

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

4:30 - 7:30 pm  
Parker Reception Room  
IWK Health Centre  
5850-5980 University Avenue, Halifax, NS  
June 19, 2014

**Present:** Pauline Cousins, Chair  
Allanna Jost, Treasurer  
Gayle Salsman, Registrar  
Brian Bailkowski  
Dorothy Edem, Continuing Competency Coordinator

**Regrets:** Victoria Apold, Governor-in-Council Representative

**Members attending:**

Arlene Allen-McCarthy	Tahnee Anthony	Christine Auger
Brian Bailkowski	Louise Beaton	Danielle Bissonnette
Nicole Boudreau	Elaine Churchill	Joanne Comeau
Pauline Cousins	Aline Couturier	Janice Davis
Jen Davis	Dorothy Edem	Annette Fraser
Carolyn Kelly	Myrna King	Karen Landry
Becky Marval	Jaclyn McLaughlin	Neil M. Morse*
Emily Nickerson*	Carmel O'Keefe	Natalie O'Mara
Tanya Packer	Vanessa Roy	Gayle Salsman
Angie Selig	Scott Thieu	Joan Versnel
Phyllis Williams		
Allanna Jost		

\* Attended via teleconference

**Proxies:**

Christine Marchessault	Tina Comeau Doucet	Kristy Drake
Jennifer Mason	Erin LaBerge	Tobi Flewwelling
Tony Trask	Michelle Richards	Amira Tawashy
Adelle Mills	Natasha Minaker	Tania Angelucci Blomme
Chantal Stanley	Nathalie Hiscott	Steve MacDonald
Denise Johnston	Phyllis Spurway	Lindsay Edwards
Cher Smith	Randi Monroe	Julia Gates
Jenna Bower	Kerry Fraser	Kathryn Moores
Cheryl Lake	Colleen Shubaley	

**Regrets:**

Carol Bowlby-Sifton	Leticia Richer	Amy Richard
Meagan Murphy	Cheryl Lake	Stacy Ackroyd
Marlene Grace	Joceelyn Brown	Lygia Figueiredo
Alison Hallam	Tracy Vigliarolo	Rochelle Mackenzie
Phyllis Spurway	Lindsay Gentile	

**1.0 Call to Order**

Pauline Cousins called the meeting to order at 4:58 p.m.

**2.0 Approval of Agenda**

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

**3.0 Approval of 2013 AGM Minutes**

**MOTION:** It was moved by Joan Versnel and seconded by Danielle Bissonette that the minutes be approved as circulated. Motion carried.

3.1 Christine Marchessault and Phyllis Williams were appointed as the 2014 AGM Minutes Review Committee.

**4.0 Annual Report**

The Annual Report was presented by Pauline Cousins. It was moved and seconded by that the Annual Report be approved as circulated. Motion carried.

4.1 Approval of Auditors Report

The Auditors Report was presented by Gayle Salsman. It was moved and seconded that the Auditors Report be approved as circulated. Motion carried.

Gayle Salsman explained why the College of Occupational Therapists of Nova Scotia is moving from a Review Engagement Report to an Official Auditors Report. It was explained that our previous legal counsel suggested that a Review Engagement Report was sufficient at the time, however; our new legal counsel has suggested that our College should obtain an official Chartered Accountant. The cost of this adjustment has gone from \$500.00 for the Review Engagement Report to likely \$3500.00 - \$10,000.00 for a Chartered Accountant. The Board is recommending Collins Barrow to be the accounting firm for our College. After receiving quotes from several different accounting firms, Collins Barrow was much more cost-efficient compared to other firms, while there was no difference in the level of service being offered.

**5.0 Motion to Appoint Auditor for 2014/2015 Fiscal Year**

It was moved by Scott Thieu and seconded by Phyllis Williams to accept Collins Barrow as the 2014-2015 Auditors for COTNS. Motion carried.

## **6.0 Nominations**

Neil Morse and Lygia Figueiredo reported that there were three vacancies on the Board. There are two two-year terms and one one-year term. Allanna Jost and Pauline Cousins have completed their terms but reoffered their names for the two-year terms. Louise Beaton has submitted her name as interested in serving on the Board for the one-year term.

There were three calls for any further nominations to submit their names for the College Board. No other nominations were received. Therefore, Allanna Jost, Pauline Cousins and Louise Beaton were acclaimed to the Board.

Neil Morse and Lygia Figueiredo would be appointed for the Nomination Committee for 2014/2015.

## **7.0 Member's Forum**

Joanne Comeau advised that the proxies are confusing because some members were advised that proxies would be accepted and other members were advised that proxies would not be accepted. Joanne Comeau also noted that the meeting should start on time. Gayle Salsman advised that the reason the meeting was late was due to waiting for more people to hopefully attend so that we could have enough members for quorum. Gayle Salsman also advised that proxies will be discussed in the fall and a final decision will be made with regards to whether or not they will be accepted towards quorum at next year's AGM.

Neil Morse asked about the Continuing Competency consultant. He asked who was accepted for the Request for Proposal (RFP). Dorothy Edem explained that a RFP was sent out for a consultant to be hired to assist with the competency tools used indicated in the Act. Three very capable consultants applied and in the end, the contract was awarded to Kris Head. Mr. Head has done extensive research into Continuing Competency. The Continuing Competency Committee is going to work closely with Kris to help define needs that are specific for Nova Scotia. The Continuing Competency Committee will be sending more information to members regarding progress for this project in the upcoming weeks.

Joan Versnel asked why Telehealth was unavailable for our AGM. It was advised that Telehealth has now been contracted out and is only available for use by employees of the IWK.

There was a discussion around how to attract more therapists to attend the AGM. Scott Thieu suggested that we could hold an education event on a Saturday prior to the AGM. It was also suggested that we could perhaps hold a webinar at Dalhousie University with the meeting being teleconferenced.

Jen Davis suggested that a phone call to each member of the College could be made to advise them of the AGM. She noted that personal touch may attract more members to attend.

**8.0 Tentative date for the Annual General Meeting of COTNS 2015**

A tentative date was set for: **Saturday, June 13, 2015.**

**9.0 Adjournment**

The AGM was adjourned at 5:29 p.m.

Respectfully Submitted,

Gayle Salsman  
Registrar