



## *Nova Scotia College of Respiratory Therapists*

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### **2018-19 ANNUAL GENERAL MEETING**

Friday, October 25, 2019 9:00 am – 10:00 am

Followed by the NSCRT Education Day

DoubleTree by Hilton - 101 Wyse Road, Dartmouth

### **Meeting Minutes - DRAFT**

**In attendance:** Noel Pendergast, Adam Gillis, Corry Fitzgerald, Darrah Kennie, Danette McIntyre, Andrew Mott, Tara Planetta, Shannon McDonald, Nathalie MacDonald, Sandra Little, Deborah Gillis, Glen Bourque, Jan Taylor, Beth McKay, Kim Hooper, Elizabeth Whittle, Sarah Clow, Melissa miller, Bradley MacMillan, Izaak McLaughlin, Julien Gallant, Kristina Johnstone, Chastity Bennett, Shelly Brown, Jill Chamberlaine, Katie Russell, Monique Richard, John Cushing, Kathy Johnston, Samantha May, Deryck Kelly, Louanna Bethune, David Adams, Jessica Carew, Wendy Conrad, Megan Butler, David Wheatley, Nicole Nemirovsky, Sarah LaRoche, Andrea Fitzgerald, Jessica Wentzell, Meaghan Mamyne, Margaret MacDonald, Maria Grady, Mike Breen, Lisa Johnson, Laura Betts, Alycia Carew, Janet Brown, Kristy Smith, Graham MacEachern, Andrea Audette, Lorelei Brushett, Alicia Tilley, Dawn Oliver, Holly Mitchell, Kim Thompson, Tim Sanford

**Represented by Proxy:** Michael Cashen, Jaclyn Sanderson, Tracy Cushing, Jennifer Hoyt-Veinot, Ashley Leclerc, Shelly Cummings, Kyle Turner, Claudette Ede, Susan Hiltl, Alyssa Waye, Gillian Hines, Emily Bales, Anita Burke, Tracey Buckland, Emma-Leigh Seniuk, Sarah Wallace, Ian Wheatley, Jennifer MacNeil, Craig Norton, Jillian Shadbolt, Andrea Dale, Melissa Rose, Tammy Chapman, Kimberly Kennedy, Samantha Hagen, James Durnnian, Andrew Aucoin, Michael Liberatore, Mallary Dawson, Ian Ayles

**Regrets:** Jasmine Ghosn, Jamie Murphy, Lauren Randall

1.0 Called to order: Adam Gillis 0905

2.0 Determination of Quorum - Quorum confirmed

3.0 Approval of Agenda

Date incorrect - 2018 corrected to 2019

**Motion:** To approve agenda as circulated with correction to date.

Moved: David Wheatley      Seconded: John Cushing

#### 4.0 Approval of minutes: Annual General Meeting November 16, 2018

**Motion:** To approve the minutes from 2018 Annual General Meeting as circulated.

Moved - Adam Gillis

Seconded: Noel Pendergast

#### 5.0 Action Items and Decisions

##### 5.1 Nominations and Election of Board Members

- Adam thanked members of Nominations Committee: Laura Betts and Jim Fitzpatrick
- Andrew Mott and Laura Betts to count ballots while meeting continues
- Three members have been nominated - Monique Richard, Chastity Bennett, Kristina Johnstone - each gave a two-minute talk regarding their interest in becoming part of the NSCRT Board
- Ballots distributed for voting

##### 5.2 Review of Audited Financial Statements

- Peverill and Associates are NSCRT Auditors- Corry read letter from auditor
- Highlights:
  - New Revenue \$30,000
  - Approx. \$10,000 Special Purpose fund
  - Approx. \$6,000 to Contingency Fund
  - Board Training increased costs
  - Increase in Registrar and Deputy Registrar Salaries
  - Web performance platform increase costs due to new contract

**Motion:** To approve the Audited Financial Statements as presented.

Moved: Kim Thompson

Seconded: Wendy Conrad

**Motion:** To approve Peverill and Associates to continue as auditors for the NSCRT.

Moved: Lisa Johnson

Seconded: Glen Burke

Abstained: Corry Fitzgerald

#### 6.0 Discussion and Information Sharing

##### 6.1 Reports from the Board

- 2018-19 Annual Report
  - No questions
  - report posted on NSCRT website
- Treasurer's Report and setting of Annual License Fees
  - Currently on budget
  - Website maintenance over budget due to change in contract with provider

- \$150,000 contingency fund has reached its cap
- Budget approved in June, few small changes from previous budget
- 2020-21 Budget reviewed by Treasurer
  
- Annual Licence Fees
  - Motion:** To keep annual licence fees for NSCRT at \$475.
  - Moved: Corry Fitzgerald      Seconded: Jessica Wentzell
  
- 2019 Interim Report
  - Tara Planetta reviewed report
  - Member numbers are consistent over past few years
  - Meeting with NS dept of Health regarding future workforce planning
  - 29 professional portfolio reviews of audit - no issues
  - New question on renewal form - telepractice, 10 members currently working in trans-jurisdictional areas
  - No complaints this year
  - Professional Practice Committee- working on documentation guidelines with goal of releasing it Spring 2020
  - Credentials Committee working on new Continuing Competency Program - online learning log, e-learning quiz,
  - Fair Registration Practice Act Review completed in Spring
  - CBRC - August meeting to discuss advancements in the exam - trying to create a more high-fidelity exam (CXR, videos etc)
  - Regulated Health professions Network - meeting regularly to share ideas, NSCRT participated recently in a Board training session
  - Distributed a statement regarding vaccine hesitancy
  - Accreditation update - still negotiating contract with Accreditation Canada - first site visit at Dalhousie in 2020
  - Shannon and Tara attended LANS policy forum on COPD
  - National Competency Framework will be updated in 2021 - survey will be distributed to NSCRT members
  - College of North Atlantic - last class graduated. Trying to get their program up and running again, they have applied to HSO for accreditation.
  - Service Plan with our website - now have direct tech support rather than having to go through Registrar. Previously we had a pay-for-service arrangement, we now have all features included in our service package (such as platform upgrades)
  - No questions from attendees

**Motion:** To receive the Reports from the Board as presented.

Moved: John Cushing      Seconded: Corry Fitzgerald

## 6.2 Open Forum

- Ballots Counted and Monique Richard is the successful Candidate for Director at Large Position
- 3 Director at Large positions coming up next year. Usually there are 2 at a time. This occurred when Tara transitioned from President Elect to Registrar. To realign back to 2 positions at a time, we as a Board decided to have Darrah Kennie stay on for one additional year.
- No questions from the attendees
- Welcome Noel Pendergast as the new President of the NSCRT

#### 7.0 Adjournment

**Motion:** To adjourn the NSCRT Annual General Meeting at 9:55

Moved: Corry Fitzgerald

Seconded: Glen Burke

DRAFT