



**Annual General Meeting of
The Ontario Society of Occupational Therapists**

Wednesday, September 27, 2023

12:00 – 1:30 pm

DRAFT Minutes

A.23.1.1

Call to Order

Milinda Alexander, Chair of the Ontario Society of Occupational Therapists, welcomed members to the Annual General Meeting on behalf of the Board of Directors

- **Neetu Kumar** – Treasurer
- **Shiyen Shu** – Incoming Chair
- **Maria Borczyk** – Vice Chair and Secretary

On behalf of **Marnie Lofsky**, Executive Director

Quorum achieved

A.23.1.2

Chair's Address

Milinda Alexander welcomed and thanked the attendees for joining the meeting and highlighted the key accomplishments from the 2022 – 2023 fiscal year. Highlights included:

- Creation of a new Strategic Plan for 2023 – 2027
- Updated Bylaws
- Advocacy
- Partnership on grants
- Membership Awards program
- Professional Development programming
- Commitment to the national Truth and Reconciliation statement
- Ongoing work with the Justice Equity Diversity and Engagement Task Force and development of an EDI Policy
- Member engagement including surveys, Design a t-shirt contest, and professional promotion campaigns
- Supporting students

Milinda thanked the OSOT staff and the Board.

A.23.1.3

2022-23 OSOT Board of Directors

Marnie Lofsky recognized and thanked the 2022-23 Board of Directors including:

Milinda Alexander, Shiyen Shu, Neetu Kumar, Maria Borczyk, Wajeeha Chatoo, Harpreet Buttar, Lu Han, Alicia Dean and Laxee Nithyananthan

The AGM marks the bylaw directed transition of Board Directors. This year Milinda Alexander, Wajeeha Chato, and Harpreet Buttar complete their terms of office. Maria Borczyk has been re-elected as Vice Chair/Secretary for another two years and Shiyen Shu finishes her term as Chair-Elect but remains on the Board as she moves into the Chair position.

A.23.1.4 4.1

Adoption of Agenda

Milinda Alexander moved, seconded by Kelly Stewart
To approve the AGM Agenda of September 27, 2023 as circulated.
CARRIED.

4.2

Adoption of the Minutes of AGM 2022

Milinda Alexander moved, seconded by Karine Wibrin
To approve the Minutes of the Annual General Meeting, September 29, 2022 as circulated.
CARRIED.

A.23.1.5 5.1

Treasurer's Report

Audited Financial Statement at September 30, 2022

Neetu Kumar moved, seconded by Karen Rebeiro-Gruhl
That the audited Financial Statement for the period October 1, 2021 - September 30, 2022 as prepared by Pennylegion Chung LLP Chartered Accountants be accepted as circulated.
CARRIED.

Neetu Kumar gave a brief overview of the financial statements at September 30, 2022 as provided with the AGM package material and is available on the OSOT website.

Overall, revenues went up by approximately 13% in 2021-22. This was due to:

- A return to regular membership fees (back to fees of 2019) as the previous year's membership fees were reduced by 20% in response to the COVID-19 pandemic.
- Other revenue decreased due to several factors including: lower attendance at the conference due to slow return of members to in-person events; a decrease in receiving awarded government grants; and changes to our contract with ProLink related to member insurance products.
- Investment income (interest) was reduced due to low interest rates and late investment due to the timing of changes to signing authority with the transition to OSOT's new Executive Director.

Expenses were similar to the previous year even though OSOT added a new full-time staff position.

In summary, OSOT received \$867,992 in revenues and spent \$865,353 in 2021-22 resulting in a small profit of \$2,639.

It was noted that \$27,483 was spent on Special Projects in 2021-22. including:

- Honouring Christie Brenchley, former OSOT Executive Director, retirement with a farewell celebration
- Database upgrade
- Executive Search Committee

The Society has remained in a strong financial position over the 2022-23 fiscal year concluding on September 30th. The Board approved interesting and important special projects for 2022-23 including:

- Development of new Strategic Plan 2023-2027
- Bylaw review
- Equity, Diversity and Inclusion education

For 2023-2024 OSOT continues to be in good financial standing with plans for several large-scale projects including:

- Enhancing our website
- Adding communications and marketing expertise to our staffing compliment
- Engaging in research demonstrating the return on investment of OT services
- Further supporting members to comply with the new National Competencies.

The Audited Financial Statement and financial update for the 2022-23 fiscal year will be circulated to members in February 2024. Please be aware that new Not-for-Profit legislation requires organizations to hold their AGMs within 6 months of the end of their fiscal years so OSOT will be moving our AGM to March beginning in 2024.

5.2 **Appointment of Auditors**

Neetu Kumar moved, seconded by Karine Wibrin
That Pennylegion/Chung LLP Chartered Accountants be appointed as auditors for the 2022 - 2023 audit.
CARRIED.

A.23.1.6 6.1

New Business

The Board of Directors have approved Bylaw changes and now look to the membership to confirm the changes.

Bylaw changes

Maria Borczyk moved, seconded by Emma Bruce
That the members approve the amended and restated By-laws of the Corporation, [as attached](#), without additional amendments.
CARRIED.

Maria Borczyk moved, seconded by Susan Joseph
That the members approve the Articles of Amendment, [as attached](#), to this Resolution, and their filing with the Ministry of Public and Business Services Delivery.
CARRIED.

Bylaw changes were presented and fall into 5 categories:

- Language
- Membership
- Governance
- Meetings

- Committees

6.2 **OSOT Research Fund Report**

Marnie Lofsky reported on the OSOT Research Fund and presented the Canadian Occupational Therapy Foundation's audited financial statement, as of September 30, 2022.

6.3 **2023-24 OSOT Board of Directors**

The 2023-24 New Directors were nominated and elected by the membership and were welcomed including:

Shiyen Shu, Chair, Maria Borczyk, starting her second term as Vice Chair/Secretary, Holly Assaf, and Susan Cherian-Joseph as Directors.

The full 2023-24 Board of Directors including Neetu Kumar, Alicia Dean, Lu Han and Laxee Nithyananthan, were presented.

The new bylaws require the membership to approve their Board of Directors.

Milinda Alexander moved, seconded by Kelly Stewart
That the members approve the 2023-2024 Board of Directors as presented.
CARRIED.

6.4 **Incoming Chair's Remarks**

The incoming Chair, Shiyen Shu, provided remarks by recorded video.

A.23.1.7

Motion to Adjourn

Motion to adjourn called by Rosemary Lysaght
Milinda Alexander moved, seconded by Karen Rebeiro Gruhl the Annual General meeting was adjourned at 1:25 pm.
CARRIED.