

WORLD COUNCIL OF OPTOMETRY

UNCONFIRMED

MINUTES OF THE GOVERNING BOARD MEETING HELD ON 4 DECEMBER 2009 IN TORONTO, CANADA

Present:

Professor George Woo	President
Mrs Tone Garaas-Maurdalen	President Elect
Dr Richard Wallingford	Treasurer
Dr Robert Chappell	Past President
Professor Maurice Yap	Education Committee Chairman
Dr Susan Cooper	LRS Committee Chairman
Professor Kovin Naidoo	Public Health Committee Chairman
Dr Uduak Udom	Africa Regional Representative
Professor Carly Lam	Asia Pacific Regional Representative
Dr Akio Kanai	Asia Pacific Regional Representative
Dr Armin Duddek	Europe Regional Representative
Dr Juan M Vázquez	Latin America Regional Representative
Dr Julio Gutiérrez	Latin America Regional Representative
Dr Nelson Rivera	Latin America Regional Representative
Mr Yigal Gutman	Middle East Regional Representative
Dr Peter Kehoe	North America Regional Representative (AOA)

Apologies:

Mr Ron Fyfe	Asia Pacific Regional Representative
Dr Wolfgang Cagniolati	Europe Regional Representative
Dr Feike Grit	Europe Regional Representative
Dr Kevin Alexander	North America Regional Representative (AOA)

In attendance:

Mrs Caroline Hyde-Price	Executive Director
Ms Laura Prieto	Executive Administrator
Mrs Bryony Pawinska	LRS Committee Secretary

Observers:

Dr Sidney Stern	WOF President
Dr Ali Bukhamseen	Saudi Arabia

GB38 Welcome and Apologies

Action

The President welcomed the members of the Governing Board and observers and apologies were noted.

GB39 Minutes of meeting held on 4 June 2009

The minutes of the meeting held on 4 June in Melaka, Malaysia were approved and signed by the President as a true and accurate record of the proceedings.

GB40 Matters Arising - Update

/1 RESC

The Executive Director reported that the funds for Ghana Project have been sent after the submission of progress reports as required.

/2 KOA

It was noted that the issue with the Korean Optometric Association subscription fees has been resolved.

/3 WCO Case Statement for Optometry

It was agreed that the LRS Committee would be asked to review and update the WCO Case Statement for Optometry.

**LRS
Committee
Chair**

/4 Directory of Schools of Optometry

The Executive Director reported that the WCO Secretariat has updated North American schools information (with thanks to Professor Bina Patel) and the listings of schools in other regions are being updated.

**Executive
Administrator**

/5 Recycled Spectacles

It was noted that the Public Health Committee is to develop a WCO position paper on recycled spectacles. It was also agreed that the Public Health Committee would also be asked to produce a position paper on adjustable spectacles.

**Public Health
Committee
Chair**

/6 Refocusing Education

It was noted that the International Council of Ophthalmology (ICO) had published a statement on refocusing ophthalmic education in October 2009, which included references to optometric education. It was agreed that the President would contact the President of ICO to discuss WCO engagement in these discussions.

President

GB41 President's Report

The President reported on meetings and events which he had attended in his capacity of WCO President since he took up office in June 2009. This has included promoting WCO membership regionally and internationally. As part of the follow-up to the meetings held in Malaysia with the Health Minister and local optometrists, it was noted that Malaysian opticians are now involved in the Asia Pacific Council of Optometry and that Malaysia is following developments in Singapore, where optometrists can now use diagnostic drugs.

GB42 Treasurer's Report

The Treasurer presented a report on WCO finances for 2009 and 2010. It was noted that the 2009 WCO budget had been revised in August 2009, as the original budget had been set in 2006. The projected under-spend in 2009 was largely due to the vacancy for the Executive Director post for 6 months. The report on the 2009 budget was approved and it was agreed that the projected one-off surplus of \$69,000 would be rolled over to 2010.

**Executive
Director**

The proposed 2010 WCO budget was discussed and it was noted that the projected deficit of \$14,000 would be covered by the surplus from 2009. Members agreed that that increasing membership and raising external funding would be a priority for the

**Executive
Director**

WCO/WOF in order to ensure a balanced budget for 2011. The proposal that the 2010 and future WCO budgets would be set out and reported on in pound sterling with summaries in US dollars was agreed. With the amendment to budget line 5 to read 'WCOE surplus', the proposed 2010 WCO Budget was unanimously agreed.

The on-going in-kind support from the College of Optometrists to the WCO Secretariat was noted and it was agreed that a letter would be sent to the College to acknowledge the value placed on the support provided to WCO/WOF.

**Executive
Director**

GB43 Executive Director's Report

The Executive Director presented a report on her first six months in post.

The Governing Board was advised that the WCO application for charity status in the UK was currently being reviewed and that a decision was expected shortly. It was noted that a draft strategic plan for WCO would be developed and considered at the spring Governing Board in May 2010.

**Executive
Director**

The Executive Director was thanked for her report.

GB44 Committee Governance

/1 Amendments to Standing Orders

The proposed amendments to Standing Orders to ensure that they were in accordance with the 2009 Memorandum and Articles of Association were agreed, with an additional amendment recommended by the Executive Committee to the second sentence of first bullet point of *Membership Dues Write off* (page 5 of Standing Orders) to read 'any member who is one year in arrears with their subscriptions shall cease to be members'.

The increase in the maximum amount which can be approved by the Executive Director (with the exception of payments to be made to herself) was agreed by members to be \$10,000 or equivalent in pound sterling or Euros.

It was also agreed to make an amendment for clarification in the Standing Orders for Reimbursements of Expenses in section 4.1.1. to read " WCO will cover the round-trip, coach airfare, ground transportation to and from the airport and hotel accommodation for the duration of the meeting and one day of time change adjustment where appropriate for the Executive Committee, Executive Director, Executive Administrator and one regional representative per region".

It was agreed that the Secretariat would send the revised Standing Orders to all GB members for information and that the WCO Memorandum and Articles of Association and Standing Orders would be made available through the WCO website.

**Executive
Administrator**

/2 Terms of Reference

The Governing Board discussed the proposed terms of reference for WCO committees and WOF Board of Trustees. The Executive Committee had reviewed the proposed terms of reference.

Governing Board members agreed:

- a) To approve the terms of reference for the Executive Committee.
- b) To approve the terms of reference for the Membership Committee and to request nominations for the Membership Committee at the end of the Governing Board

- meeting.
- c) To request that the terms of reference for the Fellowship Committee be amended to include an amendment to section 2 (Committee Purpose) to read 'reviewing applications to the Fellowship Programme and notifying the Executive Committee of the fellowships approved'. With this amendment the terms of reference of the Fellowship Committee were approved.
 - d) To approve the terms of reference of the WCOE6 Programme Steering Committee

**Executive
Administrator**

It was noted that the terms of reference for WOF had been agreed by the WOF Trustees with an amendment in section 5.1 (Frequency of Meetings) to read 'meetings of the Board of Trustees will normally be held at least twice a year, concurrent with the schedule of meetings of the WCO Governing Board'.

GB45 Report of Legislation, Registration and Standards Committee

/1 Update on LRS Committee activity

The report on the LRS Committee activity from Dr Cooper was received and noted.

/2 Scope of Practice Questionnaire

The President – Elect gave a presentation on the Scope of Practice Questionnaire and it was reported that a pilot questionnaire had been circulated to GB and European Council of Optometry and Optics (ECOO) members for completion. The operation of the questionnaire has an ongoing cost and it was noted that the LRS Committee were to discuss this issue in a teleconference to be held in April 2010.

**LRS
Committee
chair**

The chairman of the LRS Committee, Dr Susan Cooper thanked Mrs Bryony Pawinska and Mrs Garaas-Maurdalen for their contribution in developing the questionnaire.

The Governing Board approved the launch of the Scope of Practice questionnaire in 2010 and requested regular updates on the information collated.

**Executive
Director**

GB46 Report of Public Health Committee

Professor Naidoo provided a verbal report on the activities of the Committee. The committee have identified three areas of work:

1. Human resources development issues, including expansion and development of optometry schools
2. Assessment of the need for a global optometry workforce survey and
3. Identifying and promoting the current and future contribution of optometry to Vision 2020: Right to Sight. 2010 is the mid-point for 2020 Vision 2020. It was noted that Vision 2020 is to be a theme for a public health session at the 2010 American Academy meeting in San Francisco.

The Governing Board endorsed the three priorities areas of the Committee and noted that the Committee is to produce position papers on recycled spectacles and self-adjusting spectacles.

**Public Health
Committee
Chair**

The WCO commitments under the collaboration plan with WHO as part of the WCO official relations with WHO were discussed. It was agreed that Professor Naidoo and the Executive Director would review how the WCO commitments to WHO should be addressed and that a plan should be presented to the next Governing Board.

**Public Health
Comm Chair/
Executive
Director**

GB47 Report from Education Committee

Professor Yap provided a verbal report on the work and membership of the Committee. It was noted that planning and promotion for WCOE6 was a priority for the Committee.

One of the future areas of work identified by the Committee is facilitating the mobility of students for participating schools in optometry exchange programmes. It was noted that the Association of School and Colleges of Optometry (ASCO) held information on US optometry school exchange programmes.

**Education
Committee
Chair**

The importance of the WCO engaging in a dialogue with the International Council of Ophthalmology (ICO) over their recent publication regarding ophthalmic education (which included references to optometric education) was agreed.

GB48 Report from Fellowship Committee

Professor Lam reported on the review of the Fellowship Programme and thanked Dr Susan Cooper for her work as the previous chairman of the committee.

The proposed criteria for the new Fellowship Programme were discussed and it was agreed that the application form should have a note confirming that applicants have to be members of WCO (where a local WCO member exists). It was noted that an assessment report on the outcomes of each project would be required as part of the fellowship process.

It was agreed that the revised Fellowship Programme would be launched in early 2010 and that media releases would be prepared and information provided on the WCO website.

**Secretariat/
Chair of
Fellowship
Committee**

GB49 Report from World Optometric Foundation

Dr Stern presented a report on activities undertaken from June-November 2009 and circulated a leaflet he had produced for potential funders. He had also developed a questionnaire on fundraising contacts and leads which has been distributed to all WOF trustees. It was agreed that GB members would also be asked to complete and return the WOF fundraising contacts questionnaire to the Secretariat.

**Governing
Board
members**

The challenges facing fundraising in the present economic climate were discussed. Dr Stern had identified potential sources of advertising for WOF and there was a need for WOF to clearly set out its purpose and funding priorities. It was agreed that the WOF pages on the WCO website should be reviewed and updated to provide more information to potential funders.

**WOF
President
/Executive
Director**

The President thanked Dr Stern for his report and his on-going support of WOF/WCO.

GB50 Report from the Executive Committee Meeting

The President provided a verbal report from the meeting held on 3 December and it was noted that the Executive Committee had provided details comments on item 5 (treasurer's report), item 7 (committee governance), item 15 (service level agreement with College of Optometrists), item 17 (membership) and item 18 (WCO events programme). The Executive Committee has agreed to have a conference call every two months starting in 2010.

Secretariat

GB51 Award Nomination

The Executive Director introduced the report on the proposed process for the award nominations. It was agreed that nominations would be invited and that a selection panel chaired by the President Elect would review nominations and present recommendations to the Governing Board Meeting in May 2010. It was planned that WCO awards would be giving during the Governing Board Meeting in Durban, September 2010.

**President
Elect/
Executive
Director**

It was agreed that current Governing Board members would not be eligible for WCO awards and that any recipients should not have been a WCO Governing Board member in the last 2 years (2007-2009).

GB52 Service Level Agreement

The Executive Director introduced the proposed service level agreement with the College of Optometrists. This had been reviewed by the Executive Committee who had recommended amendments to section 2.4 (Provision of Services) and schedule 3 (costs payable by WCO and WOF).

The recommended changes were to include in 'notified and agreed in advance' in the first sentence of 2.4 and to add a further sentence ' The College will provide and regularly update on a quarterly basis a list of estimates of all costs payable by WCO/WOF as listed under section 3 of this agreement'. Schedule 3 point 1 to read Professional fees incurred by the College on behalf of and in agreement with WCO or WOF...'

It was agreed that the Service Level agreement should be agreed with the inclusion of the recommended amendments.

**Executive
Director**

GB53 International Agency for Prevention of Blindness (IAPB)

Dr Chappell, WCO member of the IAPB Board of Trustees gave an update on the IAPB activities and meetings. It was noted that the IAPB now had a new CEO. Discussions had been held during the IAPB meeting in Australia regarding the difficult relations between optometry and ophthalmology in some countries in Latin America. The benefits of WCO involvement at board level in the IAPB were discussed and it was reported that the WCO had helped lobby for the involvement of optometrists in the IAPB Europe Committee.

The President thanked Dr Chappell for his report. He was also congratulated on his new position as trustee of Sightsavers International. He is the first optometrist trustee on the Sightsavers International Board.

GB54 Membership

The Governing Board agreed the following regional representatives for the Membership Committee which was to meet after the Governing Board:

- Africa Dr Uduak Udom
- Asia Pacific Professor Carly Lam
- Europe Dr Armin Duddek
- Latin America Dr Julio Gutierrez
- Middle East Mr Yigal Gutman
- North America Dr Dick Wallingford.

It was noted that WCO have received three resignations, Optometrists Registration Board from Australia, Association of European Universities and Schools from France effective fro 2009 and Zentralverband der Augeoptiker from Germany effective in 2010.

The application for WCO membership from Central Taiwan University of Science and Technology was considered and it was noted that this was supported by APCO. It was agreed unanimously that application should be approved.

Secretariat

It was agreed that the members to be de-activated will be removed from membership at the end of the year they have not paid the required dues.

Secretariat

If any de-activated member wishes to come back on membership, the Chairman of the Membership, the President and the President-Elect will review on individual cases.

Secretariat

The President introduced Dr Ali Bukhamseen who was invited to update the Governing Board on the progress in setting up the Eastern Mediterranean Council of Optometry (EMCO). Once established, the EMCO will apply for regional membership of the WCO. Five WCO member organisations are eligible to join the ECMO and other potential members have been identified. The IAPB Chair for the Eastern Mediterranean Region is very supportive of the establishment of an Eastern Mediterranean Council of Optometry.

The President thanked Dr Bukhamseen for his work in promoting the voice of optometry across the Eastern Mediterranean Region and invited Dr Bukhamseen to report on progress on establishing the EMCO at the Governing Board to be held in May 2010.

Dr Chappell reported that the 2010 IAPB Board of Trustees meeting is to held in the Eastern Mediterranean region and this would provide an opportunity for WCO to help launch the new EMCO during the meeting. There would also be opportunities to promote links with other organisations involved in Vision 2020 and IAPB in the region. It was agreed that the WCO would assist in planning the launch of the new EMCO during the IAPB meeting in March 2010.

**Secretariat/
Membership
Committee
Chair**

GB55 WCO Events Programme

/1 WCOE6 Durban, 2010

The Executive Director introduced the report on planning of WCOE6. The joint sponsorship and promotion arrangements with the International Centre for Eyecare Education (ICEE) regarding the World Congress on Refractive Error were noted. It was reported that the call for abstracts for WCOE6 would be issued shortly.

The hard work undertaken by Dr Bina Patel, WCOE6 Programme Steering Committee chairman and the steering committee members in planning WCOE6 was reported and it was agreed that the President would write to Dr Patel to send thanks on behalf of the WCO Governing Board.

President

/2 Dates of future meetings

It was agreed that the next Governing Board Meeting in spring will take place in Copenhagen, Denmark on 17-18 May 2010.

Secretariat

It was also agreed that the next General Delegates Meeting will be on 12-17 April 2011 in San Juan, Puerto Rico.

Secretariat

GB56 Any Other Business

/1 Memorandum of Understanding (MoU) with Special Olympics

The Board discussed the proposed MoU with Special Olympics. It was agreed that the Secretariat would request a copy of the Global Curriculum as referred to in the MoU and that this would be reviewed by the Chair of the Education Committee. The Secretariat would also check if the American Optometry Association has signed the similar agreement with the Special Olympics Inc.

**Secretariat/
Chair of
Education
Committee**

/2 ALDOO Proposals

The proposals received from ALDOO were discussed. It was agreed that the membership committee would be asked to review the proposals regarding membership payments and to propose a detailed response.

**Secretariat/
Chair of
Membership
Committee**

The proposal that ALDOO Committee chairs should establish links with WCO Committees was endorsed and the secretariat was asked to provide email links for the ALDOO chairs.

Secretariat

/3 Friends of Canada Award

The Executive Director introduced the report outlining possible uses of the consultancy award given to the WCO as a Friend of Canada award winner. Governing Board members discussed best use of the consultancy expertise for the WCO. It was agreed that consultancy would be used to help identify potential sponsorship streams and supporters for the WCO Scope of Practice.

**Executive
Director/
Chair of LRS
Committee**

GB57 Date and Time for next Meeting

The next Governing Board meeting to be held on 18 May 2010 in Copenhagen, Denmark.

Secretariat

Unconfirmed version – 13th January 2010

Caroline Hyde-Price, Executive Director