

Newfoundland and Labrador Association of Occupational Therapists

Annual General Meeting Minutes

May 12, 2021

Present: Kerri Wells, Kenneth Curtis, Jennifer Fahey, Sarah Lynch, Kim Maher, Jill Burton, Sarah Burt, Maire NicNiocaill, Patricia Moores, Adam Maddalena, Kelly Fry, Sheri-Lynn Ash, Joanne Martin, Janet Gosse, Margaret Collingwood, Karen Hurtubise, Michelle Mullaley, Alison Carter, Sarah Dawe, Kaitlyn Stewart, Christina Crane, Sara Jenniex, Susan Morgan, Renee Hillier, Emma Kennedy, Emmett Dwyer, Pamela Butt, Jane Simmons, Nancy Hull, Kim Coombes, Megan Noble (OT student), Sharon Horan, Meghan Mahoney

Agenda:

- 1) Presentation and adoption of agenda: Kenneth motioned to adopt agenda. Meghan Mahoney seconded.
- 2) Adoption of June 3, 2020 AGM minutes: Minutes accepted by Kenneth Curtis.
- 3) Presentation from Karen Hurtubise:
 - a) Telerehabilitation in Occupational Therapy
 - b) OTpotential.com - repository of evidence about Telehealth for OTs
- 4) Presentation of Annual Reports: See executive reports for more detailed summaries.
 - a) President:
 - i) Collaboration with National Public Awareness Campaign: ACOTPA collaboration. Phase 1 completed - website is launched (OTeveryday.ca). Phase 2 - Zoomer newsletter, podcasts, CBC - This phase is currently underway. NLAOT to contribute annually financially along with other provinces until the campaign is complete.
 - ii) Supporting Student Preceptorship: Newsletter to be uploaded to the NLAOT website. Acknowledgement of Patti Moores.
 - iii) Collaboration with NLOTB: Recently met with Kim Doyle, from NLOTB. Discussed some position statements. Looking to collaborate a minimum of once a year to develop position statements.
 - iv) NL OT Mentorship List: Did get volunteers for all practice sectors. Will be uploaded to NLAOT website. Sending a thank you to all participants who have agreed to volunteer as a mentor.
 - v) Education and committee support
 - vi) NL Health Accord: Social determinants of health and how to improve this for Newfoundlanders. NLAOT pulled in as a partner

and Kenneth, president of NLAOT presented recently. Thank you to the OTs who provided some information.

- b) Treasurer: Jennifer Fahey presented.
 - i) Current account balance (May 5, 2021): \$50,582.83
 - ii) GIC total: \$51,018.22
 - iii) Revenues include:
 - (1) Membership fees for 2020-2021: \$26,981 + \$582 (interest)
 - (2) Post 2020 renewal(to Feb 28'21): \$ 1525 (awaiting cheque to deposit)
 - (3) COTF grant: \$ 449 (deposited April 27, 2021) Total: \$29,537
 - (4) Revenues: Total revenues - \$29,537
 - iv) Past year expenses: \$13,377
 - (1) Past year expenses include: Advertising and promotion \$2,310
 - (2) Amortization \$78
 - (3) Bank charges \$171
 - (4) Education \$2,085
 - (5) Fees and dues \$1,615
 - (6) Gifts \$1,290
 - (7) Insurance \$1,162
 - (8) Office and administration \$1,315
 - (9) PAC and WFOT \$225
 - (10) Professional fees \$2,645
 - (11) Teleconferencing \$481
 - v) Surplus funds - Gives some space to be used towards education expenses in the future.

- c) Education Committee:
 - i) Gave out 8 CAOT grants this Spring (2021). CAOT conference is being held virtually this year.
 - ii) Our next grant will be in October 2021 - 500\$. Application will be due in September 2021.
 - iii) Looking for the last 1.5 years to get Heidi Cramm to come to Newfoundland to do a 2-day trauma workshop. Looking at the possibility of completing this virtually due to it being continuously pushed forward.
 - iv) Any ideas for presentations for the education committee, reach out to the education committee.

- d) Public Relations:

- i) OT month 2020: Did not hold Red Cross Equipment Drive Oct 2020. Could not have O Teas. NLAOT donated money to Red Cross (100\$).
- ii) Hosted a virtual trivia night for OT month 2020. Planning to host a similar event for OT month for 2021.
- iii) Extra funds - will be used to upgrade some NLAOT merchandise. Potentially look at doing some
- iv) Supporting archives committee.
- v) Encourage any NLAOT members to join! Email publicrelations@nlaot.ca.

e) Digital Media: Sarah Lynch collaborating with the website design company to keep improving the NLAOT website. Social media - Sarah is working on a facebook group for members only. Sarah is working through some logistics currently but keep a look out for this facebook group.

- i) Get in touch with Sarah if you have any questions (digitalmedia@nlaot.ca).

f) CAOT Board Member: Sarah Burt presented. See executive report for more detailed report. Sarah wanted to highlight CAOT conference starts this Sunday. Deadline for registration is May 13, 2021 - if you consider attending, register soon!

5) Election of Executive 2021-2022:

- a) Past President: Kenneth Curtis
- b) President: Meghan Mahoney
- c) President Elect: No volunteers currently. Send email to secretary@nlaot.ca or president@nlaot.ca if interested.
- d) Secretary: Kerri Wells
- e) Treasurer: Jennifer Fahey
- f) Education Committee Chair: No volunteers currently. Send email to secretary@nlaot.ca or president@nlaot.ca.
- g) Digital Media: Sarah Lynch
- h) CAOT Board Member: Sarah Burt

6) Awards and Acknowledgements

- a) Preceptorship letter award draws: Winners: Jennifer Fahey and Kelly Fry.
- b) NLAOT AGM Education grant (to be drawn in Fall 2021)
- c) CAOT Citation Award - The Gathering Place: Congratulations to The Gathering Place for winning a CAOT Citation Award! Thank you to all staff and leaders at the Gathering Place.

- d) Retirees: Sandy Delaney retired from Janeway in 2020. Sandy had the first pediatric acute care position. Linda Griffiths (community) has retired.

7) Committee Reports:

- a) Archives: Patti Moores. Some meetings since the Fall 2020. Trying to fill some gaps in the first 50 years timeline. Clueing up some odds and ends there. Set their sights on 2017 and onward. Gathering information, doing interviews, gathering important information that is not already documented. Want this information to be accessible. Trying to decide where this information should live for individuals to be able to access it (Memorial University, the Rooms, etc). Mary Manolovich and Brenda Head have interviewed multiple pioneers in OT. Certainly something that would be good to highlight to the group once that work is done. Continuing to gather information for Archives committee. Please reach out to Patti Moores if you have any information to share.
- b) Private Practice: Jane Simmons. Have not met for a while. No update since last update. In need of a new memorandum of agreement for WorkplaceNL. Will pull together all OTs working in private practice to get on a committee to develop a new contract as last contract expired mid April 2021.
- c) Seniors: This group met 3 times in the last year. They have representation from across the province and they welcome new members. They have revisited their terms of reference, participated in NLAOT's presentation to the Health Accord task force as well as individually attended town hall sessions. They are presently working on position papers on the following topics so that NLAOT has them on hand when asked for input; Aging and Primary Health, Aging and preventing admission to Long Term Care, Aging and Fall Prevention and Aging and Caregiver Support.
- d) Driving: Still working away at their projects. Website has some documents for the public, as well as for members only. For the public - List of OTs across province who provide driving services, MRD locations across province. Algorithm for driving across Newfoundland - for members only.

8) Members forum:

- a) Motion 1- To keep membership fees at the same rate. Motion passed to keep membership fees. Kenneth motioned to accept. Christina Crane seconded. Motion passed.
- b) Motion 2: To stay with the same tax consultant (Noseworthy & Chapman). Kenneth motioned to accept. Kelly Fry seconded. Motion passed.

9) Acknowledgements:

- a) Kerri Wells, secretary
- b) Kim Maher, past president

10) Open table discussion:

- a) Patti Moores - Thank you to everyone who has volunteered for preceptorship for OT and OTA students. Looking for preceptors for level 1 students - 5222A and 5222B students. Contact Patti if you want to volunteer!

11) Adjournment at 3:15PM.