



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

THURSDAY SEPTEMBER 26, 2019

12:00 – 1:00 pm

(hosted by webinar)

MINUTES

A.19.1.1

CALL TO ORDER

President Sylvia Davidson (SD) called the meeting to order at 12:03 pm.

The Executive of the Board of Directors who would preside at this meeting of members were introduced.

Quorum was not achieved as the meeting was called to order. As the formal meeting could not proceed until quorum was achieved, the President's Address was presented first.

Quorum (representation of 80 voting members in person or by proxy which represents 2% of the voting membership) was achieved by 12:15 pm.

President Davidson extended appreciation to all in attendance and by extension to those who had sent proxies, reviewed the voting procedures and proceeded with the formal meeting.

A.19.1.2

ADOPTION OF AGENDA

Moved by Sylvia Davidson, seconded by Andrew Nicolas
*that the agenda of the September 26, 2019 Annual
General Meeting be approved as circulated.*

CARRIED.

A.19.1.3

ADOPTION OF MINUTES OF AGM 2018

Moved by Sylvia Davidson, seconded by Anna Man
*that the Minutes of the Annual General Meeting,
October 4, 2018 be approved as circulated.*

CARRIED.

A.19.1.4

PRESIDENT'S ADDRESS

Sylvia Davidson addressed the membership and reflected on her two year term as President, recognizing that the many accomplishments of the Society have been possible because of the strength of the people that make up OSOT – the Board of Directors, staff, the many volunteers and the members who give meaning to the work of the association. Sylvia identified the strategic planning process that engaged her with members across the province as a highlight of her tenure, giving her the opportunity to interact with and appreciate the strength of leadership within the membership. Sylvia stressed the importance of exercising leadership at every level of one's career, ensuring one's voice and perspective is heard as occupational therapists have much to offer to patients, their organizations, the health system, and each other.

A.19.1.5

TREASURER'S REPORT

OSOT Treasurer Laura Hayos presented the Treasurer's Report.

5.1

Audited Financial Statement at September 30, 2018

Moved by Laura Hayos, seconded by Sandra Moll,
***that the audited Financial Statement for the period
October 1, 2017 - September 30, 2018 as prepared by
Pennylegion Chung LLP Chartered Accountants be
accepted as circulated.***

CARRIED.

Laura provided an overview of the audited financial statement which underlines the Society's strong and stable financial position.

Review of the Statement of Financial Position at year end 2018 shows that the Society had net assets of \$584,598. This represents the members' equity that existed at the end of the membership year concluding in September 2018. This compares to net assets of \$552,636 in September 2017 and is largely a result of increased membership fee revenue.

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 Unallocated Surplus. At September 30, 2018 the Society had an unallocated surplus of \$368,598. Unallocated 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.

The Statement of Operations and Net Assets at September 30, 2018 which provides an overview of the Society's revenues and expenses over the 2017 -18 membership year was reviewed.

Overall revenues increased approximately 6% over 2016-17. This increase is predominantly a result of increased membership fee revenues due to growth, and increased revenues from advertising and investments.

In summary, OSOT received \$835,264 in revenues and spent \$802,302 in 2017 - 18 resulting in a surplus of \$31,962.

The Board is pleased to report that approximately 31% of 2017-18 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 75% of actual expenses is specifically directed to supporting members.

Discussion

R. Kalra queried how the surplus of \$31, 962 would be used, noting that this increased the unallocated surplus. C. Brenchley explained that over the past few years the Board has allowed the unallocated surplus to increase in anticipation of the costs of relocating the Society's office which becomes a necessity in spring 2020 as a result of plans for the current building's demolition. She further noted that unallocated surplus is used to support new initiatives/projects proposed by Teams, staff and members to advance OT in the province, in keeping with the strategic plan.

5.2

Appointment of Auditors

Moved by Laura Hayos, seconded by Amy Quilty,

that Pennylegion/Chung LLP Chartered Accountants be appointed as auditors for the 2018-2019 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.

5.3

Financial Status 2018 - 19

Treasurer Hayos reported that the Society has remained in a strong financial position over the 2018-19 fiscal year. The strength of the Society's finances at year end 2018 confirmed an unallocated surplus and has allowed the Board to approve important special projects.

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 provides for the anticipated expense of an office move which is necessary in 2020 as a result of the end of the current lease term.

OSOT Membership growth continues year upon year. Over the past 10 year period OSOT has experienced a 45% growth in membership evidenced by the total of 4537 at year end, 2019. We maintain membership of over 60% of registered Ontario occupational therapists. The Society's continued growth is critical to the Society's ability to enrich its services supporting members and the advancement of the profession in Ontario.

A.19.1.6

NEW BUSINESS

New business of the association is shared regularly with members in our Monthly email Updates, the BoardTalk, and on the OSOT website. 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

OSOT Executive Director Christie Brenchley reviewed the OSOT Research Fund and its two annual grants. The Strategic Priorities Research Grant (\$10,000) funds research that will support strategic advocacy and advancement of the profession in Ontario. The OSOTRF OT Research Grant 1000) supports original research to provide an evidence base for clinical or practice related issues.

The resources of the OSOT Research Fund belong to the members of the Society and so an annual reporting of the Fund's financial status at the AGM, provides accountability to keep members informed and assured that the research fund is doing what members want it to do.

The audited financial statements of the OSOT Research Fund at September 30, 2018 were reviewed. The fund balance at the beginning of the fiscal year October 2017 was \$65,343. \$16,630 were received in revenues from donations and interest. \$11,935

was expensed during the 2017-18 fiscal year (\$10,000 in Grants and \$1,935 in admin fees to COTF). The Balance at year end was \$70,038.

Appreciation was extended to the OSOT membership who contributed through donation \$14,080 to the OSOTRF.

S. Moll identified concern that the administrative costs paid to COTF were high. C. Brenchley relayed that COTF charges based on a percentage of donations received. This means that the more money that is collected the higher the administrative cost. COTF establishes the percentage rate based on their costs to administer the provincial funds.

The recipients of the 2019 OSOTRF Grants Competition were announced:

OSOTRF OSOT Strategic Priorities Research Grant - \$10, 000

Recipient: Dr. Catherine Donnelly

Project: *The Association Between Home Care Occupational Therapy Services and Health Utilization Outcomes among Individuals with Multimorbidity*

OSOTRF OT Research Grant - \$1, 000

Recipient: Not award this year as no applications

6.2

OSOT Awards and Recognition

6.2.1

OSOT 2018 New Graduate Awards

Sylvia Davidson congratulated the 2018 recipients of the OSOT New Graduate Award which is presented to a graduating student at each university who demonstrates the attributes of professional leadership that are so valued for the future of our profession. 2018 recipients are pictured here and I invite you to join me in recognizing

- Brett Hnatiw – University of Toronto
- Marie-Laurence Lambert – University of Ottawa
- Matthew Ellies – McMaster University
- Shannon Coffey – Western University
- Adi Rittenberg -Queens university

6.2.2

OSOT Honourary Life Membership Award

Sylvia Davidson announced the designation of Susan Rappolt as the 2019 recipient of the OSOT Honourary Life Membership Award, the Society's most prestigious honour which recognizes distinguished and longstanding service to the profession of occupational therapy and/or the Society. Sylvia shared Susan's nomination which details the many ways in which Susan has

made outstanding contribution to both the Society and the profession.

6.3 Recognition of 2018 - 2019 Board of Directors

The current Board of Directors was introduced. Four Directors were completing terms of office officially at this Annual Meeting and were recognized by the membership

Sylvia Davidson – President – completing her term
Lynn Stewart – Vice-President Secretary – completing her term
Laura Hayos – Treasurer
Martha Bauer – President-Elect
Bani Ahuja - Director
Julie Clyde – Director
Anna Man - Director
Andrew Nicholas – Director – completing his term
Erica Ogilvie – Director – completing her term

6.4 2019 – 2020 Officers and Directors of OSOT

The 2019 – 2020 Board of Directors was introduced to membership;

Martha Bauer (Burlington) – President
Kelly Stewart (Hamilton) – Vice-President Secretary
Laura Hayos (Toronto) – Treasurer
Bani Ahuja (Brampton) – Director
Julie Clyde (Uxbridge) – Director
Stephanie Corbin (North York) - Director
Laura Khoo (Toronto) - Director
Anna Man (Toronto) – Director

OSOT enthusiastically welcomes Kelly Stewart, Laura Khoo and Stephanie Corbin who commence their terms at this meeting.

6.5 Incoming President's Address

Martha Bauer assumed the Presidency at this meeting and commenced by sharing her recognition and appreciation, on behalf of the membership, of Sylvia Davidson's leadership over the past two years. Martha reflected on the challenges of the coming years as Ontario moves into a significant transformation agenda for the health care system and spoke to the relevance of OSOT's strategic plan and its four goals: to increase demand for OT; to support access to OT services for all who have need; to build evidence to support the value of OT and; to empower members as a force to advance OT in Ontario. Challenging members to think of the large and small things that can be done each day to contribute to achieving the Society's vision, Martha spoke to the value of participation and engagement.

A.19.1.7

MOTION TO ADJOURN

Moved by Martha Bauer, seconded by Lynn Stewart,
that the 2019 Annual General Meeting be adjourned.
CARRIED.

Member's Forum

Questions were invited from participants.

Donna Dennis queried whether the Society would be hosting a Conference in 2019-20.

C. Brenchley responded that the Board had approved a recommendation that the Society not host a Conference in fall 2019 as the Society was the provincial host of the CAOT Conference in Niagara Falls in early June 2019. At the same time, the Board approved a recommendation that the current format and structure of the OSOT Conference be reviewed and that planning for future conferences be put on hold to enable a clearer focus on building webinar, podcast and resource development components of the Professional Practice portfolio. The review period was informed with member input to a June 2019 survey and recommendations relating to future conferences will be presented to the Board later in the fall. Members were encouraged to share their thoughts and suggestions with the office.



Ontario Society of
Occupational Therapists

55 Eglinton Ave. E., Suite 210, Toronto, ON M4G 3V9
www.osot.on.ca – osot@osot.on.ca – 416-322-3011