



MINUTES

CSRT Annual General Business Meeting Via Zoom Video Conferencing Platform

Wednesday, June 10, 2020

19:00 hrs (ET)

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 2020 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 Adam Buettner acknowledged CSRT Past Presidents attending the AGM.

President Adam Buettner (SK) then introduced the current Board of Directors:

President-Elect	Chitra Gnanasabesan (ON)
Treasurer	Paul Williams (ON)
Directors	Tammy Fagan (NL)
	Elisha Kant (ON)
	Patricia-Ann Thériault (Montréal, QC)
	Scott Vigliotti (BC)
	Kuljit Minhas (BC)
	Jason Zurba (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 Ray Hubble seconded by Troy Denton to approve the agenda of the 2020 Annual General meeting.

Motion carried.

5. Approval of Minutes of the 2019 CSRT Annual General Meeting

President Adam Buettner invited members to comment and ask questions regarding the minutes of the 2019 Annual General Meeting which was held in Niagara Falls, ON, on May 11, 2019. No question or comment were presented.

A motion was presented by Elizabeth French, seconded by Dave Jones to approve the minutes of the 2019 Annual General meeting.

Motion carried.

6. Executive Reports

6.1 President's Report

President Adam Buettner reported on the CSRT 2019 activities:

In 2018 the Board adopted a new strategic action plan for the CSRT. The goals of the action plan are designed to support advancement of the profession – and achievement of the vision described in the blueprint for the profession. In 2019 significant progress was made towards achievement of the initiatives outlined with in the strategic agenda.

As was reported last year, the CSRT undertook a comprehensive Infrastructure Renewal Initiative in 2018. This included:

- Adopted a new member database
- Undertook complete website renewal
- Implemented cloud-based operating and financial systems
- Integrated IT support services
- Adopted new Learning Management System

This initiative positioned the CSRT to undertake its ambitious strategic agenda, and better serve CSRT members. In recognition of the transformation, the CSRT received an award of excellence from the CSAE – signifying outstanding achievement in association leadership. The CSRT is indeed a leading national organization.

The CSRT continues to grow the benefits it provides to members and in 2019 we witnessed membership growth to record levels. We now have over 4800 members – our largest membership in history. this exceeds the norm for national associations where membership is optional and is an indication that respiratory therapists recognize the value that comes from a CSRT membership.

The CSRT was very active in advocating on the behalf of RTs across the country in 2019.

- The CSRT supported RTs in British Columbia alongside the BCSRT – helping to ensure the employment classification system there fairly recognized the contributions made by RTs
- The CSRT submitted a comprehensive report to the federal government advocating for reform to the National Occupational Classification (NOC) system relating to RT. We were successful in having aspects of the NOC updated for accuracy, but there remains work to be done on this. One barrier to having RTs fairly recognized within the NOC relates to

the minimum entry-to-practice requirements of the profession. This is why the CSRT revised its position statement on “degree as entry to practice” in 2019 – to continue to advance this idea.

- In Ontario, CSRT worked with the Ontario Home Respiratory Services Association to have the government pause and reevaluate the impacts of its proposed cuts to supports for PAP devices in the community.

The CSRT continues to maintain very strong partnerships across Canada and internationally with organizations that share aligned mandates to advocate for RTs, the RT profession, and for patients and families.

The CSRT is the fabric that connects RTs. We continue to implement new ways for RTs to share and explore ideas, and to shape the profession in all parts of Canada and beyond.

- In 2019 the CSRT established two new professional networks for RTs: One in Clinical Simulation and one in Primary Care. At its fall 2019 meeting, the Board of Directors approved a new network to be established in 2020: the CSRT Anesthesia Assistant Network. These two active networks join the already established Home Mechanical Ventilation Network in advancing the profession in those areas of practice. Additional networks are planned for the future.

The CSRT has made impactful strides towards enhancing the evidence-informed practice of RTs in 2019.

- In 2019 the CSRT launched SIRI – the systematic and integrative review initiative, a 13-week online course with practical experience in completing a review. Six teams of RTs are now completing systematic reviews that will each answer an important clinical question – we look forward to sharing those findings when the work is completed.

The scope of continuing professional development opportunities provided to members by the CSRT continues to grow.

- In 2019 the CSRT brought to you new webinars, e-courses, directed reading articles, and roadshows in local communities.

15,299 credit hours were awarded to CSRT members in 2019 for completing CSRT educational activities!

- For the first time ever, the CSRT has established a fund aimed directly at supporting the establishment of research within the profession. In 2019 the Board of Directors approved \$50,000 of funding to the research grant initiative – this reinvestment into the RT profession is a milestone in CSRT history. Further information of the grant application process will be announced this year.

The COVID-19 pandemic has required RTs to respond provide patient care on the front lines in an unprecedented way. The CSRT has stood with all RTs as they confront the crisis. In response to the crisis, the CSRT was able to quickly pivot and redirect its efforts towards supporting RTs as they confronted the first wave of the pandemic. The CSRT immediately launched a

significant response that focused on public advocacy, government relations, media relations, and practice supports for RTs. Some of the CSRT's work over the past months has included:

- Immediately established a Resource Repository on COVID-19 for RTs and initiated a discussion forum where members can share experiences and resources.
- Engaged all major media outlets across Canada to help provide the public with the information they need and to promote the RT profession.
- The CSRT has been directly involved in interviews, and in making connections between media and front-line RTs across Canada - influencing the public narrative like never before.
- Working alongside the Public Health Agency of Canada (PHAC) and Health Canada to procure ventilators from manufacturers domestically and internationally.
- Collaborating with the federal Ministry of Innovation, Science and Economic Development to provide expert advice on a range of made in Canada innovative ventilator designs.
- Hosting a Rapid Response Refresher Toolkit to support RTs returning to practice after retirement, and those who identify the need for continuing professional development on specific areas of practice.
- Releasing new Position Statements to provide practice guidance as work environments become increasingly challenging.
- Challenged the Government of Ontario to ensuring RTs are recognized fairly for their contributions during COVID-19. Positive outcomes like this continue to decisively demonstrate the impact of the CSRT advocacy program.
- Developed COVID-19 specific e-courses and webinars on priority topics identified by members...and there are more on the way!

6.2 Treasurer's Report

6.2.1 2019 Financial Statements and Auditors report

Treasurer Paul Williams reported on the financial statements for the fiscal year 2019 as per the audit which was completed in March 2020. The audit also included an internal control and risk assessment analysis. Total revenue in 2019 was \$1,283,540. Expenditures for 2019 were 1,158,821. He reported that the excess revenue over expenditures for 2019 as reported in the Auditors' report is \$124,719. He reported that the a newly established research grant fund of \$50,000 is included in the net revenue reported.

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.

6.2.2 2020 Budget

Treasurer Paul Williams provided an overview of the 2020 budget which was approved by the Board of Directors. He provided an overview of the anticipated

revenue for 2020 of \$1,144,200 and the projected expenditures for 2020 being \$1,128,540, with an anticipated surplus of \$15,660.

The strong financial position/surplus at the end of the 2019 fiscal year is an important factor contributing to the ability of the CSRT to weather the unanticipated crisis of 2020 (e.g. cancellation of the conference and the significant revenue impacts). This underscores the need for CSRT to, as a priority, plan for appropriate investment into fiscal reserves in the future.

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 2020 fiscal year.

A motion was presented by Ray Hubble seconded by Julie Brown to appoint the auditors Ouseley Hanvey Clipsham Deep, LLP for the 2020 fiscal year audit.

Motion carried.

7. Introduction of New Fellows of the CSRT

President Adam Buettner acknowledged the new FCSRT recipients approved by the Board of Directors since the last AGM.

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

President Adam Buettner acknowledged the new CCAA recipients approved by the Board of Directors since the last AGM.

9. Confirmation of the Board of Directors for 2020-2021

9.1 Outgoing Board members

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

Elisha Kant (ON) - Board member from 2018 to 2020 (Student Perspective)

Patricia-Ann Thériault (QC) - Board member from 2016 to 2020 (Québec Perspective)

Scott Vigliotti (BC) - Board member from 2016 to 2020 (Private Industry & Western Canada Perspective)

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) Private Industry; (2) Quebec; (3) Student; and (4) Cardiopulmonary Diagnostics and Atlantic Provinces. He introduced the following individuals who were elected by the membership:

Frank Fiorenza (ON) - Elected to the position of Director (Private Industry Perspective)

Karine Grondin (QC) - Elected to the position of Director (Québec Perspective)

Nicole Juen (ON) - Elected to the position of Director (Student Perspective)

Micah Kooperberg (NS) - Elected to the position of Director (Diagnostics and Atlantic perspective)

A motion was presented by Maryam Al-Azizi seconded by Farzad Refahi to ratify the election of Kuljit Minhas and Jason Zurba to the CSRT Board of Directors.

Motion carried.

9.3 Presentation of the 2020-2021 Board of Directors

President Adam Buettner introduced the 2020-2021 Board of Directors to the membership. At the November 2018 meeting of the Board of Directors it was determined that Chitra Gnanasabesan would assume the role of President elect beginning in May 2019, and thus CSRT President in May 2020. He welcomed Chitra Gnanasabesan to the role of President, and informed the CSRT members that he will remain on the Executive Committee in the role of Past-President. Paul Williams will continue to serve as Treasurer.

President (Community and Chronic Care – Ontario)	Chitra Gnanasabesan
Past President (Neonatal / Pediatrics – Western Canada)	Adam Buettner
Treasurer (Education)	Paul Williams
Director (Cardiopulmonary Diagnostics – Atlantic Canada)	Micah Kooperberg
Director (Québec)	Karine Grondin
Director (Anesthesia Assistance – Atlantic region)	Tammy Fagan
Director (Industry – Western Canada, non-regulated jurisdictions)	Scott Vigliotti
Director (Student Relations)	Nicole Juen
Director (Critical Care – Western Canada)	Jason Zurba
Director (Leadership – Western Canada)	Kuljit Minhas

9.4 Message from the incoming President.

President Chitra Gnanasabesan shared words of encouragement to the CSRT membership.

10. Other Business

10.1 CSRT 2020 Awards Program

In light of the inability to hold the 2020 CSRT Annual Conference in person, congratulations were shared during the AGM with the following recipients CSRT awards:

- Colya Kaminiarz Professional Achievement Award - Presented to: Marco Zaccagnini
- Robert Merry Excellence Award - Presented to: Lori Gordon
- Vitalaire Respiratory Home Care Award - Presented to: Regina Pizzuti
- Louis-Phillip Belle-Isle Scholarship for Graduate Studies - Presented to: Sebastien Tessier
- CSRT President's Award - Presented to: Staff of the CSRT
- CSRT-CBRC Student Excellence Awards:
 - Gold medal recipient: Josh Boisse – Southern Alberta Institute of Technology
 - Silver Medal recipient: Brant McLaughlin – Conestoga College
 - Bronze Medal recipients: Emily Vanderhaven – Thompson Rivers University
 - Emily Cranshaw – Michener Institute at UHN

11. Adjournment

There being no further business, the meeting was adjourned at 19:50 hrs.