



2021 ANNUAL GENERAL MEETING

Thursday, November 4, 2021, 6:00 pm – 6:45pm

Followed by the NSCRT Virtual Education Sessions

Meeting Minutes

Attendees: See attached list

Regrets: Ian Ayles

Proxies: None received

1. Land Acknowledgement: Noel Pendergast provided an introduction and welcomed members to AGM. He acknowledged that we are on unceded Mi'kma'ki land and recognized history of African Nova Scotian communities reaching back to the early founding of the province.

2. Call to Order: 6:07 pm meeting called to order by Noel Pendergast, who provided instructions on participating in meeting, making motions, and doodle polls for voting.

3. Determination of Quorum: Quorum confirmed by Tara Boudreau (44 Participants present)

4. Approval of agenda:

Motion: Move to approve the agenda as circulated

Moved: Tanya Frail

Seconded: Louanna Bethune

Discussion: n/a

Motion: Carried

5. Approval of Minutes of the Annual General Meeting, November 5, 2020.

Motion: To approve Minutes as circulated.

Moved: Debbie Hicks

Seconded: Shannon MacDonald

Discussion: n/a

Motion: Carried

6. Action Items and Decisions

6.1 Nominations/election of Board Members:

Adam Gillis thanked Corry Fitzgerald for his great work as treasurer for the NSCRT. 1 nomination was received for the position of Treasurer, Laura Betts. As chair of the Nominations Committee, Adam announced Laura Betts as the NSCRT's new treasurer.

Noel thanked Corry and wished Laura welcome to her new role on the Board.

6.2 Review audited financial statements and Appointment of Auditors:

Corry Fitzgerald shared Peverill and Associates Inc.'s financial audit and their notes. There were no issues noted with the audit. Corry reviewed the NSCRT's different funds and reasons for changes (fewer expenses due to decreased cost of meetings and travel, slight salary increases, and legal fees related to policy development).

Recommendation of audit services by Treasurer: Corry recommends reappointment of Peverill and Associates Inc.

Motion: To reappoint Peverill and Associates as our auditors for the upcoming year.

Moved: Corry Fitzgerald Seconded: Tara Boudreau

Discussion: n/a

Motion: Carried

7. Discussion and Information Sharing

7.1 Reports from the Board

- 2020-2021 Annual Report

Tara Boudreau asked the attendees if they had any questions or comments about the previously circulated 2020-2021 annual report.

No questions on annual report

- Treasurer's Report and setting of Annual Licensing Fees (report attached)

Corry Fitzgerald reviewed special purpose, contingency, and operating reserve funds. Reviewed Board's decision to amend financial policy to increase contingency fund maximum to \$200,000 from \$150,000. As there were additional surplus funds secondary to decreased costs in 2020-2021, the fund was topped up to the maximum this year. Operating reserve fund

unchanged. 25% of net income allotted to Special Purpose fund as per policy.

Breakdown of revenue (increase in new membership, overview of investments). Budget for 2022-2023 discussed. Thanked Shannon MacDonald for all her help and hard work with NSCRT financials during her time as Registrar and Deputy Registrar (echoed by Noel)

Corry made recommendation to keep membership fees the same at 475\$/year

- 2021 Interim Report (report attached)

Tara introduced and provided an overview of the Registrar's report, stating a slight increase in registrations this year, although projected to decrease as several members are nearing retirement, and some members transferring out of province.

Operations update provided and announcement that Shannon McDonald was retired as of Sept 30th. Tara acknowledged all that Shannon has done for the NSCRT and the RT profession during her years of service as Registrar and Deputy Registrar. Tara discussed the role of the Operations Emergency Team (made up of the executive) in response to pandemic related issues and communications with the membership. Discussed focus on providing governance training to board members. Outlined ongoing work with web development and policy development.

Tara provided updates on accreditation, NSCRT committee reports, provincial, and national committee reports.

Tara thanked outgoing committee members and welcomed new members and announced that there would be a call for nominations for a president elect and director at large next year.

Tara expressed her condolences to those mourning the loss of Kevin Taylor, CRTO executive director, and acknowledged all of his work in the progress of the RT profession.

No questions following the interim report by Tara Boudreau.

7.0 Open forum: No comments or discussion

8.0 Adjournment: **Motion to adjourn AGM**

Moved: Kyle Gervais Seconded: Kaitlyn Blondin

Annual General Meeting adjourned at 6:57 pm

Education forum with guest speaker Dr. Stephen Beed following AGM at 7:00pm

Attachments:

1. Attendance List
2. Treasurer Report
3. Interim Report

DRAFT

2021 AGM Attendee List

1. Bria MacDonald
2. Deryck Kelly
3. Kim Hooper
4. Meaghan Mamye
5. Norma Frank
6. Shannon McDonald
7. Tim Sanford
8. Darrah Kennie
9. Emily Kennie
10. Cathy Potter
11. Felicia Almeida
12. Jill Chamberlaine
13. Ashley Hendsbee
14. Sandra Little
15. Alec McNeil
16. Louanna Bethune
17. Shelley Cummings
18. Diana Nurmanova
19. Sarah LaRoche
20. Kaitlyn Blondin
21. Karen Hamilton-McNutt
22. Graham MacEachern
23. Melissa Rose
24. Nicole Nemirovsky
25. Amber Blades
26. Wendy Conrad
27. Kyle Gervais
28. Jamie Murphy
29. Glen Bourque
30. Tara Boudreau
31. Chastity Bennett
32. Monique Richard
33. Noel Pendergast
34. Corry Fitzgerald
35. Adam Gillis
36. Margaret MacDonald
37. Melissa Berry
38. Laura Betts
39. Brandi Baxter
40. Alicia Tilley
41. Kim Thompson
42. Debbie Hicks
43. Tanya Frail
44. Shelly Brown



Nova Scotia College of Respiratory Therapists AGM 2021

1. Present the auditor's report- brief summary. Highlight positives and discrepancies and give a brief explanation.
 - Net Revenue: \$27,002+ Net assets \$60,872
 - 25% Allocated to Special Purpose Fund: \$6,750 (now \$57,993)
 - \$46,632 Allocated to Contingency Fund: now (\$200,000)
 - Operating Reserve fund remains at \$40,000
 - Comparison between 2020 and 2021:
 - Both years complicated by COVID-19. May not accurately depict the true yearly expenses of college activities
 - Next revenue was reduced as there was no education form
 - Membership revenue remains stable
 - Reduced education funding, as lack of conferences and membership applications for education funding
 - Meeting expenses significantly reduced due to lack of travel
 - Increased salary of staff- as per NSH contract and increased hours during COVID.
 - Legal fees have remained stable but have increased over the last couple years due to more consultation with our lawyer on policy.

The Board met with the auditor in September 2021, this is a new practice to ensure the board has an opportunity to ask questions or bring up concerns (if there are any). This was beneficial for the board as it gave us clear insight into the auditing process, and highlighted minor changes in our practice in order to maintain a high degree of transparency, mitigate undue risk, and provide more comprehensive financial documentation. Overall the Auditor was satisfied with our year-end financial records and our current practice.

2. Financial Statements since March 2021- brief summary. Highlight positives and discrepancies and give a brief explanation.
 - \$143,566.25 from membership renewals
 - \$9,690.00 from new members
 - \$139,660.00 from membership renewal
 - \$6497.88 from interest.
 - \$5,649.20 from GIC Interest matured in Sept 2021!
 - Guild yearly payment for package: \$5,490.10



Nova Scotia College of Respiratory Therapists AGM 2021

- Significantly reduced meeting expenses due to COVID-19 and the move to virtual meetings
 - All operational expenses are on budget
 - Upcoming expenses:
 - Salary and FTE for Registrar and Deputy in review
 - Contract consultation
 - Legal consultation: for election process vs appointment
 - Strategic planning and policy updates
 - Self-Assessment tool- final invoice (~\$2800)
 - Modifications to e-learning (~\$1280)
3. The following amounts were added to the funds as per budgeting policy:
- a) Contingency Fund: **\$200,000** (50% net until reach \$200,000; fund legal obligations).
 - Increased maximum from \$150,000 to \$200,000. This is due to the increase costs of complaints. The maximum has been the same since the start of the college.
 - \$46,623 was added March 31, 2021 to reach maximum.
 - \$2,416 was used in 2020-2021 fiscal year
 - b) Special Purpose Fund- Total: **\$57,993**. Contributed 25% on net income this year.
 - \$6,750 March 31, 2021
 - No funds out of this account were utilized in 2020-2021
 - c) Operating Reserve Fund- **\$40,000.00** (3 months operating budget).
 - No changes in 2020-2021
4. Investments: Investments Account total: \$149,047.96 as of Oct 5, 2021
- a. Inline with the current laddering method
 - i. May 2020- \$25,010.92 was re-invested in June 2020 4 years
 - ii. Dec 2020- \$25,014.32 was re-invested in Jan 2021 for 4 years
 - iii. March 2021- \$20,005.70 was re-invested in March 2021 for 4 years
 - iv. Sept 2021- \$25,007.53 was re-invested in Sept 2021 for 4 years
 - v. Nov 2021 - \$23,000.00 was invested for 5 years. *New*
 - b. Next to mature is \$30,000 in March 2022. Will reinvest \$30,000 for 4 years in February 2022.



Nova Scotia College of Respiratory Therapists AGM 2021

- c. A total of \$ 2,396.42 was made from long-term investments and interest made from bank in 2020-2021 fiscal year, not including the current investments interest (variable until maturity).
 - d. Plan is to continue with laddering method and increase our investments to 8 (6 currently) with a set amount. With the hopes of investing the total amount of the operating reserve and contingency fund (approx. \$240,000), having one due every 6 months. COVID has made investing challenging.
5. Budget for 2022-2023 approved by the Board Sept 2021
- a. Minimal changes from 2021-2022
 - i. Honorariums increased \$5000.00 – Discussions about board honorariums
 - ii. Insurance increased \$200.00
 - iii. Staff Salary increased \$5000.00 depending on FTE and Salary Review
 - iv. Took out strategic planning as this will be a special project in the coming year
 - v. Predicated net income: \$575.00
6. In-progress
- a. Meeting with Registrar and newly appointed Treasurer this month to support transition.
 - b. Auditor reviewed financial policy and made suggestions. Will finalize suggestions and present to the board for approval.

Shannon MacDonald (Deputy Registrar) has retired from her position within the college. I would personally like to thank her for her years of services and her support over my time as treasurer. I have met with both Shannon and Tara to ensure all of Shannon's financial duties were transitioned to Tara.

Submitted by
Corry Fitzgerald, RRT, BHSc, CCAA, MHM (c)
Treasurer NSCRT

2021 INTERIM REPORT

Registration

- On April 1, 2021, there were 301 licensed NSCRT members down from 307 on April 1, 2020
- Increases throughout the year secondary to graduates from inside and outside NS and cross jurisdictional transfers.
- Currently there are 338 licensed members. Overall, membership with the NSCRT has remained stable with no growth for the last two year. This can be attributed to small graduating classes, retirements and out of province transfers.
- In 2020-2021 5 retirements, 10 transfers out of the province and 4 individuals who did not renew for various reasons
- Unsure how of growth this year, although it looks like there may be a slight increase. Aware of several (10) upcoming transfers out of province so these individuals will not be renewing

Operations Update

Internal

- Shannon McDonald officially retired as staff at the NSCRT. Shannon has been with the College in some capacity since it was proclaimed in 2008. She was a dedicated Registrar and following that, a dedicated Deputy Registrar and mentor. Her knowledge and experience will be missed. She is currently remaining as a volunteer of the Professional Practice committee in the short term. Thank you Shannon 1000 times over for everything you have done for the profession through the years.
- Deputy Registrar job was posted in September. Board is reviewing applicants and will be holding interviews for the position in the next few weeks. The DR's primary role will be that of a practice consultant leading the professional practice committee, liaising with employers, RTs and other stakeholders across the province and country providing guidance on practice issues.
- Operations Emergency Team (OET)
 - Comprised of the executive formed to provide timely responses to COVID 19 pandemic
 - Met less frequently in the 2021-2022 license year although did come together multiple times during the onset of the 3rd wave in response to the potential RT shortage with increasing hospital admissions.
 - Re-implemented emergency licensing (2 granted)
 - Website continues to have page dedicated to COVID-19 that is regularly updated with information related the COVID-19 response.
- Good Governance:
 - Ongoing Board training continues to be a priority of the NSCRT. The BoD has been researching consistent resources with which to train/on board new Board members. Sourced online and affordable training for new and existing Board members. Several Board members were able to access these resources this year.
 - Recently provided requested suggestions to the NSRHPN for upcoming education sessions for Network members and self-regulating boards. Expect this to happen in the next few months.
 - I participated in a workshop on Truth, reconciliation and regulation in October. Valuable opportunity to stay abreast of developments in this area, including any required changes at the College to ensure we are doing our part.
- Website Development
 - Ongoing upgrades to the platform including modifications to the e-learning modules, polling/voting feature (elections, survey membership)
 - Implementation of Sharing Forum: Regularly post opportunities and you as members can do the same. This project was development at the request of the membership for a place where learning opportunities and evidence-based practice information can be

shared. Not currently being utilized...please use this resource to share information across the province, upload research/articles, etc

- o Ongoing development of an online self-assessment tool. As part of the new CCP, members reflect on their practice as a way of developing learning goals for the upcoming license year. Delayed by COVID-19. Hopefully be ready for piloting in spring of 2022. Once all the bugs are worked out members will be given thorough instruction on how to use what we hope will be a valuable tool for helping you self assess your practice.
- **Policy Development**
 - o Continues to be a priority-especially those related to registration as identified in a fair registration practices review the college underwent in 2018.
 - o Since April 1 2021, much work has been done in policy development. All policies recommended in the action plan are either in draft form or have been approved by the Board of Directors. Review of draft polices by the appropriate committees followed by the Board review and approval is ongoing. Review and updating of the existing policy manuals will be the next policy work undertaken including identification of any new polices that are required.
- **NSCRT Statement on Racism**
 - o BoD approved and released a statement on racism in July 2021 after a year long draft process that included consultation with stakeholders (members of the African nova scotian community and the indigenous community)
 - o Circulated to the membership and posted on website
 - o BoD is committed to action and examining processes for any biases/barriers to participation in the College or issues with processes. Plan to create a Board skills/attributes matrix for identifying gaps in Board experience, representation, etc. This will be used when seeking nominees for upcoming Board vacancies
- **Accreditation**
 - o The NSCRT signed a provincial contract with Accreditation Canada's Equal-the specialized health education accreditation program. I sit as a council member on the Board for Equal.
 - o Having a provincial contract enables the NSCRT to select a survey team member to provide a regulatory perspective during an accreditation visit for respiratory therapy programs in Nova Scotia which Shannon McDonald did last year at the Dal visit
 - o Also participate in policy development and the development/approval of standards

Committee Updates

- **Professional Practice Committee**
 - o Since assuming the role of President-Elect, Chastity Bennett has stepped away from the committee to focus on her Board responsibilities. Thank you to Chastity for your hard work while on this committee. Also want to extend a welcome to Nicole Nemirovsky and Denny Andolfatto who joined the committee this year.
 - o As part of a working group with the NARTRB, some members of the committee participated in some preliminary work on a national initiative - new Standards of Practice and code of Ethics
 - o The Committee is about to undertake a review and revision of the NSCRT AA Policy Paper
- **Credentials Committee:**
 - o Wendy Conrad completed her final term with the Committee. Wendy has been part of this committee since it was formed in 2009 and the Committee is so appreciative of her contributions over the years. Thank you Wendy
 - o Have not added any new members. Will form working groups from members on any upcoming projects where additional help is required.
 - o Committee has been focused on the review of registration policies that were drafted based on the FRPA action plan and the development of a new international applicant guide and corresponding policies

- **Governance Committee:**
 - The Committee welcomed one new member, Louanna Bethune. Thank you Lou for volunteering your time and expertise to the committee
 - The Committee is will be busy this year reviewing some preliminary policy drafts and beginning reviews on the existing NSCRT policy manuals.
- **Nominations Committee:**
 - Laura Betts resigned from the committee as she pursued the upcoming vacancy for Treasurer on the Board. Emma Hart joined the committee when Laura left. Thank you to Laura for her time on the committee, and welcome to Emma
 - Next year the committee will be seeking nominations for a President-Elect and a Director at Large

Provincial

Department of Health and Wellness (DHW):

- Ongoing COVID-19 support by way of a contact person and circulation of information
- Meeting November 8 - Workforce planning Group where RT supply in Nova Scotia will be discussed. Pandemic highlighted what members of the profession were already aware of, shortage of RTs in the province.
- Have had some communication in September as well re: How best to adequately measure/assess care provided by RTs to assist in identifying needs (e.g. tracking of patient admissions with respiratory issues, ventilated patients in ER) There has been ongoing communication and collaboration with the DHW throughout the COVID-19 pandemic.

Fair Registration Practices Review Office

- Continue to attend FRPA Breakfast meetings which provide information/training on FRPA requirements
- This summer participated in an update on our action plan with the Review Officer

Nova Scotia Regulated Health Professions Network (NSRHPN):

- Continues to meet quarterly, with the Registrar as the rep for the College
- I currently sit on the audit committee of the Network as well as several working groups:
 - Continuing Competency/Quality Assurance literature/best practice review (completed)
 - Newly formed working group tasked with the development of a new business plan for the Network

Employers:

- Working to increase communication with employers, both public and private, across the province
- Communicate on a regular basis on scope of practice issues/expansion of roles
- New Deputy Registrar role will focus on the College's relationship with employers

National Updates:

National Alliance

- With a very heavy heart, pass along the sudden passing of the CRTO Executive Director, Kevin Taylor. Kevin was a colleague and friend and his contribution to the profession and regulation in general will be greatly missed. Kevin was generous with his knowledge and happily shared any resources he had with the NA and/or individual provincial regulatory bodies. Condolences have been sent to his family and the National Alliance made a donation in his honor.
- Spring meetings were cancelled secondary to provinces dealing with 3rd wave of Covid-19
- The revision of the NCF was postponed and the existing edition extended until 2023. The revision, which requires extensive work from the group, will be focus in the upcoming months.

- Preliminary work undertaken on National Standards of Practice and Code of Ethics by provinces who had time. The NSCRT professional practice committee, as previously stated, undertook some of this work which included a review of existing RT standards across the country. Next steps will be decided at Fall meetings taking place on November 26.
- I Will be continuing in my role as secretary on the NA executive
- Additional projects ongoing by the NA
 - Harmonization of registration form declarations
 - Simulation for attainment of competencies

CSRT

- Usually have meetings with the CSRT during our spring National Alliance meetings which coincide with conference. Conference virtual last year so meeting postponed. Although the NSCRT has had communication with the CSRT on multiple occasions this year as we discuss collaboration on upcoming position statements.

CBRC

- Have a provincial contract with CBRC for provision of the credentialing exam.
- Ongoing communication as COVID 19 still impacting delivery of the exam
- Meeting with CBRC through National Alliance on November 26 for AGM and updates
- Participating in an interview on November 10th to provide feedback on the CBRC from an NSCRT perspective as the CBRC goes through the process of developing a new strat plan