

BRIEFING NOTE

TO: Board of Directors

FROM: Fazal Khan, Registrar, CEO

DATE: December 4 and 5, 2023

SUBJECT: Executive Committee Elections

☐ For Decision

☒ For Information

☐ Monitoring Report

Purpose:

To provide the board with direction regarding the procedure which governs the election of the Executive Committee, as set out in the COO By-laws.

Background:

Executive Committee Composition

Pursuant to Article 10.1 of the by-laws, the Executive Committee of the COO is composed of five individuals: the Chair, the Vice-Chair, and three additional Directors.

The Executive Committee must consist of three Elected Directors and two Public Directors.

Election of the Executive Committee

The general procedure for electing Executive Committee members is set out in Article 9 of the COO By-laws. The process can be summarized as follows:

1. The meeting must be chaired by a neutral party:
2. Each candidate must be nominated and seconded
3. The election must be conducted by secret ballot:
4. The successful candidate must obtain a majority vote
5. The elections must take place in the following order:
 - i. Chair
 - ii. Vice-Chair
 - iii. Remaining three positions, in no particular order

Sarah Butson will be the neutral party overseeing the Election. The elections will take place using confidential and anonymous polls on zoom. In the event that someone is unable to vote using zoom, the party in question will be able to email their vote to Sarah Butson. In the event of a tie, Sarah will write the names on paper and pull the names out of a hat to break the tie.

Eligibility for the Executive Committee

All Elected Directors and Public Directors who submit an expression of interest at least 14 days before the Board meeting are eligible for nomination for election to the Executive Committee. The Chair may serve a maximum of two consecutive one-year terms.

Eligibility to vote for the Executive Committee

All individuals who will be on the Board of Directors effective January 1, 2024 are eligible to vote in the election, including incoming board members. Board members whose terms are ending on December 31, 2023 are not eligible to vote.

Following the election, the current sitting board will be asked to make a motion appointing the 2024 Executive Committee as elected.

Grazyna Sepczynska, R.O.

109 Emerson Avenue

Toronto, ON M6H 3S7

November 19, 2023

College of Opticians of Ontario

300 – 90 Adelaide Street West

Toronto, ON M5H 3V9

Dear College of Opticians of Ontario:

Re: Expression of Interest

I would like to be considered in the election for the 2024 Executive Committee for the positions of Chair and Vice-Chair or Vice-Chair of the College and Executive Committee Member.

As an incoming member of the Board of Directors of the College starting on January 1, 2024, I would be privileged to use my skills and experience to benefit the College in maintaining and advancing the excellent work that the College has done over the years. The progress in fulfilling the Government's mandate by effectively protecting the Public and guiding very well the profession of Opticianry is really impressive. It would be my pleasure to contribute to the continuum of this excellent work and to benefit the College by building on my past experience:

- MBA from Schulich School of Business at York University in Toronto: Chair of many group projects during MBA program.
- Consulting projects for health care facilities in Toronto: Vice-Chair.
- New Conservatory of Music Foundation in Scarborough: Chair of the Board of Directors.

Thank you for reading my Expression of Interest and considering my candidacy. I will be joining the Board meetings on December 4 and 5, and will be pleased to make myself available for further discussion related to 2024 Executive Committee positions.

Best regards,

Grazyna Sepczynska, R.O.

Re: Expression of Interest for 2024

I would like to express my interest in running for the College of Opticians of Ontario Executive Committee. Specifically, I would like to put my name forward for the role of Chair. However, if this role becomes unavailable for any reason I would like to put my name forward for Vice-Chair or for Professional Member on the Executive Committee.

Experience:

Through my 13 years with the COO I have served as both an Appointed Professional Member and now as an Elected Professional Member and worked on almost all of the COO committees including; Executive, Discipline, Quality Assurance, ICRC, Registration, and Governance often times holding the position of Chair or Vice-Chair with these committees. I have sat and chaired Discipline Panels, written D&R's, developed Governance policies, assisted with the Prior Learning and Recognition Program, assisted in the development of the Optician's Portfolio program, and acted as an Examiner for the National Exams in both Eyeglasses and Contact Lenses. I have attended a range of additional training with the COO including Advanced Discipline Training, Chair and Leadership Training, and Diversity, Equity, and Inclusivity Training.

Away from the COO I have spent my career working in every aspect of Opticianry from my beginnings in optical laboratories to large chain stores to small independent optical shops. My corporate background includes management of multiple locations and corporate training. For the last decade I have been operating as a Freelance Optician working in small and large independent opticals problem solving, dispensing, training, marketing, and managing. I have spent the last two years expanding my education working as a Refractionist in a busy optometric practice. Additionally, I have worked with NACOR as an item writer/subject expert assisting in the creation of the National Standards of Practice, the Competency Gap Analysis Tool, several of the Bridging Modules still in use for PLAR candidates, and BLOG writing for the Licensed Optician Campaign.

My goal as always been to serve the COO in any capacity needed and as we seem to be in a time of transition and change both provincially and nationally I feel that I would be an asset to the organization in the position of Chair.

Thank you for your consideration,

Sincerely,

Derick Summers R.O.

Expression of Interest - Tonya Nahmabin

I am entering my fifth year with the College of Opticians. During my time as an appointed member I have had the opportunity to be involved with the Registration, Patient Relations, Discipline and Quality Assurance Committees. I have taken a leadership position as previous Vice Chair of the Registration and Discipline Committees and also, as the present Chair of the Quality Assurance Committee. I am proud of the active role I had in streamlining the Quality Assurance Process. I have also participated on a Discipline Committee panel. I served over the past year as an Elected Board Member and sat on the Executive Committee. All these experiences have given me a fulsome understanding of the operations of the College of Opticians and the governance and guidance provided by the Board.

I have worked in the optical field for 17 years and have been a licensed optician since 2017. My career has included work in chain optical and currently I practice within an optometry office. My time spent working in both big cities and small towns has allowed me to interact with a diverse section of the public. I have sat as a model for the NACOR exams many times allowing me to develop a thorough understanding of the exam process. I also bring a unique perspective to the Board as I have experience working with individuals with development differences along with my involvement advocating for my Indigenous family members. This grants me insight into the barriers these communities have in accessing health care.

It is a great privilege to serve the public with the work I am involved in at the College. I am passionate about working collaboratively and creatively. I strive to be prepared and present during all my endeavours. I feel I make a positive contribution to the College and believe I will continue to bring a fresh perspective to the Executive Committee. I would like to submit my candidacy for the Executive Committee as well as the position of Vice-Chair.

Thank you for your time and consideration. I would especially like to thank those who have encouraged and supported me through this process.

Good day'

I wish to submit my application for the position of Public Member on the Executive Team.

I have been a part of the executive team over the last 3 years having held the posts of Vice Chair and Chair.

The last 3 years have been very challenging for the college, dealing with the pandemic, Government mandatory shut downs, and the latest being inflation.

The College, thru direction from the board to staff were able to reduce fees, while still maintaining fiscal responsibility. This was an amazing feat.

While serving on the executive team, I have strived to treat everyone with respect and professionalism. I have also encouraged new members of the board to seek information on various leadership roles for the various committees on which they sit.

During my tenure on the executive team, I am very proud on having accomplished the 3 T's.

The first being True to ourselves.

The second being True to the members of the profession.

The third being True to the members of the public who the college serves to protect each day.

I have worked with several excellent board members and staff over the last several years.

I feel that my communication, and leadership skills are an asset to the college and I would like to continue to contribute those skills to the executive team.

Respectfully submitted,

Stephen Kinsella, Public Member

Expression of Interest

Please be advised that I would like to express my interest in running for the College of Opticians Executive Committee. I would like to be considered for the position of vice-chair or as a professional member for the committee.

I have been involved with the college for 4 years now and am finishing my first term as an elected member. In my years at the college, I have served on the patient relations, governance, discipline, ICRC, QA and registration committees. The highlights of my time have been being Vice Chair for the ICRC and getting to Chair a discipline hearing. I believe my diverse implication over the years in the many different committees can be an asset on the executive committee. At the professional level I have been self-employed for over 20 years which has taught me the invaluable lesson of financial planning and the ability to alter the course rapidly when unexpected situations arise.

I believe I have shown to be calm and collected in my participation during my time at the college. I have shown the ability to be a team player and would welcome the opportunity to bring my strengths to the executive committee. I am a current elected board member of our regional credit union and have sat on the risk management committee for the last 2 years. I believe my continuous financial training in this role can be an asset to the college.

Thank you for considering me and I ask for your vote onto the 2024 executive committee.

Sincerely,

Kevin Cloutier

I, Margaret (Peggy) Judge, would like to express my interest in running for a position as Public Member of the Executive Committee of the College of Opticians of Ontario for 2024.

I was appointed as a Public Member to the Board in July 2020 and have gained experience with the various functions of the College and the Board while not only being a Board Member, but also while serving on the ICRC, Discipline, Clinical Practice, Registration Committees, and, in 2022 and 2023, the Executive Committee.

I am a Professional Engineer with a Bachelor of Applied Science from Queen's University, a Master of Engineering Science from The University of Western Ontario, and an MBA from Wilfrid Laurier University. I held the position of Assistant Vice President and Controller at a reinsurance underwriting management firm where I designed, implemented, and oversaw the financial controls for several hundred million dollars of business and participated in a major arbitration between the risk bearing Reinsurance Company and a Lloyd's of London Syndicate. I also served as Operations Director for the major fundraiser for several Scouts Canada Scouting Groups.

I believe my education and experience will be beneficial to the committee in fulfilling its responsibilities, including those in its role as the Finance Committee. I am quizzical and logical by nature with an inclination to consider other possibilities than the status quo. In making decisions I am excellent at considering what information may be relevant, acquiring that information and considering the implications of one decision over another.

It is the College's mandate to regulate and improve the practice of Opticianry in the public interest. My experience on the Board has shown me that there is a desire for continual improvement in the decision making that furthers this mandate. I am a strong believer that varied perspectives and respectful collaboration leads to excellent decision making. As a Public Appointee Member, I would appreciate the opportunity to continue to contribute my skills to that decision making as a member of the Executive Committee.

Thank you for consideration of me when making your voting decisions.

Peggy