

NLAOT General Meeting
Minutes
November 29/2022

In attendance: Kerri Wells, Meghan Mahoney, Kim Doyle, Danielle Hogan, Jane Simmons, Andrea Pittman, Samantha Ash, Jennifer Fahey, Diane Bouwman, Sheri-Lynn Ash, Jessica Samson, Melissa Greene, Janet Gosse, Nancy Fitzpatrick, Susan Morgan, Megan Ryan, Maire NicNiocaill, Renee Hillier, Kelly Fry, Karen Martin, Patti O'Keefe

Call to Order (12:00)

Introductions from Executive: Kerri Wells, Danielle Hogan, Meghan Mahoney, Jennifer Fahey.

Reading / Approval of Minutes (General Meeting): Danielle Hogan approved. Jane Simmons seconded.

- Janet Gosse asked to add "Janet Gosse" under "in attendance" to the minutes.

Adoption of agenda: Janet Gosse adopted agenda. Melissa Greene seconded.

Guest Presenter – Kim Doyle, OT(R)NL, NLOTB Executive Director

- NLOTB will be transitioning from the "Essential Competencies of Practice" to the "Competencies for OT's in Canada (2021)" in 2022-2023. This document represents unified competencies for the profession and will be incorporated into standards, guidelines, ethics frameworks and competency requirements. Nationally, university curriculums will be modified as well as the NOTCE. ACOTRO has developed an eLearning module for all OT's in Canada which NLOTB launched during OT Month. The purpose of the module is to familiarize OT's with the document in an "open book" learning module. Completion of the module is a renewal requirement for 2023. NLAOT, CAOT and NLOTB are working together to implement the new document.
- Why new competencies? We live in an ever changing world and we need to improve our profession constantly. Competencies serve to guide a variety of professional activities such as regulatory quality assurance processes, entry-level exams, accreditation of educational institutions, and continuing professional development.
- What's new with competencies? Looks familiar as many of the competencies in the Essential Competencies of Practice document. The introduction of a new domain Culture, Equity and Justice acknowledges the presence and impact of systemic racism in Canada. These competencies represent an early and critical step towards dismantling the structures that privilege some people over others. New terminology: anti-oppressive behaviour, anti-ableist behaviour, anti-racist behaviour, occupational analysis, participation, possibilities, rights.
- 2022 National eLearning module.
- Where to go from here? Read the new document. Complete the eLearning module. Reflect on your practice and where you may need some new learning. Set some learning goals relevant to the new competencies. Participate in education opportunities. Consider having conversations about uncomfortable things and topics.

- There was discussion at the end of the presentation about promoting the importance of these competencies and the new released book “Promoting Occupational Participation. Collaborative Relationship Focused OT.”
- Danielle Hogan mentioned having a “book club” with your practice group to discuss how these new competencies may impact our practice.
- Diane Bouwman inquired if meetings can be recorded such that people can listen if unable to attend a meeting. Danielle also mentioned that there is a podcast on the CAOT website that may be interesting.

Executive Reports (12:45)

- President:
 - First Light training offered in June (over 2 days). 23 members attended. Feedback was all positive from attendees.
 - Summarizing OT month: 10 people received books from the draw. 232 entries total (from sharing, liking, or commenting on posts). 10 separate groups reached out to host OT month celebration (NLAOT supported financially). 100\$ donated to Red Cross. Ads went on via OzFM through month of October. Name in for a draw for a \$50.00 once completed eLearning module (on or before November 30/2022). Kim Doyle will have a record of completion. Citation award - Danielle and Meghan to present citation award to Alzheimer Society. December 1st/2022 is the deadline for CAOT citation award. One nomination has been received so far, Meghan will send off. NS society of OTs - asked for NLAOT to be apart of the steering committee for OT Atlantic (in Halifax, NS - October 2023). Email has been sent out to membership if anyone is interested in taking part or presenting at this conference. November 30th is the deadline for the survey to be completed (sent out by NLAOT Secretary).
 - 3 vacancies with the committee - President Elect, Digital Media, Public Relations.
 - President Elect:
 - Presides in absence of the President
 - Assumes all duties of the President if the president is unable to continue with his/her duties
 - Provides executive bio to Digital Media for NLAOT website at the start of the term.
 - Information should include a picture, brief introduction of self, comments related to involvement with NLAOT executive and contact information.
 - Manages email account for presidentelect@nlaot.ca (this includes regular review and timely response to enquiries).
 - Digital Media
 - Maintains NLAOT website (www.nlaot.ca) on a regular basis as deemed appropriate by executive.
 - Manages email account for digitalmedia@nlaot.ca (this includes regular review and timely response to inquiries).
 - Liaises with the website and email administrators to meet the needs of the Executive and Association

- Posts minutes from general meetings to website (provided by the Secretary).
 - Obtains and updates Executive bios at the start of their term.
 - Updates the Resource Section of the website as provided by membership.
 - Updates information on website as sent by members
 - Provides written report to Secretary for General Meetings and AGM. Review report during General Meetings and AGM. Reports are due to the secretary 2 weeks ahead of all meetings.
 - Completes regular media scans for opportunities to respond to relevant matters.
 - Organizes all submissions for length and content.
- Public Relations:
 - Responsible for attending regular monthly NLAOT executive meetings. Provides a written report to the secretary prior to all general meetings (including AGM). This report is due 2 weeks prior to all meetings.
 - Sets the schedule for meetings of the Public Relations Committee
 - Proceeds over meetings of the PR committee
 - Prepares agenda for all PR meetings, forwarding agenda to committee members prior to meeting.
 - Prepares a budget for the objectives set by the committee and meets with the treasurer to review the budget.
 - Keeps the minutes of all PR meetings using executive format outlined in “Roberts Rules of Order” and will save electronically. (see procedures for meetings).
 - Manages email account publicrelations@nlaot.ca (this includes regular review and timely response to enquiries).
- 3 vacancies with the committee - President Elect, Digital Media, Public Relations. Meghan inquired if anyone would be interested in these roles. Danielle Hogan suggested creating a matrix to determine which areas we are lacking representation from NLAOT.
- Treasurer and education are also looking to step down, so looking to fill these roles as well.
- Secretary: No updates.
- Treasurer:
 - Jennifer Fahey presented on expenses.
 - \$74,682.32 in bank account. GIC total: \$52,072.73. Expenses from March 1, 2022 include: bank charges, donations, education, fees and dues, gifts, insurance, office/admin, Public Relations, OT Month, Accounting, Google Suite Services, Website Development/maintenance, Zoom account. Total expenses: \$14,065.77. Review executive report to review total expenses. One new addition the expenses that were not included in the executive report include the OZFM ads that was approx. \$2300.00.
 - Jennifer Fahey discussed the Treasurer role as she is hoping to step down from the role and encouraging a volunteer to take over this role. Main duties: attend exec and general meetings, send exec. Reports, submitting motions in

AGM to continue with accountants and to continue with budgets, maintaining records of expenses (revenue, and expenses) via google docs, receiving bills, ensuring Visa is paid, maintaining bank account, reimbursements via EMT and cheque, NLAOT mailbox (located downtown St. John's) checked monthly, relationship with accountant, getting receipts/invoices to accountant, communication with accountant.

- Email Jennifer Fahey if interested in obtaining more information on this role.
- Position does not have to be
- Education: No update today.
- CAOT:
 - The most recent CAOT Board Meetings were held on November 18th & 19th, 2022 – meetings were offered hybrid with members attending both virtually and in-person (Ottawa, ON). Highlighted agenda items:
 - CAOT has been working on a new strategic plan that aims to create the priorities and plans for the next five years. Recently, CAOT with its strategic planning partner, The Potential Group offered three design brainstorming sessions.
 - At the board meetings, members spent a morning session working with the Potential Group facilitators to review the themes and direction that came from the three design intensive sessions - focus now on development of a new strategic framework.
 - The Occupational Therapy Truth and Reconciliation Commission (TRC) Task Force presented their work plan progress and identified next steps to continue this most important work. An overview of the Task Force work plan and additional resources including TRC and Indigenous Health Clinical Resources & Readings can be found on the CAOT website, Practice Resources page.
 - I would also like to highlight that throughout the board meetings the new competency document (Competencies for Occupational Therapists in Canada) was embedded into many conversations – specifically around next steps for implementation with regulators, exam, accreditation, university educators and professional associations. Of importance to note, with the implementation of the Competencies for Occupational Therapists in Canada, CAOT is now in the planning phase for development of a competency document for Occupational Therapy Assistants in Canada – to replace the current Practice Profile for Occupational Therapy Assistants.
 - The overall feedback from the board meetings is that members were appreciative that there was an opportunity to meet in-person. These meetings were my first introduction to the CAOT Board as the NL Board Director – please feel free to connect with me directly if you have any questions or concerns related to CAOT and/or if there is any feedback you have for our national association.
 - NLAOT members are encouraged to visit www.caot.ca or to join CAOT on Facebook or Twitter for news, volunteer opportunities, training and professional practice resources, and additional information about the work of our national association.

Open table for committee reports (1:05)

- Seniors: We continue to meet every 2 months and have finalised the Terms of Reference and forwarded to the executive. We are currently looking at the Health Accord report's section on Aging in our Community. We are pleased to see lots of OT language in it and we will forward our comments to the executive board. We note a

secondment in Eastern Health 'to provide leadership in the area of Older Adult Care for the organization' which we see as a positive step. Our next meeting is on Dec 13th.

- Driving: Renee Hillier provided an update. Had a presentation last week to membership (~56 individuals). Feedback has been very positive, and continue to accept feedback. Group to get back together in new year to discuss.
- Private Practice: No update from Private Practice. Looking to set up meeting to discuss fees with other private practice clinicians.
- Archives: Haven't met this Fall 2022. Patti Moores to set up a meeting in near future.
- Accessibility: No update.

Updates:

- Melissa Greene inquired about Diane Bouwman's retirement (planning for June 2023).
- Susan Morgan inquired about hiring an individual/company to help with Digital Media. Meghan suggested considering NLAOT funding an OT to work on the website.
- Jessica Samson reported that she has experience in website design and would be interested in the Digital Media role. Jessica Samson volunteering for a Digital Media role. Patti O'Keefe nominated Jessica.

Key dates for 2023 –

- General Meeting Feb 14, 2023 12-1:30pm (island time) 11:30am-1:00pm (lab time)
- Annual General Meeting May 9, 2023 2-4pm (island time) 1:30-3:30pm (lab time)

Adjourn Meeting at 1:35PM.