

THE ROYAL COLLEGE OF DENTISTS OF CANADA

MINUTES of the Annual General Meeting  
Marriott Chateau Champlain and virtually via Zoom  
on Saturday, September 23, 2023, at 11:00 a.m. EST

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Present:	Dr. Izchak Barzilay	-	Chair
	Dr. Carolyn Mason	-	Board Chair Emeritus
	Dr. John Zarb	-	Registrar
	Dr. James Posluns	-	Treasurer
	Dr. Christine Corbeil	-	Examiner-in-Chief
	Dr. Garry Aslanyan	-	Associate Examiner-in-Chief
	Dr. John Odai	-	Endodontics
	Dr. Constantine Batsos	-	Dental Public Health
	Dr. Daniel Turgeon	-	Oral and Maxillofacial Radiology
	Dr. Maico Melo	-	Oral and Maxillofacial Surgery
	Dr. Nadia Marchese	-	Oral Medicine
	Dr. Lisa Johnson	-	Oral Pathology
	Dr. Paul Andrews	-	Pediatric Dentistry
	Dr. Ming-Yi Chou	-	Prosthodontics
	Ms. Farhana Mahbub	-	Public Member
	Ms. Amandine Perdebat	-	Managing Director, Secretary
By Invitation:	Dr. Omar Usman	-	(Incoming Director) Periodontics
	Dr. Sandra Maduke	-	(Incoming Director) Orthodontics
	Dr. Jack Gerrow	-	Representative, Canadian Dental Regulatory Authorities
	Dr. Trish Lukat	-	Vice-President, Canadian Dental Specialties Association
	Dr. Frederic Dugay	-	Executive Director, Commission on Dental Accreditation of Canada
	Dr. Chrysi Stavropoulou	-	Representative, Association of Canadian Faculties of Dentistry
	Ms. Laura Gay	-	Auditor, Stern Cohen, LLP
Virtual:	Dr. Keith Da Silva	-	(Incoming Director) Dental Public Health
	Dr. Constantine Batsos	-	(Outgoing Director) Dental Public Health
	Dr. Caroline Nguyen	-	President, Canadian Dental Specialties Association
Recorder:	Ms. Leena Ramharakh	-	Recorder
Regrets:	Dr. Jean-Pierre Picard	-	Vice-Chair
	Dr. James Noble	-	(Outgoing Director) Orthodontics

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1. **CALL TO ORDER**

Proper notice was given and there being a quorum present, the Dr. Izchak Barzilay called the meeting to order at 11:04 a.m. and presided as Chair.

2. **ADOPTION OF AGENDA**

*Agenda* - on **MOTION** by Dr. Ming-Yi Chou, **SECONDED** by Dr. Nadia Marchese, with none opposed, **the agenda was approved and adopted.**

3. **ADOPTION OF MINUTES OF PREVIOUS MEETING**

The Chair asked for any errors or omissions in the Minutes of the Annual General meeting dated September 24, 2022, that were distributed prior to the meeting and posted on the RCDC website.

On **MOTION** by Dr. Paul Andrews and **SECONDED** by Dr. Lisa Johnson, it was **RESOLVED** that the Minutes of the Annual General meeting of September 24, 2022, be accepted as presented. Motion carried.

4. **COMMITTEE REPORTS**

A. Governance Committee:

Dr. Paul Andrews presented on the activities of the committee. The Governance Committee is responsible for encouraging additional activity from Fellows, one of which is through the Member-at-Large initiative, where Members-at-Large will sit on majority of the College's Committees for an annual basis. A search for new Members-at-Large took place this year that have been appointed to Committees and the new Members-at-Large will be starting their activities soon. Dr. Andrews thanked members of the Committees and staff for their work on behalf of the College.

B. (i) 2023 – 2024 Slate of Officers:

The 2023 – 2024 Slate of Officers were presented as follows.

- Dr. Izchak Barzilay – Board Chair
- Dr. Jean-Pierre Picard – Board Vice-Chair
- Dr. John Zarb - Registrar
- Dr. James Posluns - Treasurer
- Dr. Christine Corbeil – Examiner-in-Chief
- Ms. Amandine Perdebat - Secretary

On **MOTION** by Dr. Maico Melo and **SECONDED** by Dr. John Odai, **the Slate of Officers were approved with none opposed or further discussion. Motion carried.**

- B. (ii) Re-Elected Directors in Oral and Maxillofacial Radiology and Endodontics:  
Dr. Andrews presented and congratulated the re-elected Directors for the Board.

- Dr. Daniel Turgeon – Oral Maxillofacial Radiology
- Dr. John Odai – Endodontics

- B. (iii) Incoming Directors in Dental Public Health, Orthodontics, and Periodontics:  
Dr. Andrews welcomed and introduced the incoming Directors for the Board.

- Dr. Sandra Maduke – Orthodontics
- Dr. Omar Usman – Periodontics
- Dr. Keith Da Silva – Dental Public Health

- C. Bylaw Committee: Bylaw Number 2023 09 23

In the absence of the Chair of the Bylaw Committee – Dr. Jean-Pierre Picard, Dr. Barzilay presented on the activities of the committee.

There were minor changes made to bylaws on the website, the most significant change was made to Bylaw 9.5 which clarified some of the processes surrounding the discipline of RCDC members.

On **MOTION** by Dr. Ming-Yi Chou and **SECONDED** by Dr. Lisa Johnson, **Bylaw Number 2023 09 23 was approved with none opposed or further discussion. Motion carried.**

- D. Fellowship Affairs Committee:

Dr. John Zarb presented on the activities of the committee. The Fellowship Affairs Committee continues with monthly webinars, a tradition that started December 2020. This past year, the College focused on putting a spotlight on all the graduates on several training programs across Canada. Several other initiative from this past year were highlighted: September 22, 2023, was the second annual continuing education day; The mentorship program launched in Fall 2023, with positive feedback. Finally, the new membership portal will be launching Fall 2023 which gives us the opportunity for Fellows and Members to stay connected throughout the year.

- E. Fellowship Examination Committee:

Dr. Christine Corbeil presented on the activities of the Committee. The Fellowship Examination Committee is responsible of maintaining the high standards of the College through the administration of the Fellowship Examination. In 2023, the Committee adapted a face to screen format with Examiners in one central location, while candidates participated remotely. The Committee diligently selected the Prosthodontic Associate Centre for Excellence (PACE) as a central examination location. Most examinations proceeded without disruptions and any minor issues were accommodated seamlessly.

One of the projects this year was the development of the Fellowship Examination Roadmap which outlines the plan to enhance the examination process and to ensure a rigorous and fair evaluation. The roadmap contains four essential elements:

- Calibration sessions (integration of role playing and mock cases)
- Transition to a Global Rating Scale/GRS (this will allow for a more holistic evaluation of candidates – not only specific skills but an overall performance and competence)
- Adding the Hofstee method alongside with the Angoff method (the combination of the methods for standard setting will use judgement of expert panellists with the incorporation of a minimum and maximum cutoff which will result in a better determination of the passing rates and improve the fairness of our examination)
- Station based examination / OSCE format (can offer more robust evaluation of a candidates practical and clinical skills, we believe it can increase fairness to improve examiner reliability and provide candidate with a more uniform experience.

The Fellowship Examination Committee continues to work on the competency profile development, which was started in 2022 and hope to have this completed by 2024. This will involve the creation of Competency profiles and blueprints for all specialties and involves different Steering Committees as well as focus groups.

F. Budget and Audit Committee

(i) 2022 Audited Financial Statements:

Dr. James Posluns presented a report on the activities of the committee. From fiscal year ending 2022, RCDC remains within its budget predictions; however, the costs associated with numerous strategic initiatives have resulted in expenses exceeding revenue by more than \$250,000. RCDC successfully completed its annual financial audit in June 2023 with no concerns raised by the Auditors. In comparison to the fiscal year ending March 2022, the revenue from members fees increased while revenue from examinations decreased slightly. RCDC's revenue for 2022 – 2022 fiscal year increased by approximately \$30,000. Expenses were greater in all categories in comparison to the previous year; however, a number of these expense are outcomes of the 2020 – 2023 Strategic Plan and the respective expenses are unlikely to recur. The financial health of RCDC remains solid even with current losses from the last fiscal year. In addition to the additional staff required to oversee, produce, and administer the National Dental Specialty Examination, the associated budgeting, accounting, and auditing processes will also increase in complexity, scope, and cost.

(ii) Findings of Audit:

Ms. Laura Gay reviewed the Audited Financial Statements. Ms. Gay noted that the College presented a deficit of \$250,000, which was budgeted and planned. The Financial statements presented fairly in all material respects, the financial position of RCDC as of March 31, 2023, the operations and cash flows for the year were completed in accordance with the Canadian Accounting Standards for Not-For-Profit Organizations (ASNFPPO). Ms. Gay noted that there was nothing significant except the expenses due to in person events, governance meetings, strategic planning but these were all planned and budgeted for. Ms Gay confirmed that the College has sufficient accumulated net assets to absorb this loss. Interest rates were much more favourable towards the end of the year and RCDC was very diligent in taking advantage of increased interest rates and moving cash over. In the liabilities section, Ms. Gay noted

that the deferred revenue is the dues which are recognized equally over a calendar year, whereas RCDC is on a March 31 fiscal year. The examination revenue is just for the exam. That always happens in June, but the fees are collected in advance of March 31.

On **MOTION** by Dr. Garry Aslanyan and **SECONDED** by Dr. Sandra Maduke, **the Audited Financial Statements for fiscal year ending March 31, 2023, were approved with none opposed or further discussion. Motion carried.**

(iii) Election of Auditor - March 31, 2024:

Dr. Izchak Barzilay kindly requested Ms. Laura Gay to leave the meeting room for the motion of re-appointing Stern Cohen LLP as the audit firm for fiscal year ending March 31, 2024.

On **MOTION** by Dr. Lisa Johnson and **SECONDED** by Dr. Ming-Yi-Chou, **Stern Cohen LLP were approved with none opposed or further discussion. Motion carried.**

5. **NATIONAL DENTAL SPECIALTY EXAMINATION:**

The National Dental Specialty Exam (NDSE) will be under the direction of the College as of the start of the 2024 Examination cycle and going forward. The NDSE Committee includes in its membership representatives from the DRA, NDEB, ACFD, CDAC and RCDC. This Committee will have oversight of the NDSE through examination standard setting, policy development, and financial management. As the 2023 NDSE cycle ends, preparation has begun in earnest for the 2024 administration. In partnership with Boyden Canada, the new Director of Examinations was hired and will exclusively oversee the NDSE implementation and administration. It was reported that RCDC has selected and onboarded the Examiner-in-Chief for the NDSE, Dr. Bob Loney. It was also reported that the plan is for the format of the examinations to remain relatively consistent with 2023 with a target of end of June 2024. The College intends on continuing to provide updates to the NDSE through targeted communications to internal and external stakeholders, creating an NDSE specific website and routine webinars for involved parties.

6. **STAKEHOLDER REPORTS:**

Association of Canadian Faculties of Dentistry (ACFD): Dr. Chrysi Stavropoulou provided the ACFD report and was happy to answer any questions.

Commission on Dental Accreditation of Canada (CDAC): Dr. Frederic Dugay provided the CDAC report and shared key highlights. At the beginning of 2023 CDAC was incorporated as an independent organization. Ms. Jennifer Tewes has assumed the role of Interim Chair while the CDAC continues to look for the next chair.

Canadian Dental Regulatory Authorities Federation (CDRAF): Dr. Jack Gerrow provided a comprehensive report which includes a report on the status of various strategic planning initiatives reflecting on the provincial governments and provincial dental regulatory authorities with the direction from the government to be more involved with third party providers. When the NDSE gets transferred, a similar quantity and quality of oversight will be given at the CDRAF Board; what this does is make all ten provincial Dental regulators able to answer questions of Governments, Ministers of Health, Deputy Ministers, and Fairness Commissioners.

7. **QUESTION AND ANSWER PERIOD**

No new business was brought before the meeting.

8. **NEXT ANNUAL GENERAL MEETING:**

The next Annual General Meeting will be held on Saturday, September 28, 2024, in Victoria, British Columbia.

9. **ADJOURNMENT**

There being no further business to discuss, the meeting was concluded at 11:52 a.m. on **MOTION** by Dr. Ming-Yi Chou and **Seconded** by Dr. Peter Fritz.

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