

MINUTES OF ANNUAL GENERAL MEETING

12:30 P.M. – 1:45 P.M.
O.E. Smith Auditorium, IWK Health Centre
Halifax, Nova Scotia
June 20th, 2009

Present: Leticia Richer, Chair
Christine Marchessault, Treasurer
Phyllis Williams, Vice-Chair
Krista Cullen, Secretary
Gayle Salsman, Registrar
Dorothy Edem, Continuing Competency Coordinator
Michael O’Hara, COTNS legal counsel

Regrets: Victoria Apold, Governor-in-Council Representative
Joy Moulton, Office Manager

Members:

Stacey Ackroyd	Melissa Gibbons	Lynda Robertson
Shirley Anderson	Dawn Johnson	Sherry Ross
Kimberly Bourque	Carolyn Kelly	Annette Rudman
Joanne Comeau	Joanne MacDonald-Burns	Kristy Spears
Dorothy Edem	Diane MacKenzie	Cheryl Lake
Marie-Louise Fay	Alison Mansfield	Liz Townsend
Lygia Figueiredo	Terry McLaughlin	Alexandra Yip
Jennifer Finlayson	Christopher Morse	Neil Morse
Megan Connors	Beth Ritchie	

Proxies:

Karen Landry	Susan Doble	Jennifer Saunders
Scott Thieu	Kendra W. Rex	M.E. Sullivan
Randi Monroe	Tracy Vigliarolo	Anne Marie Brousseau
Nancy Littler	Theresa Milligan	Maureen Bisson
Annette Fraser		

Regrets: Colleen Shubaly Allison Purchase Shelley Radford

Telehealth:

Bridgewater: Jocelyn Brown

1.0 Call to Order

Leticia Richer called the meeting to order at 1:00 PM.

L. Richer introduced Board Members and COTNS staff, Phyllis Williams, Christine Marchessault and Krista Cullen; Registrar, Gayle Salsman; Continuing Competency Coordinator, Dorothy Edem; and Michael O'Hara, Legal Counsel. Regrets were received from Victoria Apold, Governor-in-Council Representative and Joy Moulton, Office Manager.

2.0 Approval of Agenda

An addition: a discussion regarding the 2010 AGM was to be added to the agenda.

It was moved by Stacey Ackroyd, seconded by Jennifer Finlayson, that the Agenda be approved. Motion carried.

3.0 Approval of Minutes

It was moved by Terry McLaughlin, seconded by Neil Morse, that the Minutes be approved as circulated. Motion carried.

- 3.1 Appointment of committee to review 2009 minutes – Joanne MacDonald-Burns and Jennifer Finlayson

4.0 Reports

4.1 Chair's Report

Leticia Richer:

Key Strategic Areas:

- Be Fiscally Responsible
 - Reviewed human resource plan and employment policies
 - Succession planning to prepare for future turn over in staff
 - Review office requirements in respect to space due to growth
- Work with other Organizations
 - Working with Association of Canadian Occupational Therapy Regulatory Organizations (ACOTRO), Nova Scotia Regulated Health Professions Network (working toward FaRPA).
- Continuing Registrant Competence
 - Working toward Peer Assessment program
 - Distribution of the COTNS Continuing Competency Program Portfolio in July 2007, development of the self-Assessment and professional development plan documents and the development of a work plan around the College's Code of Ethics.
- Fair, timely and transparent registration and complaints processes
 - Committee created to review this year
 - Looking at altering website to reflect transparency reflecting AIT

A practice Committee group has been set up in Sydney.

L. Richer thanked board and volunteers for their hard work. The Board would like to thank Gayle, Joy, Michael, and Dorothy for their commitment.

4.2 Registrar's Report

Gayle Salsman:

COTNS has doubled membership over past 10 years which has undoubtedly been reflected in increased advocacy. We are one of the fastest growing OT Colleges in Canada. The complaints have remained stable over this time frame (~1/year). There has been a noted increase in inquiries from the public and the membership. Issues are becoming more complex and increased accountability is required. Guidance from the practice committee has been invaluable. Gayle noted a drastic increase in the number of requests for advocacy and input (19 requests this month alone). It was noted that lack of human resources and time are an issue in maintaining these connections.

Dr. E. Townsend thanked G. Salsman for meeting with the New Zealand OTs to assist in approval of competency development. She also wanted to address the challenge of maintaining OT licensure and retaining of professionals with leadership qualities. She queried into the role of COTNS in this venture.

G. Salsman felt that this was best addressed in maintaining a broader definition of OT from a national perspective.

Annette Rudman noted it was interesting to note such a drastic increase in the number of OTs in the province and was interested to understand the reasoning for this. G. Salsman stated there was no written documentation regarding this but subjective ideas were discussed as to the reasoning. COTNS have started collecting this data

Neil Morse noted that surrendered applications has decreased or stayed constant. The number of surrendered licenses is generally due to maternity leaves or relocation.

4.3 Treasurer's Report

Christine Marchessault:

There was a decrease in surplus this year and it is predicted to be less next year.

This year has shown an increase in volunteers and legal fees.

A salary review was completed. This has not occurred in over 10 years.

Ongoing and upcoming needs include the on-line registration process, examination of technical needs and computer requirements, increase in office space, HR needs, job descriptions and salary reviews are required.

M. O'Hara wanted to commend COTNS board for choosing appropriate investing strategies as this minimized losses in current economic state.

4.3.1 Jennifer Finlayson moved and Diane MacKenzie seconded that Raymond Ells be appointed as auditor for the year 2009-2010. Motion carried.

4.4 Report of the Practice Committees

Gayle Salsman:

Cape Breton: There are 7 committed individuals who meet regularly. Gayle joins this group via teleconference and they are currently determining delegation to support personnel and the incorporation of the CAOT guidelines of the use of support personnel. The draft guideline will be submitted for review in fall 2009.

Halifax: This committee is working towards re-examining the Code of Ethics. This committee anticipates requiring several years to complete the projects of updating the code of ethics and answering practice questions from the membership. Volunteers are welcomed.

4.5 Report of the Continuing Competency Committee

Joanne Comeau:

A portfolio is being kept by each member and regularly updated. The self-assessment process will be mailed out in the near future as well as a peer assessment form. Resources will be available to help members work through this tool. The peer assessment portion of continuing competency will not be rolled out until 2011-12.

Thanks were given to committee members, most notably, Dorothy Edem, for her enthusiasm.

4.6 Report of the Nominations Committee

Phyllis Williams and Krista Cullen have re-offered their position. No nominations received.

4.7 Call for Nominations

The question "Are there any further nominations to the College Board?" was asked three times.

Having none, Phyllis Williams and Krista Cullen were acclaimed to fill the positions on the Board for two years.

Thanks to Phyllis and Krista were expressed.

4.7.1 Appointment of the 2009-2010 Nominations Committees:

N. Morse and L. Figueiredo agreed to act as the Nominations Committee.

It was moved by Terry McLaughlin and seconded by Annette Rudman that N. Morse and L. Figueiredo be appointed to the Nominations Committee.

5.0 AGM 2010

A debate was held regarding the day of the AGM – Saturday versus weekday. Several members voiced pros and cons to both concepts. L. Figueiredo suggested altering days every year –weekday to weekend. Neil Morse noted that most health authorities outside HRM would be supportive of the OTs in his region attending on a weekday. The membership voiced joint AGMs were very valuable and enlightening and voiced support for alternating years. T. McLaughlin wanted to add that the educational component was essential to maintain numbers of members who attend. “It’s a great bonding experience.”

C. Kelly noted that many members do not attend on a Saturday due to child care issues.

G. Salsman also asked the floor about time of year. NSSOT will examine the feasibility of a fall AGM. A. Rudman noted that much time may be lost with a fall AGM and prefers June when you have the summer to reenergize with next year’s plan. L. Figueiredo noted that strategies should be fresh and altered every year to maintain excitement.

Members would like to continue to have a combined AGM on alternating weekday/weekend with an educational component. It was noted that the timing of the AGM coincided with the graduation and poster presentations of the graduating Master’s students. Gayle and Dr. Townsend to discuss this as there may be space available to have Dalhousie host the AGM and this would further engage the students.

6.0 Membership Forum

E. Townsend queried how to engage retired OTs within the province as they have a large contribution to make to there is currently no place for them within either society. Both NSSOT and COTNS noted the involvement of several retired professionals. A. Rudman supported this concept noting that we want this knowledge to be shared with other OTs.

D. Edem commented that we should examine what other health care professionals are doing in an attempt to maintain engagement of individuals. Suggestion was put forth as an opportunity for a possible mentorship program.

G. Salsman suggested forming an ADHOC committee to discuss this challenge with retired OTs. Gayle to organize for fall 2009. C. Kelly felt that NSSOT has a role in this as well.

A Rudman questioned whether volunteer hours would be eligible for currency hours.

J. Comeau wanted to note that we have to examine how many OTs are still practicing in a supportive role and in a “non-traditional role” in an attempt to maintain registered members.

7.0 Tentative Date for the Annual General Meeting of COTNS for 2010

A tentative date of June 18, 2010 was set for next year’s AGM.

8.0 Adjournment

The meeting adjourned at 2:01 PM.

Respectfully Submitted,

Krista Cullen
Secretary