



**ANNUAL GENERAL MEETING OF THE  
ONTARIO SOCIETY OF OCCUPATIONAL THERAPISTS**

**FRIDAY SEPTEMBER 23, 2016  
12:45 pm  
HILTON MEADOWVALE/MISSISSAUGA**

**MINUTES**

A.16.1.1

**CALL TO ORDER**

President Beth Linkewich (BL) called the meeting to order at 12:45 pm, introducing the Executive of the Board of Directors who would preside at this meeting of members.

BL reported 149 members in attendance and 7 members represented by a proxy vote which surpasses our requirement for quorum which at 2% of the voting membership requires 76 members in attendance. Quorum is established.

BL clarified that the AGM is a meeting of members to celebrate, recognize and formally communicate for the membership's approval, the proceedings of the Society's fiscal year October 1, 2014 – September 30, 2015. As the AGM is a formal meeting, governed by the By-Laws, BL reviewed the voting rights and procedures.

Members were invited to ask questions, particularly during a planned Members' Forum component. Should time not permit attention to all questions, BL requested that members leave their questions in writing for the board to address, responding in a future member email.

A.16.1.2

**ADOPTION OF AGENDA**

Moved by Jane Cox, seconded by Cathie Kissick,  
*that the Agenda of the 93<sup>rd</sup> Annual General Meeting of members, of the  
Ontario Society of Occupational Therapists 2016 be approved as circulated.*  
**CARRIED.**

A.16.1.3

**ADOPTION OF MINUTES OF AGM 2015**

Moved by Sylvia Davidson, seconded by Lynn Stewart,  
*to approve the Minutes of the Annual General Meeting, September 25, 2015 as  
circulated.*  
**CARRIED.**

A.16.1.4

**PRESIDENT'S ADDRESS**

President Beth Linkewich provided an overview of OSOT activity and accomplishment in the 2014 – 15 and 2015 – 16 membership years. This update was referenced to the Strategic Plan 2013 – 17 which was made available at the meeting and articulates strategic goals to:

- Engage and mobilize the membership

- Develop and implement a “new OT” strategy
- Conduct comprehensive, longer-term marketing
- Improve Ontarians’ access to occupational therapy

- Strengthen our evidence base
- Strengthen strategic partnerships

Key initiatives relating to each goal were highlighted as follows:

***Engage and mobilize the membership***

- Achieved 67% COTO registration
- Membership growth to 4309 – 5 % increase over 2014 - 15
- Monthly webinars and 3 workshops – 2 seating 1 tech training
- Launched Acknowledging Awesome Acts in OT
- Developed web resources for international OTs
- Good Life Fitness membership – new member service
- Responded to member initiated issue – Use of Post-Graduate Certificates
- Website launch as a new feature for membership in 2014 – 15
- We’re now on Twitter and LinkedIn...find us everywhere

***Develop and implement a “new OT” strategy***

- Introduced complimentary new graduate membership
- New grad stream at OSOT conference
- Launched OSOT Mentorship Program
- Reviewed/re-launch OSOT Student Award - OSOT New Graduate Award – focused on leadership.
- Extended complimentary membership to all new grads automatically

***Conduct comprehensive, longer-term marketing***

- Launched OSOT TV ad campaign in October 2014 - conducted consumer input panels to gain insight into reaction to ad, messaging, insight to OT, etc. – good learning & reassurance that key messages hit home
- Digital marketing campaign with commercial for October 2015
- Radio presence Zoomer radio – 2 sessions focused on OT – fall 2014
- OT Month - MPP events at Queens Park 2 years in a row, approx. 25 communities across Ontario proclaimed October OT Month
- Digital marketing campaign using OSOT commercial in fall 2015 – out-performed projections – promoting OT as resource to seniors living at home
- 4 animated vignettes focused on different aspects of OT in development
- Initiated Professional Promotion Advisory
- Partnership with Ontario Personal Support Worker Association for a monthly TV talk show focused on OT on the Disability Channel in 2016 - 17
- Continuing to develop and refine OT promotional resources housed on OSOT website

***Improve Ontarians’ access to occupational therapy***

- Strategic Advocacy...we have a strategy!
  - Engaged & promoting OT in home and community care reform
  - Advocating for OT within Mental Health and Addictions Strategy
  - Established OSOT priority for Seniors Strategy – positioning OTs as leaders in seniors’ health care
  - Engaged & promoting OT within Ontario’s Special needs strategy
  - Auto insurance – monitoring impact of September 2010 SABS changes
  - Monitoring anticipated proclamation of controlled act of psychotherapy

- Access to OT in LTC Homes – multiple submissions, meetings, etc.
- Promoting OT roles in primary care – interprofessional primary care low back pain pilots, ISAEC
- Assess and Restore Guideline
- Supporting Rehabilitative Care Alliance – sit on advisory committees for 5 working groups
- Responding to and advocating relevance of OT to solutions proposed by government's Patient's First visions
- Established new Seniors Advisory Group

#### ***Strengthen our evidence base***

- Engaged OSOT's jurisdictional review of community based practice in advocacy work
- Developed supports for finding evidence page on website
- Profiled OSOT Research Fund project reports to members
- Raised issue of collaborative identification of research needs and sharing of supporting literature to the other provincial associations

#### ***Strengthen strategic partnerships***

- MPP events and meetings to establish relationship with new Ontario government promote OT/raise awareness to our issues
- Launched new Vendor Directory to maximize partnership opportunities with vendor community
- Developed relationship with Ontario Personal Support Worker Association
  - Increase understanding amongst profession of OT, look at service delivery options of partnership – Home Independence Program, etc.
- Government relations focus increased on stakeholders to our positions/advocacy – e.g. LTC Home associations, etc.
- Explored partnership with the University of Toronto to deliver course relating to assessment of attendant care.

Beth shared the upcoming plans of the Board of Directors to engage with members in the coming months to seek input to the spring 2017 development of a new strategic plan for the Society.

A.16.1.5

#### **TREASURER'S REPORT**

##### **5.1 Audited Financial Statement October 1, 2014 - September 30, 2015**

Lesya Dyk, Treasurer moved, seconded by Debra Stewart,  
*that the audited Financial Statement for the period October 1, 2014 - September 30, 2015 as prepared by Cowperthwaite, Mehta be accepted as presented.*

**CARRIED**

#### **Discussion**

Treasurer Lesya Dyk (LD) drew attention to the Audited Financial Statements at September 2015 which were included in the Annual Report circulated and available at the meeting. She also drew attention to *the Memorandum to Members: Notes to the Audited Financial Statements 2014 – 15* which were circulated to all members in advance of the AGM.

LD reviewed the Statement of Financial Position, underlining the sound financial position of the Society at September 30, 2015 with net assets of \$526,286. The Statement of

Operations and Changes in Net Assets shares the revenues and expenses of the Society in 2014 – 15. LD highlighted the 7% increase in revenues over 2013 – 14 and noted that membership fees represent approximately 72% of total revenues. A small surplus of \$33,093 was realized in 2014 – 15, largely a result of growth in professional development service revenues. The board is pleased to report that approximately 40% of all expenses were directed to Member Service Direct Costs and notes that if related staff time were to be included total investment in member services would be approximately 80% of total expenses.

There were no questions from the floor.

5.2 **Appointment of Auditors**

L. Dyk moved, seconded by Lynn Stewart,  
***that Cowperthwaite, Mehta be appointed as auditors for the 2015-2016 audit.***  
**CARRIED.**

**Discussion**

The Treasurer relayed the board's rationale for recommendation of OSOT's longstanding auditors. They have extensive not-for-profit experience, have been sound advisors, and competitive in their fees.

5.3 **OSOT Membership Status**

LD reported that OSOT's current membership at year end 2015 – 16 is 4,309 which represents an increase of approximately 5% over the 2014 – 15 total of 4,096.

A.16.1.6 **NEW BUSINESS**

6.1 **OSOT Research Fund**

Executive Director, Christie Brenchley (CB) presented on behalf of Karen Rebeiro-Gruhl, Chair of the OSOT Research Fund Advisory and Review Team. CB reviewed the OSOT Research Fund's Grant program including the OSOT Strategic Priorities Grant (which in 2015 – 16 awarded \$10,000) and the OT Research Grant (\$1000). These grants are supported by OSOT members through donation, including contributions raised through the OSOTRF Silent Auction.

***Audited Financial Statements OSOT Research Fund***

The Research Fund is administered by the Canadian Occupational Therapy Foundation (COTF). COTF is a federally legislated charity. COTF's annual financial audit includes a summary review of each of the provincial funds. At September 30, 2014 the OSOT Research Fund balance was \$78,497. Revenues added in the 2014/15 fiscal year totaled \$3,506 derived from donations and interest. Expenses in 2014/15 totaled \$6,275 which represented \$5000 allocated to grants (no OT Research Award was awarded in that year) and administrative costs payable to COTF. The year end balance at September 30, 2015 was \$75,728.

***2016 OSOT Research Grant Recipients***

CB announced the following recipients of the 2016 Grants competition:

- Catherine Donnelly was awarded the OSOT Strategic Priorities Research Grant which this year is valued at \$10,000 to support her research titled: *The Scope of OT Practice in Primary Care.*

- Laura Hartman was awarded the Occupational Therapy Research Grant, valued at \$1000 to support her research titled *Interprofessional Education and interprofessional collaborative practice in post-licensure interprofessional settings: a scoping review*.

## 6.2 **2015 – 2016 Officers and Directors of OSOT**

President Beth Linkewich introduced the 2015 – 16 Board of Directors to the membership;

Beth Linkewich – President  
 Diane McLaughlin - Vice-President Secretary  
 Lesya Dyk – Treasurer  
 Sylvia Davidson - Director  
 Teri Shackleton – Director  
 Lynn Stewart - Director  
 Barry Trentham – Director  
 Brenda Vrkljan – Director

BL recognized the completion of terms for the following Directors and presented Certificates of Recognition and Appreciation.

Lesya Dyk – Treasurer  
 Sylvia Davidson – Director  
 Barry Trentham – Director  
 Brenda Vrkljan – Director

The membership extended appreciation to these Directors.

Christie Branchley, Executive Director introduced the 2016 - 17 Board of Directors;

*Beth Linkewich (Toronto) – President*  
*Diane McLaughlin (Mississauga) – Vice-President Secretary*  
*Lesya Dyk (Oakville) – Treasurer*  
*Sylvia Davidson (Toronto) – President-Elect*  
*Donna Dennis (London) – Director*  
*Catherine Donnelly (Kingston) – Director*  
*Laura Hayos (Toronto) - Director*  
*Teri Shackleton (St. Mary's) – Director*  
*Lynn Stewart (Ilderton) – Director*

## 6.3 **Members' Forum**

There were no questions raised from the membership. President Linkewich encouraged members to submit questions and/or to approach directors or staff throughout Conference.

## A.16.1.7

### **MOTION TO ADJOURN**

Jane Cox moved, seconded by Teri Shackleton,  
*to adjourn the meeting at 1:28 pm.*  
**CARRIED.**

Approved for circulation for OSOT Membership approval by the Board of Directors on  
November 19, 2016

DRAFT