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**BRITISH COLUMBIA COLLEGE OF SOCIAL WORKERS  
MINUTES**

Date: **March 12, 2011**

Place: Granville Island Hotel, Vancouver

Chair: Liz Jones

Members present: Bruce Hallsor, Curtis Magnuson, Gary Mavis, Susan Noakes, Bruce Northey, Glen Schmidt, Chi Ying Wong

Regrets: Lorna Dittmar, Susan Hogman, Geraldine Manson

A quorum was present throughout the meeting.

In attendance: Staff: Susan Irwin, Kirsten Dowd

Liz Jones called the meeting to order at 9:06 am

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**1. Approval of agenda** The agenda was approved as circulated.

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**2. Approval of minutes** The minutes of the meeting on January 15, 2010 were approved as circulated.

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**3. EXECUTIVE REPORT: Liz Jones**

- Liz Jones gave a verbal report
- Liz and Susan Irwin attended the meeting of the Canadian Council of Social Work Regulators in Toronto at the end of February.
- Concluded registrar's performance review
- Recruitment of Registrar: Bruce Hallsor will join the Executive Committee to form the hiring committee for the registrar position. Options for a human resources consultant to assist with the process have been considered.
- Liz explained competency project
- Past Board member Kathryn McCannell recommended paying an honorarium to Committee members who are not Board members

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	Chair
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#### 4. REGISTRAR'S REPORT: Susan Irwin

- A written report was circulated
- Susan reported the renewal process went very well this year with renewal rates similar to previous years. Online participation was much higher than expected with 59% of members renewing online
- As of March 10, 2011 the total number of members: 2060 Full registration, 119 Clinical, and 131 Non Practising
- There are five new complaint files regarding people who did not send in Criminal Record checks by the deadline of December 31 and 3 other complaints received this year.
- Susan attended the CCSWR meeting in Toronto to review work on the competency project.
- Online survey will be ready to go live in May 2011. This will go to all registered social workers in the country.
- Staff have been working on gathering information for the ASWB conference and planning the AGM.
- The exemptions planning committee is developing a communication plan.

#### 5. COMMITTEE REPORTS:

##### 5.1 FINANCIAL REPORT: Gary Mavis

###### Financial Statements

The financial statement for January 2011 was reviewed

**Motion:** It was moved and seconded that

*The Board of the BC College of Social Workers receives the financial statement for January 2011.*

The motion was adopted.

The 2010 yearend financial statements are being prepared.

###### Honorarium

**Motion:** It was moved and seconded that

*The Board of the BC College of Social Workers will provide an honorarium of \$200 per annum for each member of a committee who is not a Board member.*

The motion was adopted.

##### 5.2 REGISTRATION COMMITTEE: Glen Schmidt

The Registration Committee had a brief meeting in February. There are no appeals of registration applications.

The Committee discussed issues with online counseling out of the province – whether the practitioner needs to be registered in each province where clients are located? Who has to be registered where?

Glen reported the Registration Committee is searching for another committee member, preferably one who is not a Board member.

Several requests to waive the late fee have been received. The Registrar approved waiver of the fee in 2 cases according to established policy. A third member who is disputing the late fee has not yet submitted her explanation and a fourth member had her forms lost in the post.

**Motion:** It was moved and seconded that

*The Board of the BC College of Social Workers waives the late fee for reinstatement of registration for Shannon Walker.*

The motion was adopted.

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### 5.3 REGISTRATION APPEALS COMMITTEE: Susan Noakes

Susan Noakes chaired a panel of the Registration Appeals Committee which held a hearing in December. This was based on written submissions and the decision was issued in January. The Committee confirmed the decision of the Registration Committee to not approve the registration of the applicant.

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### 5.4 INQUIRY COMMITTEE: Susan Noakes

With two new committee members and a number of complex files, the Inquiry Committee is very busy. Two new complaints have been received since the last Board meeting.

Susan gave a verbal report on two files which have been completed.

**Motion:** It was moved and seconded that

*After considering the report of the Inquiry Committee pursuant to section 28 of the Social Workers Act, the Board of the BC College of Social Workers confirms the decision of the Inquiry Committee on File 2010-08 to take no further action as the conduct of the social worker was satisfactory.*

The motion was adopted.

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Motion: It was moved and seconded that

*After considering the report of the Inquiry Committee pursuant to section 28 of the Social Workers Act, the Board of the BC College of Social Workers confirms the decision of the Inquiry Committee on File 2010-09 to take no further action as the conduct of the social worker was satisfactory.*

The motion was adopted.

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**5.5 DISCIPLINE COMMITTEE:** Bruce Hallsor

No complaints have been referred to the Discipline Committee.

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**5.6 QUALITY ASSURANCE COMMITTEE:** Glen Schmidt

The Quality Assurance Committee is looking at various models used to support continuing competence of professionals. The Committee plans to present a continuing competence proposal in the fall.

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**6. ASWB SPRING MEETING**

The Board reviewed a memo prepared by Susan Irwin outlining options and costs for hosting the ASWB meeting in May. It was decided to host a reception following the conference session on Friday. Board members gave feedback on some of the other ideas, to assist staff in the final planning.

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**7. ANNUAL GENERAL MEETING**

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Memo for Annual General Meeting planning was circulated

- Information about video casting and webcasting options was presented.
  - Speaker on social media is available for October date.
  - BCASW is unable to change the date for their AGM.
  - As the goal was to make our meeting as accessible as possible for social workers around the province, and as webcasting would be very costly and still present some limitations, the Board decided to hold the College AGM in conjunction with BCASW on Nov 10, 2011.
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#### Suggestions for meeting

- Important to have interesting speaker or topic
- Holding the election after the AGM and having the candidates speak at the meeting; discussion of election process
- Turning the AGM into a more interactive meeting and/or education function and possibly reaching out to other communities
- New registrar will hold meetings in different communities
- More effective to have members discussion instead of paying for a speaker
- Discussion of policy issues
- In the future, the College can collaborate with the BCASW in a joint program/speaker

After detailed discussion the Board decided to hold the AGM on Thursday November 10, following a similar scheduled as last year:

- Board meeting from 12 – 4pm
- Registration, reception 5 – 6pm
- Business meeting 6 – 7 pm
- Program 7 – 8 pm; candidates to speak, then discussion on continuing competency or another topic

A separate education day could be held in the future.

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## 8. FACILITY PLANNING

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A memo was circulated, prepared by Susan Irwin, outlining information regarding options to lease or purchase new office space when the current lease expires in March 2012.

There was a full discussion about needs and issues:

- Buying v. leasing
- Sharing v. sole occupancy
- Sharing with physical therapists has been beneficial but each organization is growing
- It is difficult to anticipate exact needs, flexibility is needed
- Desirable to be near public transit and hotels
- Purchase may be a possibility, but as College is trustee of members funds, must be cautious
- There is risk in purchasing and uncertainty in interest rates
- Will continue to investigate possibility of purchasing

## 9. COMMUNICATIONS POLICY:

Due to several recent requests from other organizations to promote events to College members, it was suggested that the current policy should be reviewed. Some years ago the Board adopted a policy that no notices would be sent to registrants on behalf of other organizations.

The issue is that while some notices for educational events may be reasonable, other notices, even for non-profit groups, may not be consistent with our mandate to act in the public interest. Since the BCASW distributes notices for a fee, it is not the intention of the College to interfere with this.

There was discussion about other ways of sharing information, but also recognition that there are limits within a regulatory mandate. The use of staff time and other resources is also a concern. The priority is to communicate to our members.

**Motion:** It was moved and seconded that

*The B.C. College of Social Workers will not send notices to the membership on behalf of any non-affiliated agencies.*

The motion was adopted.

It was acknowledged that development of a comprehensive communications strategy is a priority for the College.

**10. RECRUITMENT OF REGISTRAR:**

A memo with background information was discussed.

The Executive has investigated options for human resources expertise in this process. A full search process is very costly, but it is also possible to engage someone on an hourly basis to undertake some tasks. It was decided to use this approach.

After discussion, the board agreed that it is very important to find a social worker to fill this position. It would be preferable to find someone with a legal or quasi-legal background as well. The candidate needs to be committed to registration. Other desirable attributes were identified. The search committee will consist of the executive as well as Bruce Hallsor.

**BUDGET**

As a result of decisions made at this meeting, and additional information from Susan Irwin that the computer server needs to be replaced, the budget was revised.

	Chair
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**Motion:** It was moved and seconded that

*The Board of the BCCSW revises the budget for 2011 as follows:*

*Increase the equipment and furniture budget to \$11,500, meeting expenses for ASWB to \$4209, and the board/committee honoraria to \$4,900.*

The motion was adopted.

**11. MEETING SCHEDULE**

The next Board meeting will be on Saturday May 14, from 1 – 5 pm.

**12. ADJOURNMENT**

The meeting was adjourned at 2:40 pm.

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CHAIR \_\_\_\_\_ Date: \_\_\_\_\_

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