

COLLEGE OF DIETITIANS OF BRITISH COLUMBIA

Meeting of the Board of Directors

Thursday, February 2, 2017 from 12:30 to 13:30

Via teleconference

MINUTES

Present: Tina Hartnell (Vice-chair), Meena Karsanji, Monica Liefhebber, John Meneghello, Jackie Parsons, Miranda Polgar and John Coupar

Staff:

Regrets: Heather Lovelace (Chair) (present from 12:30 to 12:40), Sonia Virk

Item No	Agenda Item	
1.	Call to Order/Remarks of the Chair	Tina Hartnell, Vice-Chair, called the meeting to order at 12:30, welcomed Directors and confirmed quorum.
1.1	Agreement on Agenda	The agenda was approved with the addition of a discussion on celebration plans for Fern's upcoming retirement. Resolution: to approve the agenda. Carried, with Heather abstaining.
1.2	Email Ballots	Circulated for information. No questions arose.
2.	Reports	Deferred.
3.	Board Orientation/ Training	Deferred.
4.	Discussion	Heather declared a conflict of interest regarding the Registrar search and left the meeting after a discussion on Fern's retirement celebration. Discussion on Fern's recognition: Several Board members would like to have a dinner after the March 3 rd in-person Board meeting if Fern is available. Tina/Heather to discuss with Fern and if Fern is available ask Marilyn to poll the Board members for availability. Retirement celebration plans to be discussed at the March 3 rd Board meeting. Heather/Tina to advise staff as they have been fielding inquiries.
4.1	Registrar Search	
4.1.1	Job Description Revisions	Directors discussed the necessity for the level of detail and the requirement that financial knowledge be highlighted. Directors revised the "Required Skills and Knowledge" section of the Job Description by removing "baccalaureate level" and replacing it with "or equivalent combination of education", complemented by relevant experience; and removing "voluntary" from Board experience and removing "or committees". Resolution: to approve the Registrar Job Description as amended. Carried unanimously.
4.1.2	Terms of Reference – Registrar Search Subcommittee (draft)	Directors revised the draft as follows: <ul style="list-style-type: none"> • Composition - maximum of 4 and minimum of 3 members; • Chair of the Board, or designate, will Chair the subcommittee • Meeting notes – a record of discussion will be kept with decisions and dates/times of subsequent meetings; notes will be circulated internally to subcommittee members • Primary Duties, Functions and Responsibilities: replace "PWG" with "Registrar Search Subcommittee" and remove question mark from 4th bullet • Meeting Procedures: remove reference to 'mail' ballot.

		The Board clarified that the intent is for the Registrar to function as secretary to the subcommittee and provide a non-voting role. Resolution: to approve the Registrar Search Subcommittee Terms of Reference as amended. Carried unanimously.
4.1.3	Search Outline (from Harbour West)/Selection of Search Subcommittee Members	Directors discussed appointments to the Registrar Search Subcommittee and their availability: <ul style="list-style-type: none"> • Public Board member – John M (available to Feb 13 and from March to the end of May) • Dietitian Board member – Tina • Dietitian members (who are also Board members) – Meena (unavailable in-person mid-March for 1 week but available by teleconference) and Monica. Resolution: to approve the following Board members to the Registrar Search Subcommittee in accordance with the approved Terms of Reference: John M, Tina, Meena and Monica. Carried unanimously.
4.1.4	Retirement Announcement	Fern is slowly announcing her retirement and is fine with Board members sharing the information. She'd like to limit "long good byes" and maximize efficiency in her last weeks. As the Board would like to ensure an open and transparent search process, directors recommended that Heather and Fern draft an announcement that includes a brief word from the Chair expressing thanks for good work and announcing the search for a new Registrar with similar high quality attributes. The timing of the announcement is to coincide with recruitment advertising.
5.	Information	Deferred.
6.	Next Meetings	The next in-person meeting is scheduled on Friday, March 3, 2017 from 9:00 to 17:00 at the CDBC office. A Board teleconference meeting will likely be required before then to continue with College business. A poll for a meeting of the Personnel Working Group will soon be circulated to discuss evaluation outcomes.
7.	Announcements	Deferred.
8.	Remarks of the Chair/Adjournment	The meeting was adjourned by consensus at 13:29.

The Minutes were approved as circulated via email ballot on February 10, 2017.