



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

THURSDAY SEPTEMBER 24, 2020

**12:00 – 1:00 pm
(hosted by webinar)**

MINUTES

A.20.1.1

CALL TO ORDER

President Martha Bauer (MB) called the meeting to order at 12:05 pm.

The Executive of the Board of Directors and staff who would present at this meeting of members were introduced.

Quorum was established by 12:10 pm. The Bylaws require represent of 25 members in person and a total of 80 members (2% of the voting membership) represented in person or by proxy.

A.20.1.2

ADOPTION OF AGENDA

Moved by Martha Bauer, seconded by Lynn Stewart

that the agenda of the September 24, 2020 Annual General Meeting be approved as circulated.

CARRIED.

A.20.1.3

ADOPTION OF MINUTES OF AGM 2019

Moved by Martha Bauer, seconded by Brenda Vrkljan

that the Minutes of the Annual General Meeting, September 26, 2019 be approved as circulated.

CARRIED.

The following members registered abstention: Hazel Bowles, Margaret Heikkila, Aruna Mitra, Serena Shastri-Estrada, Jacklyn Pearce, Laura Khoo, Milinda Alexander, Kathryn, Jessie Wilson, Carol Peachey-Hill, Shaminder Dhillon, Lori Letts, Barry Trentham, Janet Kernaghan, Kimberly Neufeld, Erin Gaiger, Nai Yuen Ho, Laura Hayos abstains for 2 proxies, Rachel Tobin, Debbie Bauer, Stephanie Corbin abstains for 1 proxy, Anushka Mzinganjira, Julie abstains for 1 proxy, Laura Khoo abstains for 1 proxy, Eunice Lipinski, Richard Khoo, Julia Foster, Jennifer Siemon, Emma Saltmarche, Melissa Monardo

A.20.1.4

PRESIDENT'S ADDRESS

Martha Bauer addressed the membership and recognized with appreciation the challenge of the past six months and the change in our world as a result of the COVID-19 pandemic. The resilience and adaptability of occupational therapists across the province is recognized as is the diversity of experience of members...some reassigned to new work, some working entirely virtually, some dealing with the frontline risks of working with patients with COVID, others unable to work due to lack of referrals or closure of services. Together as a community we have weathered these challenges.

OSOT has needed to adapt as well, reassessing priorities to enable the development of new services, resources and educational/networking opportunities for members to link through their challenges of change.

The world's attention to events that have underlined the racism and social oppression that exists has also had a big impact on occupational therapists, personally, and as a profession. OSOT is committed to continue to keep this issue foremost in members minds and to build strategies to address issues of racism or injustice or oppression within the profession and to support members to be knowledgeable about systemic issues that we can contribute to breaking down in our larger communities.

Martha highlighted key strategic accomplishments that advance our work to the visions of the strategic plan, including;

- Continuing investment in professional promotion including 2 digital marketing campaigns in 2019-20, a radio campaign last October and ongoing development of promotional supports for members engaging the slogan, *Occupational therapy: making the everyday possible*.
- Continued, assertive advocacy to promote and advance occupational therapy and to assure access to occupational therapy for all Ontarians with needs, with a particular focus on long-term care homes, Ontario Health Teams, the mental health and addictions strategy and home and community care modernization.
- Development of a comprehensive offering of workshops and webinars to meet the education needs of our members.

Martha extended appreciation to the OSOT staff team and to the over 120 volunteers who are engaged in Teams and project work to support the mission and strategic plan to advance occupational therapy in Ontario.

A.20.1.5

TREASURER'S REPORT

OSOT Treasurer, Laura Hayos, presented the Treasurer's Report.

5.1

Audited Financial Statement at September 30, 2019

Moved by Laura Hayos, seconded by Hazel Bowles

that the audited Financial Statement for the period October 1, 2018 - September 30, 2019 as prepared by Pennylegion Chung LLP Chartered Accountants be accepted as circulated.

CARRIED.

Bani Ahuja abstains for 2 proxies

Review of the Statement of Financial Position at year end 2019 shows that the Society had net assets of \$605,778. This represents the members equity that existed at the end of the membership year concluding in September 2019. This compares to assets of \$584,598 at year end 2018. The increase is largely a result of increased revenues from workshops and webinars.

From the net assets, OSOT protects a Reserve Fund of \$216,000 that is established by a Board policy that aims to protect the organization in the event of an unforeseen crisis, ensuring that debts can be covered.

Assets that are in excess of the Reserve Fund are considered Unrestricted Surplus. At September 30, 2019 the Society had an unrestricted surplus of \$389,778. Unrestricted surplus represents funds that are available to support special projects or initiatives that cannot be normally funded by the operating budget but that support the mission of the Society and serve the members' interest.

Overall, this statement reflects the strong financial position of the organization with roughly \$600,000 in assets at year end 2019.

The Statement of Operations and Net Assets at September 30, 2019 provides an overview of the Society's revenues and expenses over the 2018-19 membership year.

Overall revenues increased approximately 20% over 2017 - 18. This increase is predominantly a result of increased membership fee revenues due to growth, and increased revenues from professional development activities.

In summary, OSOT received \$1,041,104 in revenues and spent \$1,019,924 in 2018 - 19 resulting in a surplus of \$21,180.

The Board is pleased to report that approximately 39% of 2018-19 expenses were directed to Member Services Direct Costs. The Board further recognizes that the bulk of personnel expenses is also directed to member service and feels comfortable that the total allocation of 83% of actual expenses is specifically directed to supporting members.

Discussion

M. Alexander requested clarification of the amount of net assets. It was confirmed that the statements reflected the correct value of \$605,778.

H. Bowles asked, "Recognizing that the move didn't happen until 2020, were there any costs incurred in 2018/2019

and if so, where are they included?". C. Brenchley clarified that there were no direct costs related to the office move in 2018/2019, and reported that the Board had been accruing reserves to support the additional expense of an office move in 2019-2020.

L. Hayos reported that the Society has remained in a strong financial position over the 2019 - 20 fiscal year which concludes on September 30th, even despite the COVID-19 pandemic.

The Board has been pleased that the financial status of the organization has enabled the development of a financial reserve over the past number of years that provided for the anticipated expense of an office move which was necessary in 2020 as a result of the end of the current lease term and planned redevelopment of the building we were situated in. Significant effort has been taken over the past 2 years to assure the most economical move possible.

5.2

Appointment of Auditors

Moved by Laura Hayos, seconded by Cathy Kissick

that Pennylegion/Chung LLP Chartered Accountants be appointed as auditors for the 2017 - 2020 audit.

CARRIED.

Each year the membership is asked to appoint auditors for the financial audit. PennyLegion/Chung assumed responsibility for the Society's audit in 2017 after transitioning from our former auditor over a two-year period. Their experience and focus in the not-for-profit sector and knowledge of OSOT's financial practices is valued.

A.20.1.6

NEW BUSINESS

New business of the association is shared regularly with members in our Monthly email Updates, the BoardTalk, and on the OSOT website. Attention to these communications is the best way to keep apprised of the work, the challenges and successes of your Society and our profession. An AGM cannot address all the activities of the organization but there are a few annual elements that are worthy of membership wide attention.

6.1

OSOT Research Fund Report

The OSOT Research Fund belongs to the members of the Society and has a long history of supporting occupational therapy research in Ontario. Currently, the Fund supports two annual Grants – the *OSOT Strategic Priorities Research Grant* of \$10,000 funds research that will support advocacy and advancement of the profession in Ontario and addresses strategic opportunities and priorities identified by the OSOT Board of Directors and the *OSOTRF OT Research Grant*, a \$1000 grant that supports original research to provide an evidence base for clinical or practice related issues with a focus on support of occupational therapist clinician-researchers.

The Audited Financial Statements at September 30, 2019 were reviewed. The fund balance at the beginning of the fiscal year, October

2018 was \$70,038. \$18,611 was received in revenues from donations and interest. In 2018-19 \$2,651 was expensed from the OSOTRF, \$1000 to support an OT Research Grant and \$1651 in admin fees to COTF. The Balance at year end was \$85,998.

In 2019 only a Strategic Priorities Grant was awarded however, this \$10,000 grant had not been expensed from our account at year end 2019. The \$1000 grant reflected in the statement reflects an OT Research Grant awarded in 2018, for which the recipient requested deferral of her grant transfer so this was not expensed until the next fiscal year.

Appreciation was extended to the near \$15,000 raised from member donation and support.

6.2 OSOT Conference 2020

M. Bauer relayed that the pandemic has re-shaped many things and one is how the Society will host Conference this year. OSOT has pivoted to a virtual format for conference to be held over a 5-day period, November 17 – 21, 2020. Members were encouraged to attend this annual celebration and gathering of Ontario OTs.

6.3 Advancing Occupational Therapy in Ontario in 2020-21

This agenda item was deferred due to time restraints. This presentation which focuses on issues, opportunities and priorities for OSOT in 2020-21 will be presented in a follow-up webinar on October 8, 2020.

6.4 OSOT Board of Directors Transitions

Board Directors' terms of office officially commence and conclude at annual general meetings.

Martha Bauer, President Introduced the 2020 – 2021 OSOT Board of Directors who have governed the association over the past year. The membership recognized retiring Directors, Bani Ahuja, Julie Clyde, Laura Hayos and Anna Man.

Five new Directors elected by members in our June Board election commence their term at the AGM. These include;

- Milinda Alexander – President-Elect
- Carol Peachey-Hill – Director at Large (1 year term)
- Jacklyn Pearce – Director at Large
- Serena Shastri-Estrada – Director at Large
- Shiyen Shu – Director at Large

Stephanie Corbin, currently a Director at Large, will assume the role of Treasurer on the 2020-21 Board which results in a vacancy for the second year of her 2-year term as a Director at Large. Carol Peachey-Hill will assume the one-year remainder of Stephanie's term.

A.20.1.7

MOTION TO ADJOURN

Moved by, M. Bauer, seconded by A. Shuster,
that the 2020 Annual General Meeting be adjourned.

CARRIED.

Members' Forum

Questions were invited from participants.

Desiree Mercado asked if a fund for OT entrepreneurs be established. Martha Bauer acknowledged the question and shared that the questions that are asked in the Members' Forum will be discussed at the next Board of Directors meeting.

Jessie Wilson asked when will the applicants of the OSOTRF be notified?
C. Brenchley relayed that impacts of the pandemic had impacted the proposal review process but that the goal is to announce recipients at the Conference Awards Ceremony in November.



110 Sheppard Ave. E., Suite 810, Toronto, ON M2N 6Y8
www.osot.on.ca • osot@osot.on.ca • 416-322-3011