10) **Report from the Chair**

**a) General Update**

The Chair reported on the day spent at the BCCSW office receiving orientation from staff about operations. The Chair will be taking a workshop on Robert's Rules in February.

**b) Role of Executive Committee**

The Chair reported that the role of the Executive Committee is to provide the Registrar's Performance Review, with input from the Board and from staff. The Strategic Plan and the Registrar's job description will set the parameters of the review.

**c) Board Check-in**

	Chair
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The Chair reported her idea of a check-in at the beginning of each meeting to have open discussion as a board and ensure the Board is functioning well as a team. The Board agreed.

**11) Report from the Registrar**

**a) General Update**

The Registrar reported that the Office Coordinator has been hired and the Administrative Assistant is no longer an employee of the College. The Registrar reported that she and Selena Bateman wrote the BSW exam in December of 2016. The Registrar presented to UBCO students on January 20 regarding regulation and examination.

**b) Publication of Board Election Results**

The Registrar reported on the results of a brief survey conducted on the practice of other regulatory bodies decision to publicize election results.

**Motion:** To publish only the names of the candidates and the name of the successful candidate, but to provide the number of votes to each candidate and anyone from the public that requests the number results.

The Motion was adopted.

**c) Annual Audit**

The Registrar reported that the in-office portion of the annual audit was tentatively booked for February 15, 2107.

**d) Registration Renewal**

The Registrar reported on the statistics of Registration Renewal.

**12) Committee Reports**

**a) Quality Assurance Committee**

The Committee Chair reported that the CPD survey will be sent to registrants in February and that the revision of the Standards of Practice is ongoing work of the Committee.

**b) Inquiry Committee**

	Chair
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The Committee Chair reported that the committee has met 6 times in 2016. The December 14, 2016 meeting was canceled because quorum was not reached.

**c) Registration Committee**

The Registration Committee reported that they have not met since November, but they had the CASWE accredited programs formally adopted on the list of approved academic programs in 2016. The Committee also reported on the upcoming work to be done in 2017.

**d) Registration Appeals Committee**

In the absence of the Committee Chair, a member of the Committee reported that currently there are no files under review by the Committee.

**13) Towards Developing a Respectful Relationship**

The Chair reported that BCCSW staff will be present at the remainder of the scheduled community sessions facilitated by Nashwito Creek and Associates and reminded the Board that their contract has been extended to March 31 2017.

**14) New Business**

**a) AGM**

The Registrar reported that we have requested a speaker from Reconciliation Canada to attend and speak at the AGM. Staff will send out an email to registrants to request they "Save the Date" of April 21 for the AGM.

**b) BCHR Declaration**

The Registrar brought the BCHR Declaration forward to be considered.

**Motion:** To approve the signing of the Declaration.

The motion was adopted.

**15) Adjournment**

The meeting adjourned at 2:40 p.m.

	Chair
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