

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

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

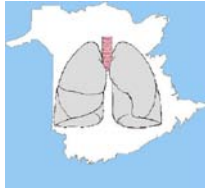
## NBART Annual General Meeting Minutes

Date: May 4, 2010

Time: 1330-1530

Where: NBART Office / Teleconference

1. Call to Order – The 2010 Annual General Meeting of the NBART was called to order at 1350 by Beth Knowles, President of the NBART.
2. Quorum Report – The quorum reported was given by Troy Denton, Registrar of the NBART. Quorum requirements were met.
  - Eligible Members = 312
  - Quorum Requirement = 10% = 31 members
  - Members Present = 65
  - Members Present by Proxy = 4
  - Total Members Present = 69
3. Acceptance of Minutes from the October 22, 2009 Special Meeting - Motion made by Lori Gilles and seconded by Nancy Bennett to accept the minutes of the October 22, 2009 NBART special meeting. No discussion on the motion.
  - a. Votes for the motion=65
  - b. Proxies for the motion = 4
  - c. Votes against the motion = 0Motion carried.
4. Business arising from the minutes of the October 22, 2009 special meeting – No business arising was identified.
5. New Business –
  - a. Financial Statement / Treasurers' Report - The cash flow summary and balance sheet for the 2009-2010 fiscal year were presented by Troy Denton. No questions were posed from the general membership.

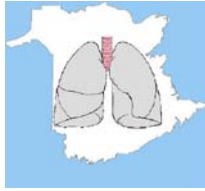


New Brunswick Association of Respiratory Therapists  
L'Association des thérapeutes respiratoires du Nouveau-Brunswick

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

Cash Flow Summary April 1, 2009-March 31, 2010

Category Description	01/04/2009- 31/03/2010
<b>INCOME</b>	
Gift Received	3,000.00
Invest Inc	27,184.85
Membership Dues	183,815.00
<b>TOTAL INCOME</b>	<b>213,999.85</b>
<b>EXPENSES</b>	
Advertising	3,568.71
Awards	1,316.85
Bad Debt	325.00
Bank Charges	1,977.54
Biz Supplies	26,358.19
Biz Travel	5,588.79
Business Meetings	1,598.56
Data Base Maintenance	9,324.54
Insurance	
Other Insurance	1,781.00
<b>TOTAL Insurance</b>	<b>1,781.00</b>
Licenses and Permits	400.00
Meals & Ent	586.46
Postage and Delivery	9,159.96
Printing and Reproduction	5,937.03
Prof and Legal Fees	27,083.51
Refunds	750.00
Rent	9,638.29
Salary, Wages	27,500.00
Tel & Utilities	4,709.98
Transfers	39,000.00
Translation Services	1,115.93
Website Development	4,030.93
<b>TOTAL EXPENSES</b>	<b>181,751.37</b>
<b>OVERALL TOTAL</b>	<b>32,248.48</b>

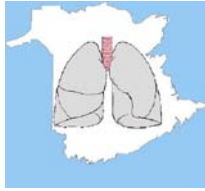


New Brunswick Association of Respiratory Therapists  
L'Association des thérapeutes respiratoires du Nouveau-Brunswick

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

Balance Sheet for April 1, 2009-March 31, 2010

<b>Opening Balance April 1, 2009</b>	<b>45,380.62</b>
<b>Revenue</b>	213,999.85
<b>Total Revenue</b>	<b>213,999.85</b>
<b>Expenses</b>	
<b>Total Expenses</b>	<b>181,751.37</b>
<b>Closing Balance March 31, 2010</b>	<b>77,629.10</b>

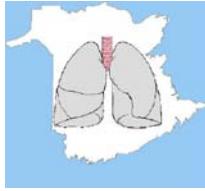


New Brunswick Association of Respiratory Therapists  
L'Association des thérapeutes respiratoires du Nouveau-Brunswick

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

- b. Executive Report – The Executive report was given but Beth Knowles, President of the NBART. Respiratory Therapists practicing in New Brunswick were required to be licensed as of Oct 1, 2009. Currently there are 312 licensed active members and 67 student members. The registration process has changed since the fall as the NBART has secured the services of Raven's Sun Management and members may now register online. At the special meeting in October, the by-laws were approved by the members and they were forwarded to our legal counsel for review. We have been advised that some changes are necessary before being presented to the Minister for approval. The executive will be making the recommended changes in the near future. The NBART joined the National Alliance of Respiratory Therapy Regulatory Bodies in October. Troy has been representing the NBART on that body. In December, the executive appointed Troy Denton as Registrar for a temporary 6 month period. This is a paid position. We have extended Troy's position for an additional 2 months so that the job can be posted and interviews conducted for a permanent position. Nicole Boudreau resigned as president in January and as president -elect, Beth Knowles stepped in to the position. The NBART website has significantly improved over the past year. It is now completely bilingual and more 'user friendly'. Job postings are also now available on the website. Over the next year we will continue our work with by-law revision and our involvement with the NARTRB.
- c. Committee Reports – Troy Denton gave an update on the current structure and direction of the standing committees. None of the committee representatives have been finalized to date. The chairs of the 4 standing committees have been identified. The National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) has been given HRSDC funding to complete a number of projects. Part of this project is attempting to harmonize many of the entry to practice, continuing education requirements, as well as a number of other identified areas throughout Canada. The NBART is awaiting completion of these projects before creating all new provincial requirements. The hope is that the nationally developed criteria will help and save time for our volunteers on a local basis. Troy Denton represents the NBART on this workgroup and next meetings will take place in St. John's Newfoundland from May 12-May 15, 2010. The chairs of the various committees will be polled for a joint meeting in Moncton to discuss strategic direction, terms of reference and membership for the committees.
  - i. Complaints – Maryse Audet was identified as chair for this committee but has since declined. Active recruitment will be required to fill this position.
  - ii. Fitness to Practice / Discipline – Andre Morneault, Chair
  - iii. Entry to Practice – Mike Wills and Maryse Audet will co-chair
  - iv. Continuing Education – Pam Hayward, Chair
- d. Respiratory Therapy program reports:
  - i. NBCC Saint John – The NBCC Saint John Respiratory Therapy report was given by Tammie Fournier:

Year 1 (Class of 2012)  
There are 18 students in this cohort. All 18 successfully entered term three in April of this year and they will be writing their midterm exams on May 12<sup>th</sup> and



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

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

final exams during the second week of June. The term ends for the summer on June 18<sup>th</sup>.

### Year 2 (Class of 2011)

The 17 students in this group recently completed their clinical orientation (in April) and officially began their clinical rotations on April 19<sup>th</sup>, 2010. They visited many different clinical sites during orientation. The various clinical sites have become necessary during orientation due to the number of students at the Saint John Regional Hospital site (both second and third-year students). We thank our clinical partners for hosting students during their orientation as this was an extremely valuable experience for each one of them.

This group is now PALS and NRP certified and will receive ACLS certification in the fall of this year.

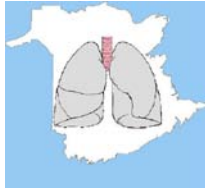
### Year 3 (Class of 2010)

There are 13 students in this cohort. This group is finishing up their final weeks of clinical time, preparing for RESP1064: Preparation for National Credentialing in Respiratory Therapy. This is an intense, classroom-based course in which 3<sup>rd</sup>-year students return to the classroom to intensively review didactic courses and write mock exams in preparation for their graduation exam and their Canadian Board for Respiratory Care (CBRC) exam. The CBRC exam is slated to be written Monday, July 3<sup>rd</sup>, at the SJRH site.

The Class of 2010 is the first group to graduate from the three-year program model. This is also one of the first groups to be assessed in clinical based on a four-part matrix that includes:

1. A final mark of 60% on all forms of assessment such as tests, exams and papers.
2. Student documentation of 90% of all clinical time (reflective journaling). This is done through online Blackboard access.
3. Student must receive favorable feedback from preceptors.
4. Student must complete all competency-based objectives (skill sign-offs) before the end of each clinical rotation.

A student may be deemed unsuccessful in a clinical rotation if one or more of these four qualifiers have not been satisfied. To date, three third-year students are off grad track. Each student has received an individualized learning plan to assist in their success with a final goal for each to write the January, 2013 CBRC exam.



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

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

In September of 2010, the program intake will be 18. At that time, there will be 53 students in three different years within the program and in May/June of 2011, there will be 35 students out clinically.

We would like to extend our sincere appreciation to all of our clinical sites and thank you for your ongoing support of our clinical students. Your feedback through Clinical Assessment Reports (CARs) is vital to assist us in tracking individual student progress via this invaluable feedback from preceptors. CARs are a necessary portion of the assessment matrix during clinical rotations and all feedback is taken very seriously. We thank you for taking the time to complete and forward these forms.

There are seven instructors in 5.25 positions.

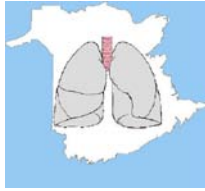
Ray Hubble is now a Past President of the CSRT and a full-time Coordinator/Instructor for the Respiratory Therapy Program at NBCC. Ray has been instrumental in the planning and development stages of the new Allied Health building for NBCC, to be located on the UNB grounds at Tucker Park in Saint John. Ray is also working on a companion document for the new version of the National Competency Profile.

Rob Leathley is also a Past President of the CSRT and is a full-time instructor with the program. Rob teaches within the didactic portion of the program and also the Diagnostics clinical rotation. Rob is working on his Masters in Adult Education and working to complete a thesis in Interprofessional Education and Collaboration.

John Annear continues to be an active member of the Canadian Board for Respiratory Care and a full-time clinical instructor for the program. John is our clinical lead in communicating with our clinical sites. John's primary clinical focus is Neonatal/Pediatrics but he also lends his expertise to other areas, particularly Adult ICU.

Carolyn McCoy is a member of the Council on Accreditation for Respiratory Therapy Education (CoARTE) and has recently returned from a site visit to a new program in Trois-Rivières. Carolyn is currently working half-time as a didactic instructor with the Respiratory Therapy Program and she has also been lecturing at the University of New Brunswick, Saint John.

Denise Hubble continues in a part-time position, teaching clinically, with a primary focus on the orientation of students to Adult ICU. Denise has also been busy working with Maquet-Dynamed (Servo-i Ventilator) and has been active in



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

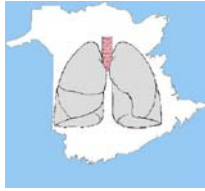
500 St. George Street  
Moncton, NB, E1C 1Y3

the roll out of NAVA. Denise has been travelling to various hospitals across Atlantic Canada to in-service Respiratory Therapy departments on the Servo-i.

Odette Postuma is working with the program two days per week with a primary focus on the orientation of students to both the Adult ICU and Anesthesia rotations. Odette continues to pursue her educational interests through Thompson Rivers University in British Columbia.

Tammie Fournier is a full-time instructor with the program, in a two-year term position. Tammie teaches in the didactic and clinical portions and her clinical focus is on the orientation of students to Adult ICU and also on General Therapeutics. Tammie completed the Instructor Development Program through NBCC and UNB-Fredericton in July of 2009 and plans to complete the Certificate in Adult Education through UNB-F in June of this year.

- ii. NBCC Dieppe – The NBCC Dieppe report was given by Francois Maltais.
  - The Program is going very well.
  - Eleven students are currently in the program (5 in the second year and 6 in third year).
  - All third year students are all certified in PALS, NRP and ACLS.
  - Third year students are in the process of preparing to write the national exam on 5 July 2010.
  - Program admission interviews will take place on 20 and 21 May 2010.
  - New Staff - Martine Thériault (part-time) is filling the position of Annie Martel, also part-time; Chantal Boucher is replacing Nicole Boudreau, who was promoted to the head of Allied Health Sciences (radiology, medical laboratory and respiratory therapy)
  - A meeting between the three Maritime programs (Dieppe, Saint John and Halifax) is planned in Moncton on 27 May 2010.
  
- e. Election of Officers – Beth Knowles gave a summary of the nomination report:
  - President – Beth Knowles
  - President Elect – vacant
  - Past President – Patrick Hogan
  - Treasurer – Katherine Kowalski
  - Registrar – Troy Denton



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

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

- Director – vacant
- Director – vacant
- Director – Public Member assigned by Minister

A call for nomination from the floor for the vacant positions as conducted. No further nominations were received for the Treasurer's position. No nominations were received for the President Elect position. 2 director nominations were received: Pam Hayward nominated by Chantal Boucher and seconded by Janice Langis. The nomination was accepted by Pam Hayward; Ashleigh Peterson nominated by Tammie Fournier and seconded by Patrick Hogan. The nomination was accepted by Ashleigh Peterson.

The final slate of Directors was as follows:

- President – Beth Knowles
- President Elect – vacant
- Past President – Patrick Hogan
- Treasurer – Katherine Kowalski
- Registrar – Troy Denton
- Director – Ashleigh Peterson
- Director – Pam Hayward
- Director – Public Member assigned by Minister

No discussion on the nominations. All nominees were elected by acclamation.

6. Adjournment – Motion to adjourn the meeting made y Patrick Hogan. Meeting adjourned at 1455.

Respectfully submitted,

Troy Denton BSc.RRT  
Registrar  
New Brunswick Association of Respiratory Therapists  
500 St. George St.  
Moncton, NB E1C 1Y3  
Email: registrar@nbart.ca  
Office: 506-389-7813  
Fax: 506-389-7814  
Mobile: 506-227-7554