



## MINUTES

**CSRT Annual General Business Meeting  
The Great Room, Sheraton on the Falls  
Niagara Falls, ON  
Saturday, May 25, 2019**

### 1. Welcome and Call to Order

Adam Buettner, CSRT President, called the meeting to order at 11:10 hours. He welcomed the participants to the 2019 CSRT Annual General Meeting.

President Adam Buettner then acknowledged CSRT Past Presidents attending the AGM.

### 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 Adam Buettner (Saskatoon, SK) introduced the current Board of Directors:

Past-President	Jeff Dionne (Toronto, ON)
Treasurer	Paul Williams (London, ON)
Directors	Tammy Fagan (St. John's, NL)
	Chitra Gnanasabesan (ON)
	Edouard Saadé (Saskatoon, SK)
	Elisha Kant (ON)
	Patricia-Ann Thériault (Montréal, QC)
	Scott Vigliotti (Vancouver, BC)

### 4. Approval of Agenda

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

***A motion was presented by Christina Dolgowicz (ON) seconded by Cynthia Welton (ON) to approve the agenda of the 2018 Annual General meeting.***

***Motion carried.***

## 5. Approval of Minutes of the CSRT May 2018 Annual General Meeting

President Adam Buettner invited members to comment and ask questions regarding the minutes of the 2018 Annual General Meeting which was held in Vancouver on May 26, 2018. No question or comment were presented.

***A motion was presented by Troy Denton (NB), seconded by Marco Zaccagnini (QC) to approve the minutes of the 2018 Annual General meeting.***

***Motion carried.***

## 6. Executive Reports

### 6.1 President's Report

President Adam Buettner reported on the CSRT 2019 activities, including:

- In 2018 the Board adopted a new strategic action plan for the CSRT, built on several Strategic Priorities (Advocacy, Professional Community, Membership, Informed Practice)
- The goals of the strategic action plan are designed to support advancement of the profession – and achievement of the vision described in the blueprint for the profession.
- CSRT undertook a comprehensive Infrastructure Renewal Initiative:
  - Adopted new member database
  - Undertook complete website renewal
  - Implemented cloud-based operating and financial systems
  - Integrated IT support services
  - Adopted new Learning Management System
- Growing CPD opportunities for members:
  - Monthly webinars – free for members
  - CSRT's first ever online course: Systematic and Integrative Review Initiative
  - Bank of courses approve for CE credit now available in the CSRT Members Portal
  - First ever National AA Examination process, implemented in partnership with CBRC
  - New CE tracking system for CSRT members
- Growing collaborations at the local, national, and international levels:
  - Position statement on Cannabis with RTSO
  - Partnering on a collaborative research initiative with AHS and CARTA
  - New partnership established with Association of Respiratory Care Professional of the Philippines
  - Other partnerships being developed
- Supporting CSRT members:
  - Negotiated an enhanced PLI package at a rate that is 40% lower than previous years
  - Growing the number of CSRT networks in areas of established and emerging practice (Home Ventilation, Simulation, Primary Care)
  - Participating in the Health Action Lobby Group (HEAL) – influencing decision makers nationally

- In 2018 we witnessed membership growth to record levels. The CSRT now has over 4700 members – our largest membership in history.

President Adam Buettner then reviewed key CSRT objectives for 2020, including:

- Continue to advance the profession by further implementing the CSRT strategic agenda
- Build collaborative and mutually beneficial partnerships nationally and internationally
- Continue to grow the range and accessibility of CPD offerings for members

## **6.2 Treasurer’s Report**

### **6.2.1 2018 Financial Statements and Auditors report**

Treasurer Paul Williams reported on the financial statements for the fiscal year 2018 as per the audit which was completed in March 2019. The audit also included an internal control and risk assessment analysis. Total revenue in 2018 was \$1,373,185.

Expenditures for 2018 were 1,299,389. He reported that the excess revenue over expenditures for 2018 as reported in the Auditors’ report is \$73,796.

He reported that the CSRT continues to record a healthy surplus, ensuring the financial stability of the organization. The Board of Directors maintained its goal of not raising dues, and that the CSRT will continue to implement strategies to maximize income and optimize expenditures, to grow initiatives that advance the profession.

### **6.2.2 2019 Budget**

Treasurer Paul Williams provided an overview of the 2019 budget which was approved by the Board of Directors. He provided an overview of the anticipated revenue for 2019 of \$1,192,533.30 and the projected expenditures for 2019 as being \$1,175,899.83, with an anticipated surplus of \$16,633.47.

He reported that the CSRT’s goal is to avoid raising dues and to implement strategies to maximize income and manage expenditures in order to invest in and grow initiatives that advance the profession.

### **6.2.3 Appointment of Auditor (Motion)**

Treasurer Paul Williams put forward a request for a motion from the floor to appoint the auditors Ouseley Hanvey Clipsham Deep, LLP for the audit of the 2019 fiscal year.

***A motion was presented by Joyce Yee (ON), seconded by Julie Brown (ON) to appoint the auditors Ouseley Hanvey Clipsham Deep, LLP for the 2019 fiscal year audit.***

**Motion carried.**

## **7. Introduction of New Fellows of the CSRT**

President Jeff Dionne acknowledged the new FCSRT recipients approved by the Board of Directors in 2018, and to date in 2019.

## **8. Introduction of new Certified Clinical Anesthesia Assistants (CCAAs)**

President Adam Buettner acknowledged the new CCAA recipients approved by the Board of Directors in 2018, and to date in 2019. He noted that there are now 458 CCAAs.

## **9. Confirmation of the Board of Directors for 2019-2020**

### **9.1 Outgoing Board members**

President Adam Buettner acknowledged the many contributions of outgoing Board members, including:

Jeff Dionne (Toronto, ON) – Leadership perspective. Jeff served on the Board from May 2013-May 2019, including as President from 2016-2018.

Edouard Saadé (Saskatoon, SK) – Critical Care and Western Canadian perspective. Edouard served on the Board from May 2015 to May 2019.

### **9.2 Ratification of New Board Members**

President Adam Buettner informed members that a call for nomination was implemented to recruit board members with the following perspective: (1) critical care; (2) leadership perspective. He introduced the following individuals who were elected by the membership:

Kuljit Minhas, RRT (New Westminster, BC) will bring the perspective of Leadership.

Jason Zurba, RRT (New Westminster, BC) will bring the Critical Care perspective.

**A motion was presented by Meena Kumar (AB), seconded by Gino DePinto (ON) to ratify the election of Kuljit Minhas and Jason Zurba to the CSRT Board of Directors.**

**Motion carried.**

### **9.3 Presentation of the 2018-2019 Board of Directors**

President Adam Buettner introduced the 2019-2020 Board of Directors to the membership. He informed the CSRT members as previously reported, Adam Buettner will remain on the Executive Committee in the role of President. Jeff Dionne will assume the role of Past-President, and Paul Williams will continue to serve as Treasurer.

President (Neonatal / Pediatrics – Western Canada)	Adam Buettner
President-Elect (Community and Chronic Care – Ontario)	Chitra Gnanasabesan

Treasurer (Education)	Paul Williams
Director (Québec)	Patricia-Ann Therriault
Director (Anesthesia Assistant – Atlantic region)	Tammy Fagan
Director (Industry – Western Canada, non-regulated jurisdictions)	Scott Vigliotti
Director (Student Relations)	Elisha Kant
Director (Critical Care – Western Canada)	Jason Zurba
Director (Leadership – Western Canada)	Kuljit Minhas

## **10. Adjournment**

There being no further business, the meeting was adjourned at 11:45 hrs.