

## MINUTES OF ANNUAL GENERAL MEETING

12:45 – 2:00 pm  
O.E. Smith Auditorium  
IWK Health Centre  
Halifax, Nova Scotia  
June 9, 2007

**Present:** Miranda Doherty, Vice-Chair  
Christine Marchessault, Treasurer  
Gayle Salsman, Registrar  
Michael O’Hara, COTNS legal counsel

Stephanie Adams	Krista Baldwin	Colleen Diggins
Suling Duong	Dorothy Edem	Lygia Figueiredo
Karey Fleming	Kerry Fraser	Natasha Hopfner
Gail Kelly	Karen Landry	Beckey Langille
Priscilla Lee	Jennie MacIntosh	Randi Munroe
Neil Morse	Audrey Peake	Annette Rudman
Jennifer Scott	Susan Sparkes	Michael Steeves
Mary Ellen Sullivan	Theresa Tai-MacArthur	Scott Thieu
Jill Torraville	Elizabeth Townsend	Phyllis Williams
Nicole Works	Alexandra Yip	

**Proxies:**

Rosemary Algar	Sheila Banks	Chad Bauld
Fiona Cameron	Joanne Comeau	Diane Delorme
Annette Fraser	Marie Humphrey	Nadine Jewer
Myrna King	Nancy Littler	Diane MacKenzie
Erika McFarland	Kathryn Moores	Christene Nottegear
Phyllis Spurway	Cynthia Stilwell	Natalie Thornley
Tracy Vigliarolo	Heather White	Theresa Milligan
Anna Jien		

Regrets:

Alison Mansfield	Phyllis Spurway	Jocelyn Campbell
Kathleen Drysdale	John Dicks	

### **1.0 Call to Order**

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

### **2.0 Approval of Agenda**

Change to Agenda – move report of chair to bottom after call for nominations.

It was moved by Phyllis Williams, seconded by Karen Landry, that the Agenda be approved with change. Motion carried.

### **3.0 Approval of Minutes**

It was moved by Karey Fleming, seconded by Scott Thieu, that the Minutes be approved as circulated. Motion carried.

- 3.1 Appointment of Committee to review 2007 Minutes – Stephanie Adams and Karey Fleming.

### **4.0 Reports**

#### **4.2 Registrar's Report**

##### **Gayle Salsman**

- Noted significant growth since 1999
- Increase in applications in last 2 years
- Led to proposed changes to fees:
  - New applicant fee increase to \$50.00 for Canadian graduates (still well below Canadian average)
  - New applicant fee increase to \$75.00 for non-Canadian graduates
  - Refresher Education applicant fee increase to \$75.00
- No questions
- 2 complaints – Gayle gave details

#### **4.3 Treasurer's Report**

##### **Christene Marchessault:**

K. Fleming moved and C. Diggins seconded the approval of \$200,000.00 be marked “reserved fund” for hearing costs.

Question from N. Morse re average cost of hearing – approximately \$50,000.00. Motion carried. Funds above \$200,000.00 go to other funds.

- 4.3.1 G. Salsman presented information re: auditor reports as requested by membership last year. Raymond Ells, Auditor, provides a Notice to Reader Report. G. Salsman provided information regarding the various audit reports and their approximate costs. Review Engagement Report (needs certified accountant) – approximately

\$3,000.00 - \$3,500.00. Mr. Ells has donated much time over 30 years to COTNS. K. Fleming asked would we run liability risks. M. O'Hara indicated that the risk is only to members. Pieces not reflected in Mr. Ells' report would be investment capital assets, depreciation, etc.

K. Fleming moved and P. Williams seconded that Raymond Ells be appointed as auditor for the year 2007-2008. Motion carried.

We need to consider that Mr. Ells will not always be available and we will need to plan for future which would likely result in significant increase in costs.

N. Morse moved and M. Steeves seconded that Mr. Ells' honorarium be increased. Motion carried.

#### **4.5 Report of the Advisory Committee**

##### **Gayle Salsman:**

D. Myatt, chair and members are Jennifer Scott and Janet de Saint Sardos. Committee established in 2002. Committee has been working to develop materials and held a 1 day workshop on the complaints process. Work on this process will continue. Thanked the members for their involvement.

#### **4.6 Report of the Continuing Competency Committee**

##### **Dorothy Edem:**

She thanked the committee members. 1<sup>st</sup> project – looking at Continuing Competency Program – completed. Feed back has been received. She brought members attention to page 13 of Annual Report, especially binder and self-assessment tool development and peer assessment protocol.

G. Salsman re regulations update – passed by governor-in-council and needs to be heard in cabinet.

#### **4.7 Report of the Nominations Committee**

##### **Neil Morse:**

There are two vacancies on the Board. There is one nomination declared in the report for Krista Baldwin. No other nominations were provided in advance.

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

Call for nominations from the floor. Phyllis Williams was nominated by L. Figueiredo and M. Steeves. K. Baldwin and P. Williams acclaimed to Board

- 4.8.1 Appointment of the 2007-2008 Nominations Committee:  
N. Morse and L. Figueiredo agreed to act as the Nominations Committee.

#### **4.4 Report of the Practice Committee**

- Sent out contract for expression of interest
- Dalhousie won contract
- Extensive review of re-entry programs across Canada:
  - Occupational therapists
  - Other regulated bodies in Canada
  - Other in UK

- 4.4.1 Proposed changes:
1. Change to definition of currency hours
  2. Hours for currency
  3. Re-entry process (see chart)

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

##### **Miranda Doherty:**

M. Doherty presented the Strategic Plan developed this year with the assistance of Chrysalis Strategies Inc.

Discussion from Dr. Townsend re: new profile of occupational therapists and opportunity for dialogue around that – could it be added as part of milestones to establish a leadership group for April 2008.

M. O'Hara, COTNS lawyer – Strategic Plans meant to be evolving documents – possible need to formalize review of the plan. Gayle's response that the board reviews it every year may need to go to a larger process.

#### **5.0 Other Business**

- 5.1 Advertising - K. Fleming introduced herself. Discussed challenges of private practice, especially with respect to courses and brochures and not able to use testimonials as per COTNS regulations.

G. Salsman reviewed advertising regulation (read it out) and asked about interest in striking an ad hoc committee to review this matter. No interest noted at this time.

Submitted by

Jillian Stewart

