

**Tentative* Pending Approval*
CTANS Annual General Meeting
May 5, 2018

Delta Hotels Dartmouth, Dartmouth N.S.
Commodore A,B & C Ballroom

Meeting called to order: 9:07 am.

*Voter Scrutinizer Volunteers: Linda Gregory and Lynn Sharpe.

1.0. Introduction of the executive board

2.0. In Attendance: 60 members

Proxies: 15

3.0. Approval of the Agenda: *Motion to approve the agenda made by Sheri Eagles and seconded by Barb Foster. All in favor; Motion carried*

4.0. 2017 AGM minutes review & approval: *Motion to accept the 2017 AGM minutes with the amended version* made by Lindsay Phillips and seconded by Sheila Williams. All in favor; motion carried. *with amendments to be made to Leigh Brennan's name. Queried by member if the \$50 registration fee was the new amount or was that just for this weekend. Tonya clarified that the \$50 fee was just for this weekend and would go back to the \$20 for next year.*

5.0. Business arising from 2017 AGM Minutes:

5.1. Old proxies to be destroyed: *Motion to destroy the 2017 proxies made by Sheri Eagles and seconded by Linda Gregory. All in favor; Motion carried.*

5.2. Giving Back to the Members Draw: Student Member-Andrea England
Ferguson (Bridgewater)
Active Member-Erin Lawless (Amherst)

6.0. Reports:

6.1. Director's Report: Brenda was voted in as the Vice chair at the CCC. CSCT has agreed to pay for the website for another year. She gave another reminder to members to use the website. The website makes it possible for the students to register and pay. Confirmation is sent out after paper and payment are received. Exam results were out in record time- 17 days! Provincial Education Director has changed but is still the liaison for the students. The standardized National CEU guidelines are now available on the website. There are some slight changes they are working on so keep an eye out for those. They are still developing a large question bank for the exam. Accreditation board- The CMA no longer accredits the schools of a number of associations. Recently a group of professional associations have formed a board of their own, with ours included, that will take over the process. Brenda will update more as they develop. Our national dues to the per diem have not increased in 25 years and will not again this year. The CCC will be Toronto this year. They will be expanding to more cities in the future. In order to be able to attend the CSCT AGM, members need to register for the CCC.

Member question asking how the exam questions are vetted? They have a board that looks after the question vetting. Member question as to if the CCC is branching out to new cities because they have smaller attendance. Brenda was not sure but didn't think so. Carolyn suggested that the smaller cities are now better equipped than before to handle the numbers.

6.2. President's Report: Three meetings were held during the year, one in September, one in December and one in May. All of which were held at Tonya's home. She met with the lawyer last September for about 2 ½ hours to review and update the by-laws. She is planning to review later during the meeting. Tonya thanked the 50th anniversary committee. CTANS purchased the sign that will be seen from now on at all the meetings. The paediatric symposium will be Sept 15th, also this year they will also have the option of streaming the conference live online for \$40. Tonya is staying on as the CEU committee chair. She will update as needed to be approved by the CSCT board. Tonya is stepping down as president. She thanked the executive, her coworkers and all the members for all their support.

6.3. Vice President's Report: She attended all the executive meetings. She put out the fall 2017 and spring 2018 newsletters. Carolyn also encouraged members to log in to the website to keep email addresses up to date as well other personal information. She attended the St John Cardiovascular Symposium in October. She looked into the rings, which can be ordered from Birk's still. Ordering information can be found on the CTANS website. Resigning from her position as vice president but plans to stay active in the association. She said a thanks to the board as well all the members.

6.4. Education Director/ CEU Coordinator's Report: The positions were amalgamated at the last AGM. We are in the second year of the triennium, ending in 2019. If CEUs were sent and members did not hear back Jaye please see her for confirmation. Any students who wrote and passed their exam within the last two years need to send a copy of their certificate to get their 30 CEUs. There were 12 students that wrote in April. Members don't need to send any more than 30 CEUs required.

6.5. Treasurer/Registrar's Report: Active-109 Inactive- 9 Assoc.- 1 Student- 12 Life-1 Adding up to a total of 132 members total. Ashley went over the accounts and expenses Exam fees now paid directly to CSCT. Brenda's travel expenses have not been added yet, but will be for next year. This year we had to get a new accountant, Brenda MacPhee. She had to do two years worth of the books as well as set up new software for us so there was an increased payment of \$1200 for her. It will go back to \$500 next year. Most everyone paid by October 31st last year. Reminder that late payments needs to be by cash, money order or paypal and that late fees were increased at the last AGM to \$100. She encouraged members to set themselves up with NSHA payroll deduction and also reminder to keep personal information up to date
Member question asking how payroll deductions works; Ashley explained how it works.

Another member wondered if amount owing updates on website. Ashley clarified that it doesn't but to contact the treasurer directly.

6.6. Webmaster's Report: Technical difficulties such as trying to log in help is at the national level. Mike is looking for website content-job postings, form etc. He is open to changing anything that he can possibly change.

6.7. Legislation Report: Marjorie Hickey emailed last week. Michelle MacDonald has changed positions in the government, so they have put someone in place in an acting role, who has no authority to move forward. When they have put someone in place for the role she will get in touch with them and see where we stand right now. MRT college is still her recommendation as the direction to move forward. Carolyn reminded members to document officially and send to the president events from unregistered staff doing our job that causes patient harm; ie through SIMS reports, etc. Tonya reminded members about why dues would not be going back down once we are legislated. Once legislated the legal fund will be absolutely necessary.

**Motion to accept the reports as read made by Jen MacDonald and seconded by Karen Harnish. All in favor; motion carried.*

7.0. New Business:

7.1. By-Laws: Most of the by-laws were not touched by since they were first written up. So Tonya reviewed draft 5 of the by-laws with the members.

Page 3-4 Membership classes- Business. Commercial or Industrial- Tonya proposed adding "cannot practise in the field" Unanimous agreement.

Page 6-7 president/ director split & Education-CEU coordinator combined.

Page 8 Updated Education/CEU coordinator duties updated. *amend VP-Spring/Fall newsletter added to duties. Error in education duties-from "matter" to "manner."

Page 8 Election Process- Secret ballot process added to bylaws; next year 3 scrutinizers will be added, with one acting as the chief scrutinizer (to oversee).

Page 10 Quorum was bumped to 25 percent of active members present.

Page 14 Complaints added in preparation of legislation; includes a complaints committee and appeals committee.

Page 20 List of Directors

**Motion to accept the bylaw changes as amended made by Linda Gregory and seconded by Lindsay Phillips.*

8.0. Elections:

Tonya explained the expected duties of each position.

Linda Gregory asked to assist with the election process.

Position	Nominations	Member queried 3x -Nom. To cease	Elected
Director at Large(2 yr term)	Brenda Wall made by Carolyn Ayotte	<i>Lindsay Phillips</i>	Brenda Wall (by acclamation)
President (2 yr term)	Ashley Samms made by Carolyn Ayotte	<i>Alicia Drew</i>	Ashley Samms (by acclamation)
Vice President (2 yr term)	Brittany Marsh made by Denise Grant	<i>Jen MacDonald</i>	Brittany Marsh (by acclamation)
CEU Coordination/Education Director (3 year term)	Jaye MacMullin made by Ashley Samms	<i>Sheila Williams</i>	Jaye MacMullin (by acclamation)
Treasurer/Registrar (2 yr term)	Lindsay Phillips made by Jaye MacMullin	<i>Judy Cox</i>	Lindsay Phillips (by acclamation)

9.0. Open Discussion:

9.1. Lynn wanted to mention that the students need to be encouraged to come to the Education Day/AGM. Jaye agrees and will make the extra effort to make sure that they are invited too.

9.2. Linda Gregory brought up encouraging that the \$50 registration fee to be what gets paid every year and that it should be paid in advance. She also suggested paying the registration fee whether they show up or not. Lindsay took the opportunity break down how much it cost for the 2018 AGM and why it would be beneficial to pay in advance. Linda Bourbonnais brought up inviting other fields to the education day which bring in more. It was decided to leave it up to the hosting site what they want to do.

10.0 Next AGM & Education Day location and date: Truro on May 4th& 5th, 2019.

11.0. Motion to Adjourn Meeting: Motion to adjourn the meeting made by Jannel MacIntyre and seconded by Gillian O'Neil. All in favor; motion carried.

Meeting End: 11:56