



**The New Brunswick Association of Dietitians
Minutes of the Annual General Meeting
Saint John Regional Hospital
May 28, 2011
Saint John, NB**

1.0 Call to Order

Colleen MacDonald Briggs, President, called to order at 10:05 am.

2.0 Notice of Meeting

As per Policy 3.3.3, the Notice of Meeting was received by all present.

3.0 Appointment of Parliamentarian

Mary Beth Hyslop was appointed as parliamentarian for the meeting. Bourinot's Rules of Order were accepted as the model for the meeting.

4.0 Opening Remarks and Announcements

Colleen MacDonald Briggs welcomed all members present. There were 44 voting members present in person or by proxy and quorum was met.

5.0 Minutes of the last Annual General Meeting – May 22, 2010

MOTION: Gillian Salmon moved to approve the minutes of the May 22, 2010 Annual General Meeting as circulated. **SECONDED** by Sylvie Chevarie. **MOTION CARRIED**

6.0 Business arising from the Minutes

No business arising from the minutes.

7.0 Correspondence

A copy of pertinent correspondence received by the Board for the past year has been placed on file and can be viewed if requested.

8.0 Finance Committee Report

Ainsley Hargreaves reviewed the Year End Financial Statement for 2010-2011.

MOTION: Roseline Anderson moved that the Financial Statement for 2010-2011 be accepted as presented. **SECONDED** by Sylvie Chevarie. **MOTION CARRIED**

Ainsley Archer presented the Proposed Operating Budget for 2011-2012.

MOTION: Roseline Anderson moved that the Proposed Operating Budget for 2011-2012 be accepted as presented. **SECONDED** by Gillian Salmon. **MOTION CARRIED**

9.0 Registrar Report

Gillian Salmon presented the Registrar report on behalf of Pauline Watt, and moved the report be accepted as presented. The report was accepted and placed on file.

10. Committee Reports

10.1 Quality Assurance Committee

Sylvie Chevarie presented the report on behalf of Janet Scott, Chair of the Quality Assurance Committee. Sylvie Chevarie moved that the report be accepted as presented. The report was accepted and placed on file.

10.2 Ad Hoc Quality Assurance Committee

Sylvie Chevarie presented the report on behalf of Linda Clark, Chair of the Ad Hoc Quality Assurance Committee. Sylvie Chevarie moved that the report be accepted as presented. The report was accepted and placed on file.

10.3 Registration Committee

Sylvie Chevarie presented the report on behalf of Lita Villalon, Chair of the Registration Committee. Sylvie Chevarie moved that the report be accepted as presented. The report was accepted and placed on file.

10.4 Discipline Committee

Sylvie Chevarie presented the report on behalf of Martha MacLean, Chair of the Discipline Committee. Sylvie Chevarie moved that the report be accepted as presented. The report was accepted and placed on file.

10.5 Lay Representative to the Board

Gillian Salmon presented the report on behalf of Brenda Stanley, Lay Representative to the Board. Gillian Salmon moved that the report be accepted as presented. The report was accepted and placed on file.

11. Board Report

Colleen MacDonald Briggs invited Gillian Salmon, President Elect, to Chair the meeting while she presented a report highlighting the NBAD Board achievements during 2010-2011. Colleen MacDonald Briggs moved acceptance of the report as presented. The report was accepted and placed on file. The role of the Chairperson was returned to Colleen MacDonald Briggs.

12.0 Motions

12.1 Amendment of By-Law I – Member

MOTION: Roseline Anderson moved to approve the amendment of By-Law I – Member to read:

BY-LAW I – MEMBERS

There shall be four (4) classes of members:

- Active
- Temporary
- Retired
- Honorary

Application for membership in any category of the Association shall be made in writing to the Registrar of N.B.A.D.

SECONDED by Gillian Salmon. **MOTION CARRIED**

12.2 Amendment of By-Law IV – Temporary Member

MOTION: Roseline Anderson moved to approve the amendment of By-Law IV – Temporary Member to read:

BY-LAW IV - TEMPORARY MEMBERS

Upon written application, applicants who are assessed to have potential for becoming Active Members of N.B.A.D. (as outlined in Regulations) and are pursuing examination requirements to fulfill the obligations of active membership, shall become a Temporary Member.

A Temporary Member who achieves all membership requirements and whose application is undergoing credentialing and who otherwise maintains professional standards shall remain a Temporary Member until achieving full membership status.

Temporary Members who do not achieve examination requirements shall have their Temporary Membership revoked immediately. Temporary Membership can only be granted once.

Temporary Members of the Association shall be entitled:

- to use the title Registered Dietitian (Candidate) or Registered Dietitian-Nutritionist (Candidate)
- to use the designation RD (Candidate) or RDN (Candidate)
- to serve on committees

Temporary Members shall not have voting privileges, and are not eligible to be an Officer or Director of N.B.A.D.

Temporary Membership shall be granted to qualified individuals for a period of 30 days beginning from the date of acceptance as a Temporary Member. Such Temporary Membership can be renewed by NBAD for additional 30 day periods up to 30 days immediately following NBAD's receipt of the results from the first available sitting of the Canadian Dietetic Registration Examination.

Note that this time period differs from the Temporary Membership as described in the Act 11(3)

Any person to whom a temporary membership registration has been issued pursuant to this section shall be entitled to practice dietetics in the Province of New Brunswick in accordance with the provisions of this Act for the time period specified in the temporary membership registration, but no such time periods shall exceed thirty consecutive days inclusive of the dates of commencement and termination thereof.

SECONDED by Sylvie Chevarie. **MOTION CARRIED**

12.3 Removal of By-Law V – Qualifying Member

MOTION: Roseline Anderson moved to approve the removal of By-Law V – Qualifying Member.

SECONDED by Gillian Salmon. **MOTION CARRIED**

12.4 Amendment of By-Law IX – Board of Directors

MOTION: Esther Archibald moved to approve the amendment of By-Law IX – Board of Directors.

BY-LAW IX – BOARD OF DIRECTORS

1. Composition of the Board

The Board shall consist of:

- President
- President – Elect
- Past President
- Secretary
- Treasurer
- One lay-representative who is appointed by the Lieutenant Governor-in-Council from a panel of not less than four persons nominated by N.B.A.D.
- Registrar appointed by the Board
- Two (2) Member at Large
- NBAD representative of the Alliance of Canadian Dietetic Regulatory Bodies appointed by the Board

Note that the Board composition differs from the composition as outlined in the Act (7).

2. Officers of the Association

The Officers of the Association shall consist of:

- President
- President-Elect
- Treasurer

3. Terms of Office

3.1 The non-appointed members of the Board shall be elected by the general membership at the Annual meeting for a term of two years.

3.2 Automatic succession shall occur from the President-Elect to President to Past President

3.3 No elected member of the Board shall serve more than two consecutive terms in any one office.

3.4 Vacancy – Refer to Act, page 10 Section 8(2).

4. Election of Board Members

4.1 The Board shall strike an ad hoc Nominations Committee, as required.

SECONDED by Sylvie Chevarie. **MOTION CARRIED**

12.5 Amendment of By-Law XI - Registrar

MOTION: Roseline Anderson moved to approve the amendment of By-Law XI – Registrar.

BY-LAW XI – REGISTRAR

1. The Registrar is appointed by the Board and is a non-voting member of the Board.
2. The Registrar shall be responsible for maintaining a register in which shall be entered the names and addresses of all dietitians who qualify to be registered as described in the Act.
3. The Registrar shall maintain an up-to-date list of all members.
4. The Registrar shall issue to every member of the Association in accordance with Act, Regulations and By-Laws of the Association, a certificate of membership for a specified time period together with any conditions, limitations or restrictions.
5. If requested, the Registrar shall open the register to inspection.
6. The Registrar shall:
 - 6.1 Issue a certificate of membership in the appropriate classification upon written application, receipt of the prescribed fee and satisfactory proof of eligibility for membership.
 - 6.2 Refer application to Registration Committee if he/she has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements and notify the applicant of the referral.
 - 6.3 Refuse membership if applicant is not eligible and provide details of appeal process.
7. Any member whose registration or right to practice dietetics is suspended must deliver, without delay, the certificate to the Registrar.
8. The Registrar shall suspend any member who is not in accordance with the Act, Regulations and By-Laws of the Association. At the direction of the Board, the Registrar shall notify this person in writing of the suspension.
9. Additional duties as per job description.

SECONDED by Gillian Salmon. **MOTION CARRIED**

12.6 Amendment of Regulation I – Admission Standards

MOTION: Roseline Anderson moved to approve the amendment of Regulation I – Admission Standards.

REGULATION I – ADMISSION STANDARDS

- 1 Active Members
 - 1.1 An applicant is eligible for active membership in N.B.A.D. when they meet the educational, experience and examination requirements.

1.1.1 Education

The applicant shall have the following education:

1.1.1.1 A bachelor's, masters or doctoral degree from an educational program which is accredited by an accrediting agency approved by the Board. In addition, the applicant shall present academic credits in specified subjects as shall be determined from time to time by the Board, or

1.1.1.2 An education background which has been declared by the Board to be equivalent to the educational requirements stated in paragraph 1.1.1.1

1.1.2 Experience

The applicant shall have the following experience as well as the education cited in subsection 1.1.1

1.1.2.1 A dietetic practicum accredited by an accrediting agency approved by the Board and attested successful by a person in authority, or

1.1.2.2 A bachelors, masters or doctoral degree for which course work, practice and/or research project requires the application of that knowledge and demonstration of skills which meet the competence standards approved by the Board.

1.1.2.3 A dietetic practicum which has been declared by the Board to be equivalent to the practicum requirements stated in paragraph 1.1.2.1

1.1.3 Examination

Applicants shall be required to pass an examination approved by the Board.

1.1.4 Fee

The prescribed fee determined by the Board accompanies the application form.

1.1.5 Register

Once approved, the Registrar shall enter the applicant in the Association's register and issue a certificate to the new member.

2. Additional Requirements:

Additional requirements, as determined by N.B.A.D., may be necessary for admission into N.B.A.D. Requirements may include, but are not limited to, course work, examination and practicum.

3. Currency of Qualifications:

All applicants will be assessed to ensure they have met the requirements for academic and practical training in the three (3) years prior to the date of application.

4. Temporary Members

The criteria for Temporary Member status is described in detail in the Association By-Laws, By-Law IV.

5. Admission of Members of Affiliated Associations:

Active Members in Good Standing of Affiliated Associations are eligible for membership in the New Brunswick Association of Dietitians as outlined in the current Agreement on Internal Trade and any other affiliated

SECONDED by Esther Archibald. **MOTION CARRIED**

12.7 Amendment of Regulation III – Registrar

MOTION: Sylvie Chevarie moved to approve the amendment of Regulation III – Registrar.

REGULATION III – REGISTRAR

- 1 The Board shall appoint a Registrar, who shall hold office for two years at such remuneration as the Board may decide.
 - 1.1 The Registrar shall report to the Board.
- 2 The Registrar shall be a member in good standing of the Association.
- 3 The Registrar shall register any applicant who is qualified under this Act.
- 4 When in receipt of a written complaint regarding a member of the Association, signed by the complainant, the Registrar shall first conduct an inquiry or attempt to resolve the complaint.
- 5 The Registrar shall notify the member against whom the complaint is made and forward a copy of the complaint to the member.
- 6 If the Registrar is unable to resolve the complaint satisfactorily, or the complaint warrants further investigation, the Registrar shall refer the matter to the Discipline Committee (refer to N.B.A.D. Act 26).

SECONDED by Ainsley Hargreaves. **MOTION CARRIED**

12.8 Addition of Regulation IX – Registration Committee

MOTION: Roseline Anderson moved to approve the addition of Regulation IX – Registration Committee.

REGULATION IX – REGISTRATION COMMITTEE

1. The Registration Committee shall maintain and develop Policies and Procedures of the Registration Process for non traditional routes of entry. Policies and Procedures shall be approved by NBAD Board of Directors.
2. The Registration Committee shall be responsible for reviewing applications and submissions referred by the Registrar.
3. After reviews are completed the Registration Committee shall do one of the following:
 - Direct the Registrar to issue a certificate of registration.
 - Direct the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the committee.

- Direct the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the committee.
- Direct the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specify a limitation on the applicant's right to apply.
- Direct the Registrar to refuse to issue a certificate of registration.

SECONDED by Esther Archibald. **MOTION CARRIED**

13.0 Nominations Committee Report and Introduction of the 2011-2012 Board of Directors

Sylvie Chevarie reported that Jensen Lutes has agreed to allow her name to stand as President-Elect for the term 2011-2013. Nominations were requested from the floor. With no further nominations being received, Jensen Lutes was declared President-Elect for the term 2011-2013.

Sylvie Chevarie reported that Clair Johnson has agreed to allow her name to stand as Member at Large for the term 2011-2013. Nominations were requested from the floor. With no further nominations being received, Clair Johnson was declared Member at Large for the term 2011-2013.

Sylvie Chevarie reported that Stéphanie Collin has agreed to allow her name to stand as Member at Large for the term 2011-2013. Nominations were requested from the floor. With no further nominations being received, Stéphanie Collin was declared Member at Large for the term 2011-2013.

Sylvie Chevarie presented the 2011-2012 Board of Directors to members:

President – Gillian Salmon
 President Elect – Jensen Lutes
 Past President – Colleen MacDonald Briggs
 Secretary – Roseline Anderson
 Treasurer – Ainsley Hargreaves
 Member at Large – Clair Johnson
 Member at Large – Stéphanie Collin
 Registrar – Pauline Watt
 NBAD Representative to the Alliance of the Canadian Dietetic Regulatory Bodies –
 Pauline Watt
 Lay Representative – Brenda Stanley

Sylvie Chevarie moved acceptance of the report as presented. The report was accepted and placed on file.

14.0 Appointment of Accounting Firm

MOTION: Roseline Anderson moved to approve Bringloe Feeney LLP, Chartered Accountants as accounting firm for NBAD for the fiscal year ending March 31, 2012.
SECONDED by Sylvie Chevarie. **MOTION CARRIED**

15.0 Appointment of Legal Counsel

MOTION: Gillian Salmon moved to approve Barry Spalding and Associates as legal counsel for NBAD for the fiscal year ending March 31, 2012. **SECONDED** by Roseline Anderson.
MOTION CARRIED

16.0 Approval of the Board of Directors Action 2010-2011

MOTION: Esther Archibal moved to approve the action of the Board of Directors for 2010-2011. **SECONDED** by Mary Beth Hyslop. **MOTION CARRIED**

13.0 Motion to grant Board of Directors power to carry out the business of the Association for 2011-2012

MOTION: Mary Beth Hyslop moved to grant the Board of Directors power to carry out the business of the Association for 2011-2012. **SECONDED** by Sylvie Chevarie. **MOTION CARRIED**

14.0 New Business

No new business.

15.0 Destruction of Proxies

MOTION: Roseline Anderson moved for the destruction of 2011 AGM proxies. **SECONDED** by Esther Archibald. **MOTION CARRIED**

16.0 Adjournment

Gillian Salmon installed as new President for 2011-2013 term.

Gillian Salmon presented recognition gifts on behalf of members to: Colleen MacDonald Briggs for her service to the Board as President, Mary Beth Hyslop as Past President and Sylvie Chevarie as Member at Large.

Gillian Salmon moved that the meeting be adjourned at 10:32 am.

Respectfully Submitted,
Jill Mitton
NBAD Administrative Support