

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

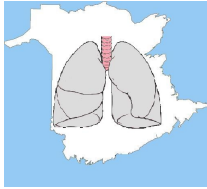
Date: Thursday, October 22, 2019 at 1130

Location: Casino New Brunswick, Molson Canadian Centre A, Moncton, NB

1. **Call to order** - Annual General Meeting (AGM) called to order by Mary Williams, President of the NBART, at 1135.
2. **Quorum report** - The quorum report was given by Troy Denton. Quorum requirements were met.
 - Eligible Members = 411
 - Quorum Requirement = 10% = 41
 - Members Present = 85
 - Members Present by Proxy = 0
 - Total Members Present = 85
3. **Approval of the Agenda – Motion** to approve the agenda made by Tammie Fournier and seconded by Patrick Dugas. Motion carried.
4. **Acceptance of minutes from October 25, 2018 AGM – Motion** to approve the minutes from the October 25, 2018 AGM made by Eugen Breau and seconded by Veronica Theriault. Motion carried.
5. **Business arising from minutes of October 25, 2018** – nothing identified
6. **New Business**
 - a. **Executive Report** – The Executive report was given by Mary Williams, President of the NBART.

Welcome. On behalf of the Board of Directors, I would like to welcome you all to the 2019 Annual General meeting of the NBART. It is both my privilege and pleasure to share with you the 2019 Executive report, to review the accomplishments and the challenges that we have faced over the past year.

It is wonderful to see so many in attendance again this year. The NBART firmly believes that supporting continuing education is the foundation to promoting excellence in Respiratory Therapy and is an essential aspect of personal and professional growth. The marked attendance that we have each and every year is a reflection of the commitment that our members have to their professional development and to providing safe patient care.



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Projects/Initiatives

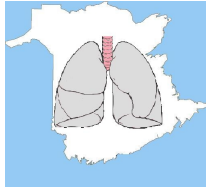
- NARTRB - In May this year the NARTRB signed the National Program Client Agreement with Equal™ Canada Allied Health Education Accreditation to provide Accreditation services to our schools in New Brunswick. The NBART has entered into an agreement with HSO to become a Provincial Program Client.
- I have had the opportunity to collaborate with this group this past year. This national body of regulators for our profession provides the opportunity to have ongoing discussions with other regulated provinces in the country and discuss concerns and challenges and to be able to learn from one another.
- Completed 1st assessment with CCNB-Dieppe for re-entry to practice.
- Participated in consultation with Health Canada regarding Entry to Practice credentials for Health Professionals
- Fact sheet – Am I practicing Respiratory Therapy?
- Complaints
- CLEAR- In September, a conference was held by the Council on Licensure, Enforcement and Regulation (CLEAR). In an effort to ensure the NBART is up to date with its regulatory processes, our Registrar, Mr. Troy Denton attended the conference on behalf of the Board and was able to bring back some very useful information.

Challenges

- We are in the 10th year as a self-regulated profession.
- Since then the role of the Association has been to regulate the practice and continuing competency of Respiratory Therapists to ensure the safe delivery of care. NBART's legal obligation is to protect the public through the regulation of licensed RTs. This includes setting standards of practice, developing members' continuing education competency requirements and addressing complaints involving NBART members.
- The Association does not establish professional fees for health care services rendered.
- The activities of the Association do not include collective bargaining. This is performed by the union.

Conclusion

- Over the next year we will endeavor to provide improved communication regarding the role of the NBART and what self-regulation is; develop a new 4-year strategic plan and with that enhance our standards of practice and develop a code of ethics for our members.



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- I would like to thank you all for this opportunity to service as your President. I have gained an abundance of knowledge surrounding professional regulation.
- I would also like to thank the Board and our Registrar for their commitment to the NBART as well as all of their hard work over the past year. I look forward to the coming year.

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

Membership Report

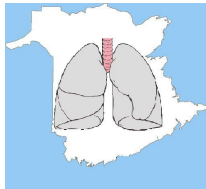
- Active Members = 411
- Inactive = 24
- Associate = 4
- Graduate = 1
- Students = 39
- Total Membership = 479

Registrar Activities Throughout 2018-2019

- Co-Chair of the NARTRB Registrar's Committee
- Co-Chair of the NARTRB Accreditation Selection Committee
- Member of NBNHR
- Equal Canada Program Council Member
- NARTRB/CoARTE/CBRC/CSRT/ meetings in Niagara Falls and Newfoundland
- Accreditation Meetings in Montreal, Toronto and Ottawa
- CLEAR Conference Minneapolis
- Registration Management
- Registration Verifications (AIT)
- Labour Mobility Coordination
- Administration of IEHP and Return to Work Assessment Processes
- Continuing Competency Program Audits
- Annual Conference and Tradeshow organization and coordination
- Position Statement, Policy and Rule Development
- Complaints Intake and Investigation
- Database Management
- Website Management
- GNB Labour Mobility Consultations
- CCNB Consultation – De-articulation of Program
- Transition to EQUAL™ Canada Allied Health Education Accreditation (HSO) both nationally and provincially. Still negotiating Provincial Client terms and conditions.

Up and Coming

- a new strategic plan development – KJ Consulting contracted
- quarterly newsletters
- refresh of the continuing competency program



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- database and website upgrade to allow publication of complaint, discipline and fitness to practice decisions
 - first Equal Canada Program Council meeting – November 2019
- c. Financial Report – The financial report was delivered by Troy Denton.

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Summary Review / Balance Sheet
Period January 1, 2018 - December 31, 2019

Opening Balance January 1, 2018	43,646.03			
(Business Account)				
Revenue				
Membership Fees	251,969.52			
Conference Income	27,925.00			
Refunds - Allowances	-2,300.00			
Total Revenue	277,594.52			
Expenses				
Bank charges	4,140.88			
Conference Costs	39,989.99			
Database Management	25,905.26			
Dues and Subscriptions	7,000.00			
Insurance	1,735.00			
Legal and professional fees	27,646.20			
Office expenses	26,597.85			
Payroll Expenses	48,425.28			
Rent or lease payments	14,527.28			
Shipping and delivery expense	1,297.49			
Software	4,610.88			
Translation	13,136.48			
Travel	18,584.41			
Utilities	7,421.72			
Web Conferencing	2,171.07			
Website Design and Maintenance	2,335.20			
Total Expenses	245,524.99			
Closing Balance December 31, 2018	75,715.56			

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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

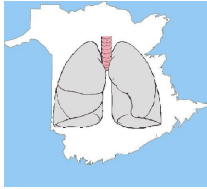
Discipline – no decisions

Fitness to Practice – one consent decision

- e. Election of Officers – Elections were held for the following positions: President Elect (one-year term) and one Director (three-year term).

Board of Directors for 2018-2019

President – Mary Williams
President Elect – Patrick Dugas
Treasurer – Seana Martin

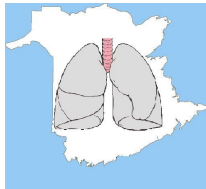


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Director – Pam Trueman
Director – Justin Morris
Director – Francois Maltais
Director – Glenn Miller (Public Member)

7. Adjournment – **Motion** to destroy the ballots made by Shaun McCarville and seconded by Emily Kitts. Motion carried. **Motion** to adjourn made by Cody MacQueen. Meeting adjourned at 1229.



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NBART Board of Directors Meeting Minutes

Date: Thursday, October 22, 2019

Time: immediately following the AGM

Location: Casino New Brunswick, Molson Canadian Centre

Present:

- Mary Williams (President)
- Patrick Dugas (President-Elect)
- Seana Martin (Treasurer)
- Pam Trueman (Director)
- Patrick Dugas (Director)
- Justin Morris (Director)
- Glenn Miller (Director)

1. **Call to Order and Welcome** – Mary Williams called the meeting to order at 1255.
2. **Revision of NBART By-Laws** – During the election of directors at the AGM, two nominees tied for the position. The tie was broken by the President as per the NBART by-laws. Given the amount of support the membership showed for the unsuccessful nominee, the Board believes that the by-laws of the NBART should be amended to add an additional director. Currently by-law 9.01 (a) (vi) reads as follows: “three directors at large elected at an annual meeting”. **Motion** made by Seana Martin and seconded by Patrick Dugas to modify by-law 9.01 (a)(vi) to read “The Board shall be composed of **four** directors at large elected at an annual meeting **or as set out in the rules.**” Motion carried.
3. **Addition of a Director at Large** – The proposed by-law change must be voted on at the next AGM of the NBART, but the modification may be enacted immediately as per the Respiratory Therapy Act 5(1). Michael Campbell tied the incumbent Director at Large, Francois Maltais, for votes during the election of directors at the AGM. **Motion** made by Seana Martin and seconded by Patrick Dugas to allow Michael Campbell to join the NBART Board of Directors as the fourth Director at Large. Motion carried. Michael Campbell will be notified immediately following this meeting and the membership will be notified upon reconvening of the conference after the lunch break.
4. **Adjournment** – Motion to adjourn made by Pam Trueman and seconded by Francois Maltais. Meeting adjourned at 1309.