

CDSBC Board Meeting Action Log

Meeting Date	Action point	Owner	Date required	Action progress	Status*
15 Sep 2018	Staff to develop a Declaration of Interest template to be included in the board package	JJ	At next meeting – 30 Nov 2018	Declaration form was completed and sent to all Board members in May. 21 board members have completed the form. Will be posted on website.	Completed
15 Sep 2018	Public participation at Board meetings/AGM - Governance Committee to present recommendations at November Board meeting	Governance Committee	At next meeting – 30 Nov 2018	Governance Committee approved on May 1, 2019. An electronic vote was carried out for approval prior to the AGM. The document was approved by the board in May 2019	Completed
15 Sep 2018	Staff to develop 2019/20 budget	DZ	At next meeting – 30 Nov 2018	Approved by the board on November 20, 2018	Completed
15 Sep 2018	Strategic Plan - Staff to determine details of consultation process and provide the board the list of stakeholders consulted, and the questions asked	AW	At next meeting – 30 Nov 2018	This was included in the November 2018 board meeting package.	Completed
15 Sep 2018	Risks posed by the strategic plan - General Counsel to consult with our liability insurer and address risk arising from the strategic plan and report back to the Board on findings	JJ	At next meeting – 30 Nov 2018	This was included in the November 2018 board meeting package.	Completed
15 Sep 2018	Ms. Joyce Johner to provide an update on where BCHR is at on the Patient's Bill of Rights initiative.	JJ		Will be discussed at Governance Committee meeting October 25. Determined this does not fall under Governance. Will likely be referred to Ethics.	Discontinued <i>This initiative has been superseded by the 2019-22 Strategic Plan and the Action Plan</i>

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15 Sep 2018	Radiography Designation Review - Staff to dig deeper into the issue, consult with Committee if necessary and bring back for more specific recommendations	LR	September Board Meeting	Work in progress. Staff will continue to work on the review and develop a recommendation for the September 2019 meeting.	In Progress
15 Sep 2018	BCHR Quality Assurance Program Framework - Staff will provide the Board and the Quality Assurance Committee with a copy of the framework		ASAP On agenda for 22 November 2019 QA meeting	Copy posted on the Board portal	Completed
22 Feb 2019	Governance Committee to offer its recommendations on future board meeting minutes.	Governance Committee		Agenda items have been prioritized.	Completed
22 Feb 2019	The draft <i>Educational Requirements and Responsibilities for Facial Aesthetic Procedures</i> be sent for 90-day consultation with registrants, the public and other stakeholders.	Facial Aesthetic Working Group	November 2019 meeting	The FAWG next meeting is on June 20, 2019 to include board recommendations and finalize document for the 90-day consultation. After the 90 days the group will meet again to review all the feedback and provide a final document to the Board for approval.	In progress
22 Feb 2019	Research anonymous complaint processes and how other organizations deal with this issue – particularly with regards to employees submitting complaints against their employers.	Ethics Committee		The committee has a tentative meeting date of June 26. This issue will be on the Agenda to determine first steps.	
Closed Action – any completed actions will be deleted from this log following the meeting					

*either In Progress, Completed, Delayed