

New Brunswick Association of Respiratory Therapist  
L'Association des thérapeutes respiratoires du Nouveau-Brunswick

500 St. George Street  
Moncton, NB, E1C 1Y3

## The New Brunswick Association of Respiratory Therapists Annual General Meeting Minutes

**Date:** Wednesday, October 21, 2020 at 1900

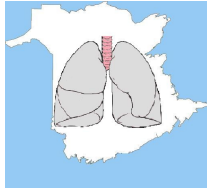
**Location:** Zoom

1. **Call to order** - Annual General Meeting (AGM) called to order by Mary Williams, President of the NBART at 1915.
2. **Quorum report** - The quorum report was given by Troy Denton. Quorum requirements were met.
  - Eligible Members = 404
  - Quorum Requirement = 10% = 40
  - Members Present = 58
  - Members Present by Proxy = 0
  - Total Members Present = 58
3. **Approval of the Agenda – Motion** to approve the agenda made by Jennie Ingalls and seconded by Bill Koval. Motion carried.
4. **Acceptance of minutes from October 22, 2019, AGM – Motion** to approve the minutes from the October 22, 2019, AGM made by Carole Lamothe and seconded by Joe Foote. Motion carried.
5. **Business arising from minutes of October 22, 2019** – nothing identified
6. **New Business**
  - a) Executive Report – The Executive report was given by Mary Williams, President of the NBART.

On behalf of the Board of Directors, I would like to welcome you all to the 2020 Annual General Meeting of the NBART. It is both my privilege and pleasure to share with you the 2020 Executive report, to review the accomplishments and the challenges that we have faced over the past year.

First, on behalf of the Board, I want to say thank you for the dedication and professionalism that you have shown these past 7 months in response to this pandemic. This year has been a challenging time for respiratory therapists and our colleagues in New Brunswick.

To assist RT's with staying informed we launched a COVID-19 section on our website; supported the position statement on aerosol-generating procedures and



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will continue populating our site with new and up to date information as it becomes available. As the second wave has approached several provinces and with the most recent outbreak in Zone 1 and 5, we encourage you to stay informed.

In December and January, the Board completed strategic planning session for our Association. With the pandemic we have delayed implementation of activities that will support the strategic plan however we have developed an action plan for the next four years. In the next several months we will be seeking volunteers to participate in some of these actions that will support our Association.

NARTRB - In Nov 2019 as part of the National Alliance of Respiratory Therapy Regulatory Bodies, we participated in a strategic planning session. The AGM scheduled in May was postponed and next meeting planned for November.

The NBART signed an agreement with HSO to become a Provincial Program Client with Equal™ Canada Allied Health Education Accreditation that provides Accreditation services to our schools in New Brunswick.

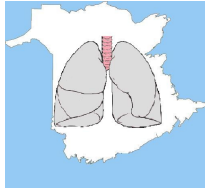
b) Registrar Report – Troy Denton gave the Registrar's report.

### Membership Report

- Active Members = 404
- Inactive = 30
- Associate = 4
- Graduate = 17
- Students = 33
- Total Membership = 488

### Registrar Activities Throughout 2019-2020

- Co-Chair of the NARTRB Registrar's Committee
- Co-Chair of the NARTRB Accreditation Selection Committee
- Member of NBNHR
- Equal Canada Program Council
- NARTRB meetings in Calgary
- CLEAR Conference 2020 cancelled
- Equal Canada Program Council meetings – June, August and October 2020
- Registration Management
- Registration Verifications (AIT)
- Labour Mobility Coordination
- Administration of IEHP and Return to Work Assessment
- Continuing Competency Program Audits
- Annual Conference and Tradeshow organization and coordination
- Position Statement, Policy and Rule Development
- Complaints Intake and Investigation
- Database Management



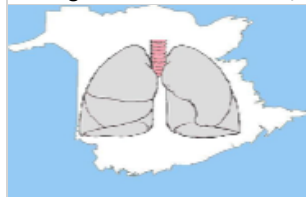
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- Website Management
- GNB Labour Mobility Consultations
- Transition to EQUAL™ Canada Allied Health Education Accreditation (HSO) both nationally and provincially. Provincial Client terms and conditions finalized.
- a new strategic plan developed – KJ Consulting contracted
- quarterly newsletters
- refresh of the continuing competency program
- database and website upgrade to allow publication of complaint, discipline, and fitness to practice decisions

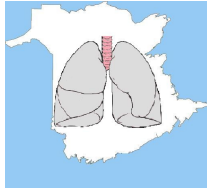
c) Financial Report – The financial report was delivered by Troy Denton.

<b>Opening Balance January 1, 2019</b>		<b>75,715.56</b>			
(Business Account)					
<b>Revenue</b>					
Membership Fees		216,153.29			
Conference Income		38,236.20			
Refunds - Allowances		2,174.82			
<b>Total Revenue</b>		<b>252,214.67</b>			
<b>Expenses</b>					
Accreditation Fees		8,089.22			
Bank charges		5,830.19			
Conference Costs		48,625.41			
Database Management		20,066.84			
Dues and Subscriptions		7,500.00			
Education Costs		893.72			
Insurance		1,891.00			
Legal and professional fees		25,952.14			
Office expenses		13,997.23			
Payroll Expenses		44,515.60			
Rent or lease payments		12,067.18			
Shipping and delivery expense		563.17			
Software		4,255.58			
Strategic Plan		4,520.00			
Translation		6,788.85			
Travel		17,247.74			
Utilities		10,729.99			
Web Conferencing		525.79			
Website Design and Maintenance		2,642.96			
<b>Total Expenses</b>		<b>228,613.39</b>			
<b>Closing Balance December 31, 2019</b>		<b>99,316.84</b>			



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- d) Committee Reports – The committee reports were delivered by Troy Denton Registrar/Executive Director of the NBART.

Complaints – 1 active investigation

Discipline – no decisions

Fitness to Practice – no decisions

- e) Changes to By-Laws

- I. Emergency Registration - New By-Law 14.10 developed; Department of Health approval April 15, 2020; member approval and vote not required
- II. By-Law 9.01 requires revision as per the minutes of the 2019 Annual General Meeting; new proposed wording for By-Law 9.01 (a)(vi) “four directors at large elected at an annual meeting or as set out in the rules.”  
**Motion** to make the proposed amendments to By-Law 9.01 (a)(vi) made by Denise Raiche and seconded by Jennie Ingalls. Motion carried.

- f) Election of Officers – The President Elect and Treasurer positions are vacant on the Board of Directors. Only one nomination was received for each position. Positions were awarded by acclamation: President Elect (one-year term) and Treasurer (two-year term). Director position opened once Francois Maltais was elected to President -Elect position. Nomination from floor received for Jennie Ingalls. Elected by acclamation for three-year term.

Board of Directors for 2020-2021

President – Mary Williams  
President Elect – Francois Maltais  
Treasurer – Patrick Dugas  
Director – Pam Trueman  
Director – Justin Morris  
Director – Jennie Ingalls  
Director – Mike Campbell  
Director – Glenn Miller (Public Member)

7. Adjournment – **Motion** to destroy the ballots made by Pam Trueman and seconded by Tara Ketch. Motion carried. **Motion** to adjourn made by Martine Theriault. Meeting adjourned at 2000.