

COLLEGE OF OCCUPATIONAL THERAPISTS OF NOVA SCOTIA
MINUTES OF ANNUAL GENERAL MEETING

4:00 - 7:00 pm
 O. E. Smith Auditorium
 IWK Health Centre
 1341 Summer Street, Halifax, NS
 June 13, 2013

Present: Pauline Cousins, Chair
 Allanna Jost, Treasurer
 Stephanie Anthony-Brown, Vice Chair
 Shirley Anderson, Member at Large
 Gayle Salsman, Registrar
 Dorothy Edem, Continuing Competency Coordinator

Regrets: Victoria Apold, Governor-in-Council Representative

Members attending:

Stacy Ackroyd	Arlene Allen-McCarthy*	Shirley Anderson
Stephanie Anthony-Brown	Jennifer Archibald*	Philip Bain
Louise Beaton	Karen Bennett*	Patti Card
Elaine Churchill	Joanne Comeau	Lisa Currie
Jen Davis	Dorothy Edem	Jodi Goudey*
Sherran Henderson*	Janice Hussey*	Allanna Jost
Myrna King	Karen Landry	Diane MacKenzie
Christine Marchessault	Neil Morse*	Tanya Packer
Lorian Putnam*	Mike Rogez	Sherry Ross
Vanessa Roy	Gayle Salsman	Colleen Shubaly
Cher Smith	Kristy Spear	Cynthia Stilwell
Natasha Stokvis*	Krista Scott-Jones*	Joan Vernsel
Phyllis Williams	Holly Marie Wilson*	Alexandra Yip

* Attended via teleconference

Proxies:

Philip Bain	Julia Gates	Janet Gilbert
Elaine Hulan	Amira Tawashy	Scott Thieu
Jennifer Finlayson	Greg Parsons	Eileen MacKinnon
Nancy Greaves	Adelle Mills	Sally Merks-Ennis
Cindy White	Alison Hallam	

Regrets:

Kathleen Drysdale	Susan Doble	Barbara McKellar
Cheryl Lake	Brian Bailkowski	Sarah Waugh
Jennifer Goguen	Catherine-Anne Murray	Shelley Radford
Cathy Pente	Erin LaBerge	Shelley Ross
Alison Hallam		

1.0 Call to Order

Pauline Cousins called the meeting to order at 5:55 p.m.

2.0 Approval of Agenda

MOTION: It was moved by Jen Davis and seconded by Leticia Richer that the agenda be approved as circulated. Motion carried.

3.0 Approval of 2012 AGM Minutes

MOTION: It was moved by Dorothy Edem and seconded by Patti Card that the minutes be approved as circulated. Motion carried.

3.1 Christine Marchessault and Phyllis Williams were appointed as the 2013 AGM Minutes Review Committee.

4.0 Chair's Report

The Chair's report was presented by Pauline Cousins. It was moved by Leticia Richer and seconded by Allanna Jost that the Chair's Report be approved as circulated in the 2013 Annual Report. Motion carried.

4.1 Presentation of Proposed Registration Regulations.

The Chair presented the proposed Registration Regulations which were also presented at last year's AGM. There have been no additional changes to these Regulations. The Regulations were approved by Stacy Ackroyd and seconded by Christine Marchessault. Motion carried by all.

4.2 Motion to revise General Regulation 16(2):

It was moved by Karen Landry and seconded by Dianne MacKenzie that a motion to revise General Regulation 16(2) to ten percent (10%) of the membership of the College shall constitute quorum for the Annual General Meeting of the College. Motion carried.

5.0 Committee Reports

5.1 Continuing Competency Committee

It was moved by Karen Landry and seconded by Joanne Comeau that the Continuing Competency Committee Report be approved as circulated in the 2013 Annual Report. Motion carried.

Dorothy Edem explained the terms of the Continuing Competency Committee. She discussed the Portfolio and asked how we should go about assessing all of the College's members efficiently. She explained that COTBC requires that all members write a competency exam. She is going to contact COTBC to see why this exam is beneficial and look into feedback from a survey asking what the members prefer.

Rebranding and Restructuring the Portfolio and Peer Assessment

Dorothy Edem is looking into what tools would make sense to use and is going to assess the Act and improvement piece. She's looking into what the College can do to improve and to find a way for better public protection and how to help members improve. The Continuing Competency Committee will look into developing learning tools and modules for online use to improve competency, which would be especially beneficial for rural members of the College.

5.2 Credentials Committee

It was moved by Jen Davis and seconded by Vanessa Roy that the Credentials Committee Report was approved as circulated in the 2012 Annual Report. Motion carried.

Gayle Salsman described the growth of the College and how it has been our strongest year yet with respect to the number of new applicants. Gayle Salsman also provided highlights from the Canadian Institute of Health Information.

5.3 Practice Committees

It was moved by Karen Landry and seconded by Phyllis Williams that the Practice Committees Report was approved as circulated in the 2013 Annual Report. Motion carried.

5.4 Complaints Committee

It was moved by Myrna King and seconded by Dorothy Edem that the Complaints Committee Report was approved as circulated in the 2013 Annual Report. Motion carried.

6.0 Report of Auditor

It was moved by Shirley Anderson and seconded by Elaine Churchill that the Auditor's Report was approved as circulated in the 2013 Annual Report. Motion carried.

6.1 It was moved by Christine Marchessault and seconded by Phyllis Williams that Raymond Ells was appointed as Auditor 2013/2014. Motion carried.

7.0 Nominations

Neil Morse and Lygia Figueiredo had reported that there were two vacancies on the Board. Shirley Anderson has completed her term and is not reoffering. Stephanie Anthony-Brown has completed her term but has reoffered for another term. Brian Bailkowski has submitted his name as interest in serving on the Board.

There were three calls for any further nominations to submit their names for the College Board. No other nominations were received. Therefore, Stephanie Anthony-Brown and Brian Bailkowski were acclaimed to the Board.

It was moved by Leticia Richer and seconded by Phyllis Williams that Neil Morse and Lygia Figueiredo would be appointed for the Nomination Committee for 2013/2014.

8.0 Member's Forum

N/A

9.0 Strategic Plan

Pauline Cousins presented and briefly explained the 5 year Strategic Plan. No questions were asked surrounding this.

10.0 Treasurer Report

The financial report was presented by Allanna Jost and a motion was made by Joan Vernsel to approve it as presented and seconded by Stacy Ackroyd.

Neil Morse asked why the College's bank charges are so expensive. He wondered if the use of credit cards to pay for registration renewals is driving up the bank fees. It was suggested that members must submit a cheque as payment but continue to complete renewals online. Dorothy Edem asked if we are able to compare the price of paying by debit rather than credit card. The use of PayPal was also suggested. Gayle Salsman will look into further exploring this.

Gayle Salsman explained that the College maintains very good financial stability. It was also discussed that we explore special projects and education for the Board around governance and strategic planning. The Board hasn't used any money for this in order to maintain a good financial state.

11.0 Tentative date for the Annual General Meeting of COTNS 2014

A tentative date was set for: **Thursday, June 19th, 2014.**

12.0 Adjournment

The AGM was adjourned at 7:00 p.m.

Respectfully Submitted,

Gayle Salsman
Registrar