

WORLD COUNCIL OF OPTOMETRY

MINUTES OF THE GOVERNING BOARD MEETING HELD ON 18 MAY 2010 IN COPENHAGEN, DENMARK

Present:

Professor George Woo	President
Mrs Tone Garaas-Maurdalen	President-Elect
Dr Richard Wallingford	Treasurer
Dr Robert Chappell	Immediate Past President
Dr Susan Cooper	LRS Committee Chairman
Professor Maurice Yap	Education Committee Chairman
Dr Uduak Udom	Africa Regional Representative
Dr Akio Kanai	Asia Pacific Regional Representative
Professor Carly Lam	Asia Pacific Regional Representative
Mr Ron Fyfe	Asia Pacific Regional Representative
Dr Feike Grit	Europe Regional Representative
Dr Wolfgang Cagnolati	Europe Regional Representative
Dr Julio Gutierrez	Latin America Regional Representative
Mr Yigal Gutman	Middle East Appointee
Dr Scott Mundle	North America Regional Representative (Canada)
Dr Dori Carlson	North America Regional Representative (AOA)
Dr Peter Kehoe	North America Regional Representative (AOA)

In attendance:

Mrs Bryony Pawinska	LRS Committee Secretary
Mrs Caroline Hyde-Price	Executive Director
Miss Laura Prieto	Executive Administrator
Dr Sidney Stern	WOF President (for item GB65)

Apologies

Professor Kovin Naidoo	Public Health Committee Chairman
Dr Armin Duddek	Europe Regional Representative
Dr Juan M Vázquez	Latin America Regional Representative
Dr Nelson Rivera	Latin America Regional Representative
Dr Yi Pang	Education Committee Secretary

GB58 Welcome and Apologies

Action

The President welcomed the members of the Governing Board and invited members to introduce themselves. Apologies received were noted.

GB59 Minutes from previous meeting

Two amendments to the minutes of the last meeting held on 4 December 2010 in Toronto were agreed. GB40 to read "*LRS committee will be asked to oversee the review and update on Case of Statement for Optometry*" and GB56 to read "*American Optometric Association*" and not "American Optometry Association".

With these amendments, the minutes of the meeting held on 4 December 2010 were approved and signed by the President as a true and accurate record of the proceedings.

GB60 Matters arising

/1 Case Statement

LRS Committee is to oversee the review and update of the Case of Statement for Optometry **LRS Chair**

/2 Schools of Optometry

The Executive Administrator is updating the list of Schools and will check information with the European Academy Manager about the schools in Europe. **Secretariat**

/3 Recycled Spectacles

It was noted that the Chairman for the Public Health had produced a paper on Recycled Spectacles and the Public Health Committee had been asked to produce a WCO position paper on adjustable spectacles. It was reported that the IAPB is also to produce position papers on these issues and these would be consulted in the development of WCO position papers. **Public Health Chair**

/4 Refocusing Education

It was noted that the Past President is to follow up informal discussions with World Ophthalmology Council representatives during the IAPB meeting in Geneva in October 2010. **Past President**

/5 Surplus – Deficit

It was reported that as WCO is now registered as a charity, it will not be taxed on the 2009 budget surplus.

/6 Standing Orders and Terms of Reference

It was noted that the Executive Administrator has updated the Standing Orders and Terms of Reference as agreed in the last Governing Board Meeting and these documents are now available in the website.

/7 WHO

The Executive Director and the Public Health Chairman are to review how WCO commitments to WHO should be addressed and will provide a report for the next meeting in Durban. The timescale of for delivery of objectives under the WHO Official Recognition Agreement was three years. **Secretariat / Public Health Chair**

/8 WOF questionnaire.

The Executive Director reported a poor response from the Governing Board to the **Secretariat**

questionnaire on industry and fundraising contacts for WOF. The Secretariat is to re-send the document to Governing Board members for completion.

/9 WOF Website

The Executive Director had been asked to liaise with the College Marketing team regarding advice on web pages for WOF to be linked to WCO website and this is to be undertaken. **Secretariat**

/10 Awards

The International Optometrist of the Year (IOY) award deadline was 31st May. Mrs Tone Garaas-Maurdalen has asked to be replaced in her role as chair of the panel to review nominations as her organization has put forward a nomination for the award. It was agreed that Professor Woo would replace the President-Elect as chair of the selection panel. **President**

/11 Service Level Agreement

Mrs Bryony Pawinska reported that the College had taken on additional staff to provide support for the secretariats of WCO and European Academy of Optometry and Optics (EAOO).

/13 ME Region

The Executive Director reported that the new Eastern Mediterranean Region Council is to be launched in Lebanon in June 2010 and an application would then be made to WCO for recognition as WCO regional representative.

/14 Friends of Canada Award

The Secretariat had received a draft report from the consultancy company identifying potential sponsorship streams and supporters for the WCO Scope of Practice Survey. The Executive Director is to review this report with the Chair of the LRS Committee and to provide feedback. **Secretariat/
Chair of LRS
Committee**

GB61 President's report

The President reported on meetings and events which he had attended since the last meeting in December in Toronto, including a visit to the Secretariat in London.

It was noted that the theme for the World Sight Day in 2010 is "Countdown to 2020" and that WCO should be involved in the global effort to promote World Sight Day. **Secretariat**

GB62 Treasurer's Report

The Treasurer presented a report on WCO finances. The financial report for 2010 was considered. It was noted that the approval of additional meeting attendance costs for the chairs of the Standing Committees would result in an estimated increase in the budget deficit to \$24,000 in 2010.

The Treasurer highlighted the need for Zentralverband der Augenoptiker (Germany) to come back into membership as it had had a significant impact on WCO membership income.

The Treasurer reported that a WCO current account with Wells Fargo in the USA **Treasurer/**

had been identified. It was agreed that the account would be closed and all funds transferred to WCO dollar account set up in the UK. . **Secretariat**

It was reported by the Executive Director that the director liability insurance had been cancelled on the advice of the College of Optometrists Finance Director, as this was no longer required following the registration of WCO as a limited company. It was noted that WCO should have a policy on risk management and the Executive Director was asked to develop a proposed policy for consideration by the Board. **Secretariat**

It was noted that an audit had been undertaken for WCO from July to December 2009 as required for UK company registration reporting. The secretariat is to request an audit for WCO January-June 2009. **Secretariat**

The contribution made by WOF to WCO for payment of 20% of WCO secretariat salaries was discussed and it was noted that this would reduce WOF funds each year. The Treasurer reported that WOF Board of Trustees were aware of the importance to generate more funding for WOF but that at present, the interest received on WOF investments was equal to the WOF contribution to WCO salary costs.

The annual report and accounts for 2009 were approved by the Governing Board, with the inclusion of Mr Ron Fyfe to the list of Trustees and the replacement of 'Dr Bob Chappell' with '*Dr Robert Chappell*'. **Secretariat**

Dr Feike Grit asked the Board to formally thank the College of Optometrists for the in-kind support given to WCO Secretariat. **President**

GB63 Executive Director's report

The Executive Director provided a brief overview of activities from December 2009 – May 2010. It was noted that teleconferences for the Executive Committee had been considered to be very useful and that more teleconferences would be used to take forward committee work between meetings.

An update on the Global Commission on Ophthalmic Standards (GCOS) meeting held early May was given. The contract with Johnson and Johnson is due to be renewed shortly. The value of WCO Seal was discussed compared to the value of the AOA Seal and it was agreed to keep this under review

It was discussed that GCOS meetings were very suitable to being held by teleconference. It was agreed that the GCOS chairman should be advised that meetings should be held by teleconference where possible and that approval should be requested from WCO secretariat before arranging face to face meetings between members. **Secretariat**

GB64 Governance

/1 Transfer of Assets.

The Executive Director reported that following the incorporation of WCO as a private limited company in the United Kingdom, a transfer agreement was required to record the transfer of assets from the WCO Swiss entity. The President reported that the Executive Committee had recommended to the Governing Board the approval of the Transfer of Assets document. **Secretariat**

It was noted that a correction to page 35 was required to read *“the Transferee will carry out the charitable activities previously carried out by the transferor in furtherance of this object”*.

With the amendment identified, it was agreed that the transfer of Assets document should be agreed. This was approved unanimously.

Secretariat

/2 Reimbursement of Travel Expenses

The issue of reimbursement of travel expenses for chairs of Standing Committees for both Governing Board meetings per year was discussed. Current WCO financial standing orders for reimbursement of expenses state Standing Committee chairs are not able to claim expenses for attendance at Governing Board meetings which are held at the same time as a WCO conference or General Delegates meeting.

It was agreed the chairs of the Standing Committee should be reimbursed for travel expenses for both Governing Board meetings each year and that the financial standing orders on reimbursement of expenses would be updated. The Board were advised that the estimated additional costs of these expenses were expected to be £9,800 (\$15,000) in 2010.

Secretariat

It was further agreed to include an amendment in the car hire section of the financial standing orders for reimbursement of expenses to read: *“Car hire is available for all groups, at the discretion off the Executive Director and will have to be approved in advance, otherwise, the claim will not be processed”*

Secretariat

It was also agreed to amend section 3.1 of the financial standing order for reimbursement of expenses to read: *“All claims are to be submitted on the proper WCO Form with receipts attached within 6 weeks of the date to which they relate. Claims submitted after this period will only be processed with the agreement of the Treasurer. If the claim is submitted after 3 months of the date to which they relate without good reason, the claim will not be processed”*; and section 3.3 to read: *“when claiming for travel, flight/rail tickets purchased must be provided, reservations must have confirmation that it is an economy (coach) ticket or evidence of the economy (coach) costs as set out in 2.2.1”*.

Secretariat

It was agreed that the Secretariat would provide an information pack for new Governing Board members with information about WCO standing orders and procedures as part of their induction.

Secretariat

/3 Terms of Reference

The role descriptions for the chairs of the Standing Committees were reviewed and it was agreed that these should be amended to include a reference to their membership in the Executive Committee.

Secretariat

It was agreed that the Secretariat would check if the WCO Memorandum and Articles of Association included a reference to the Executive Committee.

Secretariat

GB65 WOF President report

The President of WOF, Dr Stern, gave a report on his activities from December 2009- May 2010. Dr Stern is building relationships with companies including Bausch and Lomb, Carl Zeiss Meditec AG, Cooper Vision, Essilor (USA), Hayes Marketing Group, Santen Inc and VSP Global.

Dr Stern thanked Dr Kanai for the donation to WOF from the Japanese Optometric and Optical Association of 500,000 yen and announced that in recognition of the donation, Dr Stern had also donated \$5000 USD to WOF.

Dr Stern thanked the WOF Board of Trustees and the Governing Board for their support and encouraged all Governing Board members to complete the WOF questionnaire.

Governing Board

Dr Stern was thanked by the President on behalf of the Governing Board for his hard work and commitment to the WOF and WCO.

GB66 LRS Committee

Dr Cooper, chair of the LRS committee, gave an update on LRS Committee activities. The LRS Committee had been active regarding scope of practice issues, most recently with WCO statement on the British Columbia legislation. It was reported that the Committee was working on a Code of Conduct for WCO members.

Communication with all WCO member organizations regarding completion of the Scope of Practice survey was discussed. It was noted that there has been some issues about UK data protection requirements in the distribution of contact addresses. It was agreed that the President Elect and the Executive Director would review the problem and recommend a solution.

President Elect/ Executive Director

On-going funding of the Scope of Practice survey was discussed and it was noted that further work was required to identify sponsors or external funding.

Secretariat

GB67 Public Health

No update was available for this Committee and it was agreed that the Professor Naidoo, chair of the Public Health Committee would be asked to provide a report for Governing Board members.

Chair of Public Health Committee

GB68 Education

Professor Yap, chair of the Education Committee gave an update on the activities of the Education Committee. Dr Yi Pang from Illinois College of Optometry had agreed to be the secretary to the Committee. The focus for the Committee had been on preparations for the 2010 World Conference on Optometric Education (WCOE). Professor Yap acknowledged the work of Professor Patel, chair of the WCOE Programme Steering Committee.

A monitored and restricted online forum has been established for members of the Education Committee for communication and discussion of education issues. One of the priority issues for the Education Committee was supporting student exchange programmes and it was discussed that this could be promoted as one of the benefits available through WCO membership.

GB69 Fellowship Committee

Professor Lam, chair of the Fellowship Committee provided an update on the Fellowship Programme. To date 5 Fellowship applications requesting funds for a total of £8,524 (\$13,066) had been submitted. The Fellowship Committee is to review the applications and inform the successful applicants in June.

Fellowship Committee

GB70 Executive Committee

The President reported to the Governing Board the recommendations from the Executive Committee to the Governing Board regarding discussion on the Transfer of Assets document, WCO insurance requirements, chair for the World Conference on Optometric Globalization (WCOG3) Steering committee and location for the next WCOG3.

GB71 IAPB

Dr Chappell, WCO IAPB, provided an update on IAPB activities and meetings. Copies of summary of the IAPB Strategic Plan were distributed to Governing Board members.

Dr Chappell described the role of IAPB in coordinating eye and vision initiatives in Haiti following the earthquake and he highlighted the work done by Dr Nelson Rivera in this area with IAPB.

Dr Chappell had attended a meeting in India which had reviewed how statutory recognition of optometry in India could be achieved. A declaration had been developed following this meeting for presentation to the Indian Government representatives and this had been endorsed by the WCO Executive Committee on behalf of WCO.

GB72 Membership committee meeting

Three new applications for WCO membership were discussed. These applications had been reviewed by the Membership Committee on the 17 May 2010 and all three recommended for acceptance as WCO members.

The application by ASCO (Association of Schools and Colleges – India) for affiliate membership was considered. This was approved unanimously. **Secretariat**

The application by Nagar School of Optometry (India) was considered and it was noted that this application for affiliate membership has been supported by the Indian Association member. The application was approved unanimously. **Secretariat**

The application by the Optometry Board of Australia as an affiliate member was considered and this was approved unanimously. **Secretariat**

The Executive Director provided an update on the establishment of a Regional Council of Optometry in the Eastern Mediterranean Region. It was noted that the launch of the Eastern Mediterranean Council of Optometry was planned to be held in June in Lebanon, during a congress organized by the Syndicat des Opticiens et Optométristes du Liban

Dr Chappell, chairman of the Membership Committee reported that the committee has been reviewing the Muller formula for WCO membership dues and that other options to calculate membership dues had been considered. The European Council of Optometry and Optics (ECOO) had developed a new formula to calculate membership dues which had been considered, but this formula did not differentiate between associate and affiliate members. The Secretariat had been asked to estimate WCO fees using the ECOO formula (omitting affiliate members) for discussion by Membership Committee members. **Secretariat**

Dr Julio Gutierrez had proposed a new formula that is a variation of the Muller **Secretariat**

formula. The Secretariat had been asked to estimate WCO dues using Dr Gutierrez formula and the outcome would be discussed in the next Membership Committee Meeting in September. Updated membership figures for WCO members were required for this calculation and these would be requested by the secretariat.

The Membership Committee had also discussed the benefits of being a member of WCO. The secretariat had been asked to investigate options for WCO to request membership benefits such as reduced conference fees or access to online CET with other organizations.

Secretariat

The withdrawal of Germany from WCO membership was discussed. The President-elect and the Executive Director have discussed their situation with the German organisation. Dr Wolfgang Cagnolati reminded the Board that that there are three organisations in Germany and the other two, were not aware that they are not members of WCO anymore. It was agreed that the Secretariat would contact all members to invite to join WCO independently. It was noted that if Zentralverband der Augenoptiker wishes to re-join WCO, they would be required to pay outstanding dues.

Secretariat

GB73 Events Programme

The proposed dates and timings for the Governing Board Meetings in Durban in September were discussed and it was proposed that WCO meetings should be scheduled outside hours of World Congress on Refractive Error (WCRE) and WCOE conference when possible to allow Governing Board members to attend both conferences. The Secretariat was asked to review the dates and timings for WCO meetings during WCRE/WCOE. It was noted that the African Council of Optometry had arranged its meeting on 19th September.

Secretariat

The next General Delegates meeting will take place in Puerto Rico from 12-17 April 2011.

Secretariat

Dr Susan Cooper has accepted the role as chair of the Steering Committee for World Conference on Optometric Globalization (WCOG3) that will take place in Chicago in 2012. It has been agreed that WCOG3 would be held in Chicago just before the American Association of Optometry meeting in June 2012. The Secretariat will work with Dr Barry Barresi regarding the planning of the Conference.

It was noted that the location for the fall/autumn Governing Board meeting in 2011 had not yet been agreed. This had been provisionally arranged to be held in the new Eastern Mediterranean Region. It was proposed that an alternative option would be the Asia Pacific Region. It was noted that Korea had offered to be the host for the next WCOE in 2014. It was agreed that the Executive Director would contact the APCO regional secretary regarding hosting of the fall/autumn Governing Board meeting if necessary.

Secretariat

GB74 Any other business

It was reported that the finance mandates for WCO UK account have to be updated. It was proposed that the signatories will be the President, Treasurer, Executive Director and Immediate Past President. This was approved unanimously.

Secretariat

It was proposed to amend the format of the Governing Board Meetings to include time for brainstorming and more strategic planning. It was requested that all reports for approval be sent in advance to the members in order to allow more time for discussions.

Secretariat

The style of recording minutes of WCO meeting was discussed. It was agreed to record the minutes following UK style as WCO was now incorporated and registered in the United Kingdom.

Secretariat

The ongoing support of the College of Optometrists and Mrs Bryony Pawinska for WCO was noted and it was agreed that the President would write to the College President to express the gratitude of the Governing Board.

President

GB75 Date and Time for next Meeting

The next Governing Board meeting to be held on 25th September in Durban, South Africa (*subject to review*)