

## MINUTES OF ANNUAL GENERAL MEETING

9:05 AM  
Auditorium  
IWK Health Centre  
Halifax, Nova Scotia  
June 10, 2006

**Present:** Kendra Rex, Chair  
Phyllis Williams, Secretary  
Miranda Doherty, Vice-Chair  
Karey Fleming, Treasurer  
Gayle Salsman, Registrar

Shirley Anderson	Michelle Anderson	Jennifer Barnes
Krista Boychuk	Fiona Cameron	Pauline Cousins
Colleen Diggins	Dorothy Edem	Lygia Figueiredo
Kerry Fraser	Jennifer Freeman	Paula Gouthro
Carolyn Kelly	Karen Landry	Joanne MacDonald
Diane MacKenzie	Christine Marchessault	Neil Morse
Kimberley Offman	Kathryn Parsons	Lori Payne
Audrey Peake	Stephanie Rice	Elizabeth Ritchie
Annette Rudman	Jennifer Saunders	Colleen Shubaly
Diane Smith	Mary Ellen Sullivan	Scott Thieu
Stephanie Weir	Leticia White	Natasha Wright
Alexandra yip	Priscilla Lee	Jennifer Scott

**Proxies:**

Eileen MacKinnon	Suzanne Chipp	Susan Doble
Nancy Littler	Paula Rushton	Tracy Vigliarolo
Angela Naugle	Alana James	Sheila Banks
Joanne Comeau	Marie Humphrey	Kathryn Joudrey
Lynn Sheehan	Karen Pratt	Beckey Langille
Ann Marie Brousseau	Annette Fraser	Karen Roberts-Small
Anne Carswell	Julie Gates	

Michael O'Hara, COTNS legal counsel and David Myatt, Chair and public member and Janet de Saint-Sardos, Advisory Committee to the Investigation and Complaint Procedures of College, were also present.

## **1.0 Call to Order**

K. Rex called the meeting to order at 9:05 AM.

## **2.0 Approval of Agenda**

It was moved by R. Urbanowski, seconded by D. MacKenzie, that the Agenda be approved as circulated. Motion carried.

## **3.0 Approval of Minutes**

4.1 – 4<sup>th</sup> bullet – Defined Register changes are currently on hold.

It was moved by K. Landry, seconded by S. Anderson, that the Minutes be approved as circulated. Motion carried.

A call was made for volunteers to review the Minutes of the 2006 Annual General Meeting. Neil Morse and Kimberley Offman volunteered to review this year's minutes.

## **4.0 Reports**

### **4.1 Chair's Report**

#### **Kendra Rex:**

- Very busy year at College. Thanks to Board members and Committee members. Board met every month/month and on-half.
- Strategic Plan has brought the College along very well but no longer applies; will be working on a new one.
- Joint AGM – 2<sup>nd</sup>. The 1<sup>st</sup> well attended with good feedback.
- Jennifer Saunders was thanked for all her hard work.
- Move – more professional; access to Board Room and good rental agreement.
- Website
  - to be launched in near future
  - professional image
  - easy access and obtain info for public
  - easier to update
  - dates and times of Board meeting to be included on website
- Priorities
  - Credentials Committee – was not achieved this past year
  - New Strategic Plan – Fall 2005 member input will be included
  - Continuing Competency Committee
  - Refresher Education – significant increase in applicants – needs to be updated for consistency and easier access
  - Member incentives

Thank you again to Board and Committee members.

## **4.2 Registrar's Report**

### **Gayle Salsman:**

- Increase in Registrations
- Many part-time positions
- One complaint – resolved at Investigation Committee
- Refresher Education
- ACOTRO – looking to increase national profile – website, branding
- CIHI - OT first allied health professional
  - HHR planning – how many coming, leaving, what areas work in
  - Minimum data set collected
  - Funding received approximately \$13,000
  - Changes to forms will be happening
  - Sign of growth for the profession
  - Membership income increased due to increase in applicants

## **4.3 Treasurer's Report**

### **Karey Fleming:**

- CIHI – money has been spent
- Continuing Competency Committee – approximately \$20,000/year
- Auditor's
  - We now have in excess of \$220,000 set aside for investigations/hearings
  - Will not be continuing to add to this plan
  - Special project fund – set aside for Strategic Plan and other projects

Question - Neil Morse asked will the excess money now be dedicated to the Strategic Plan.

Fees should not increase.

### **4.3.1 Appointment of Auditor, Raymond Ells.**

A. Yip moved that Raymond Ells be approved as our Auditor for 2006-2007 and was seconded by L. Figueiredo.

Next year will put out a call for proposals and bring info to next year's budget.

## **4.4 Practice Committee Report**

### **K. Boychuk:**

- Practice Guideline – Support Personnel
- Frequently asked question for guideline
- Members to submit question
- Refresher Education – Dalhousie School of OT – tentative timeline November 30, 2006
- Will be looking at new projects for the upcoming year

#### **4.5 Advisory Committee for the Investigation and Complaint Procedures**

##### **D. Myatt:**

- Four years
- Manual almost completed
- Membership on committee – small group of people doing a lot of work
- Education session

Question re Investigation committee eligibility criteria.

#### **4.6 Continuing Competency Committee**

##### **D. Edem - Power Point presentation:**

Two Components: Portfolio and Self assessment

- Many thanks to Committee members
- The program is owned by the members and member input is wanted and needed
- Presentation by R. Urbanowski in Edmonton – Well received and has generated interest from outside the province
- Pilot test – sent to 18 people; a response rate over 90% - one sent back late and was not included in analysis
- Information provided re: overall look and on each individual section. Feedback indicated that sample portfolios added confusion – will be removed
- Committee would like to thank pilot participants

##### Changes

- Remove sample
- Section – break into two
- Consult designer
- Consult Board re aspects outside

##### Future Plans

- - Ask Dorothy for slides

Get Involved - read updates; join committee; contact College

#### **4.7 Nominations Committee**

Nominations Committee sent regrets. Two Board terms are ending and no nominations to date.

#### **4.8 Call for Nominations**

Nominations: L. Figueiredo nominated Leticia White and nomination was accepted. Christine Marchessault – self nominated.

**4.8.1 Appointment of 2006-2007 Nominations Committee**

J. Scott and N. Morse were appointed as the Nominations Committee.

**5.0 Member Incentives**

K. Fleming spoke about benefits of having membership from outside of Metro.

L. Townsend brought forward support for having member from outside of Metro. Look into web broadcast for meetings. K. Landry – random calling of members personally.

Is there a way for volunteer hours – Annette Rudman and Lygia Figueiredo.

R. Urbanowski moved that an ad-hoc committee be struck in order to explore changing the College definition of currency hours to include designated volunteer activities and seconded by D. Edem.

**6.0 Tentative date for the 2007 AGM**

No date was set.

Meeting adjourned at 10:10 AM

Submitted,

Gayle Salsman  
Registrar