



CANADIAN SOCIETY OF RESPIRATORY THERAPISTS
SOCIÉTÉ CANADIENNE DES THÉRAPEUTES RESPIRATOIRES

Minutes

**CSRT Annual General Business Meeting
Le Grand Salon, Fairmont Queen Elizabeth Hotel, Montreal, QC
Friday, May 23, 2014**

1. Welcome and Call to Order

Angela Coxe, CSRT President, called the meeting to order at 08:00 hours. She welcomed the participants to the 2014 CSRT Annual General Meeting.

2. Confirmation of quorum

Carolyn McCoy, CSRT Chief Scrutineer, confirmed that quorum was reached as there were more than 50 CSRT voting members in good standing present in person and by proxy.

3. Introductions

President Angela Coxe introduced the current Board of Directors:

President Elect	Jessie Cox (Paradise, NL)
Treasurer	Adam Buettner (Saskatoon, SK)
Directors	Louis Phillip Belle-Isle (Montreal, QC)
	Jeff Dionne (Toronto, ON)
	Barbara MacDonald (Halifax, NS)
	Susan Martin (Barrie, ON)
	Chantal MacEwen (Charlottetown, PEI)
	David Sheets (Kamloops, BC)
Student Relations	Edouard Saade (Rothesay, NB)

President Angela Coxe then introduced Sue Jones, Past-President, who will serve as Parliamentarian. She then introduced the CSRT Executive Director, Christiane Ménard as well as the scrutineers Carolyn McCoy (NB), assisted by Tammie Fournier (NB) and Claire Parent (QC). She proceeded with the introduction of the former CSRT Presidents and the leaders of provincial regulatory bodies and professional associations attending the conference.

4. Approval of Agenda

President Angela Coxe proceeded with a review of the agenda. No items were added and the agenda was approved as presented.

5. Approval of Minutes of the CSRT 2013 Annual General Meeting

President Angela Coxe asked members if they had any comment or any questions regarding the minutes of the 2013 Annual General Meeting. No question and comment were presented.

A motion presented by Rob Leathley (NB), seconded by Tom Piraino (ON) to approve the minutes of the 2013 Annual General meeting.

Motion carried.

6. Executive Reports

6.1 President's Report

President Angela Coxe reported that all activities outlined in the CSRT's 2009-2012 strategic plan have been completed under each of the following strategic directions:

Strategic Direction #1: The CSRT will be an effective advocate for the RT profession, the health care system and the quality of patient care.

Strategic Direction #2: The CSRT will provide the highest possible value and service to its members.

Strategic Direction #3: The CSRT will support and promote the professional image of respiratory therapists.

Strategic Direction #4: The CSRT will encourage professionalism in the practice of respiratory therapy and optimize practice requirements for RTs.

President Angela Coxe reported that activities in 2013 year have been focused on planning for the future of the profession. The CSRT has completed an extensive consultation process that included a survey, informant interviews and a face-to-face workshop to develop a blueprint for the profession. The blueprint for the profession was presented to the membership on Thursday, May 22nd and copies of the document were distributed at that time.

Angela Coxe then reported that the other major initiative was the planning for the changes required by the updates in Corporation Canada's Not-For-Profit Act and Regulations and this required revisions to the CSRT by-laws. These will be presented later in the meeting.

6.2 Treasurer's Report

6.2.1 2013 Financial Statements

Treasurer Adam Buettner reported on the financial statements for the fiscal year 2013 as per the audit which was completed in March 2014. The audit also included an internal control and risk assessment analysis. Total revenue in 2013 was \$1,250,856, expenditures was \$1,287,737; and the excess expenditures over revenue for 2013 is reported as \$36,881.

Treasurer Adam Buettner provided a deficit analysis. He reported the elements that contributed to the deficit included:

Adjustment in the service revenue from 2012 (\$3,731)

Adjustment required for old inventory from before 2008 (\$8,011)

Depreciation expenses of fixed assets (\$3,146)

Adjustment required for the 2012 audit fees (\$10,000)

Membership adjustment required (for members who pay on the monthly payment plan) (\$15,161)

Prepaid down payment for the 2013 conference had to be transferred from the prepaid general ledger (\$3,500)

6.2.2 2014 Budget

Treasurer Adam Buettner provided an overview of the 2014 budget which was approved by the Board of Directors. A net income of \$5,765 is projected.

6.3 Appointment of Auditor (Motion)

Adam Buettner put forward a request to appoint the auditors Ouseley Hanvey Clipsham Deep, LLP for the 2014 audit.

A motion was presented by Rob Leathley (NB), seconded by Tom Piraino (ON) to appoint the auditors Ouseley Hanvey Clipsham Deep, LLP for the 2014 audit.

Motion carried.

7. Approval of documents required by Corporation Canada's Not-for-Profit Act

President Angela Coxe reported that the CSRT must apply to Corporations Canada by October 17, 2014 and must submit articles of continuance and by-laws that comply with the new legislation and regulations. She reported that the new Act is much more detailed and specific and therefore the by-laws do not have to include details that are already within the legislation and regulations. She reported that the Executive Director was well informed on the requirements of the new legislation and regulations as she had attended two workshops offered by the Canadian Society of Association Executive, has consulted individuals with expertise in governance as well as other associations undergoing the same process.

7.1 Approval of Articles of Continuance

Executive Director Christiane Ménard reported that the "Articles of Continuance" will replace the original letters patent of the CSRT. She reviewed the elements included in the article of continuance including: corporate name; province where the registered office is located; statement of purpose of the organization; minimum and maximum number of directors (8 to 12); restrictions on activities; the classes or groups of members which are divided in voting and non-voting members; statement regarding the distribution of property remaining on liquidation; and any additional provisions that the corporation may want in its articles.

A motion was presented by Ray Hubble (NB), seconded by Michael Lemphers (BC) to approve the Articles of Continuance as required by Corporation Canada's Not-For-Profit Act and Regulations.

Motion carried.

7.2 Approval of By-Laws

Executive Director reported that new by-laws were required. She reported that the new legislation and regulations are very specific and that the by-laws were reviewed and updated to meet the requirements of the new legislation. She reviewed the by-laws section by section.

A motion was presented by Stephen Chard (SK), seconded by Mike Lemphers (BC) to approve the new CSRT By-laws as required by Corporation Canada's Not-For-Profit Act and Regulations.

Motion Carried – 1 member abstained his vote noted.

8. Introduction of New Fellows of the CSRT

Angela Coxe introduced the new fellows of the CSRT who have been approved for the FCSRT professional designation. These include:

Stacey Halliday (ON)

Bruce MacRae (Doha, Qatar)
 Shane McDonald (MB)
 Thomas Piraino (ON)
 Shelley Prevost (ON)
 Patricia Ann Therriault (QC)
 Andrew West (MB)

9. Introduction – New Board Members

President Angela Coxe informed members that a call for nomination have been implemented to recruit two new board members: a director that brings the perspective of chronic disease management and a director that brings the perspective of students.

She reported that only one nomination was received for the director from chronic disease management and introduced Elizabeth French from the Misericordia Health Centre in Winnipeg (MB) brings the perspective from chronic disease management.

Angela Coxe reported that the second board position was nominated from student members and the Board received several nominations. The Board of Directors are responsible to select the student representative and she introduced Dave Sahadeo a student at Thompson Rivers University in Kamloops (BC) brings the perspective from students in respiratory therapy.

10. Confirmation – Board of Directors from May 2014 to May 2015

President Angela Coxe introduce the 2014-2015 Board of Directors to the membership

President (AA - Maritimes)	Jessie Cox
Past-President (Leadership - ON)	Angela Coxe
Treasurer (Neonatal and Pediatric – Western Canada)	Adam Buettner
Director (Québec)	Louis Phillip Belle-Isle
Director (Chronic disease – Western Canada)	Elizabeth French
Director (non-regulated provinces)	Chantale MacEwen
Director (Educator – Maritimes)	Barbara MacDonald
Director (Industry – Ontario)	Susan Martin
Director (AA – non-regulated provinces – Western Canada)	David Sheets
Director (critical care – Ontario)	Jeff Dionne
Student Relations	Dave Sahadeo

11. Adjournment

As there was no further business, the meeting was adjourned at 8:40 hours.