



The New Brunswick Association of Dietitians  
Minutes of the Annual General Meeting  
Holiday Inn Express  
Moncton, NB  
May 23, 2015

#### 1.0 Call to Order

Catherine MacDonald, President-Elect, called to order at 3:10 pm.

#### 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

Esther Archibald 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

- Catherine MacDonald welcomed all members present. There were 53 voting members present in person or by proxy and quorum was met.
- Catherine MacDonald President-Elect will be chairing the meeting today as the President will be out due to personal reasons.
- Catherine MacDonald introduced the new Registrar to everyone present – Welcome to Ellen MacIntosh.

#### 5.0 Minutes of the last Annual General Meeting – May 24, 2014

##### Amendments to May 24, 2014 Annual General Meeting:

Esther Archibald noted that the following bullets were not noted in the minutes from the last Annual General Meeting:

- Catherine MacDonald was chairing last year. Under 4.0 it should be noted that “due to personal reasons the President was unable to be at the meeting and had asked Catherine MacDonald to chair the meeting.”
- Under 13.0 “Lay representatives that are nominated for the year 2014 – 2015 should have their names included in the minutes, Vanessa Yurchesyn and Nicole Logan-DeMerchant”

**MOTION:** Gillian Salmon moved to approve the minutes of the May 24, 2014 Annual General Meeting with amendment. **SECONDED** by Esther Archibald.

**MOTION CARRIED**

#### 6.0 Business arising from the Minutes

No business arising from the minutes.

#### 7.0 Correspondence

P. Watt provided a PowerPoint presentation giving a summary of all pertinent correspondences received by the Board and Registrar for the past year. A copy of these correspondences has been placed on file at the NBAD office and can be viewed if requested.

## 8.0 Finance Committee Report

Aline Allain-Doiron reviewed the Year End Financial Statement for 2014-2015.

**MOTION:** Genevieve Arseneau moved that the Year End Financial Statement for 2014-2015 be accepted as presented and placed on file. **SECONDED** by Gillian Salmon. **MOTION CARRIED**

Aline Allain-Doiron presented the Proposed Operating Budget for 2015-2016.

**MOTION:** Esther Archibald moved that the Proposed Operating Budget for 2015-2016 be accepted as presented. **SECONDED** by Genevieve Arseneau. **MOTION CARRIED**

## 9.0 Registrar Report

Pauline Watt presented the Registrar's report and asked the report be accepted as presented. The report was accepted and placed on file.

## 10. Committee Reports

### 10.1 Quality Assurance Committee

Karine Arsenault presented the report on behalf of Ainsley Hargreaves, Chair of the Quality Assurance Committee. Karine Arsenault moved that the report be accepted as presented. The report was accepted and placed on file.

### 10.2 Ad Hoc Legislation Committee

Catherine MacDonald handed Chair to Gillian Salmon to present Committee Report.

Catherine MacDonald presented the report on the Ad Hoc Legislation Committee. Catherine MacDonald moved that the report be accepted as presented. The report was accepted and placed on file.

Catherine MacDonald resumed Chair duties.

### 10.3 Registration Committee

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

### 10.4 Discipline Committee

Karine Arsenault presented the Discipline Committee report on behalf of Martha MacLean. Karine Arsenault moved that the report be accepted as presented. The report was accepted and placed on file.

### 10.5 Lay Representative to the Board

Karine Arsenault presented the Lay Representative report on behalf of Nicole Logan-DeMerchant. Karine Arsenault moved that the report be accepted as presented. The report was accepted and placed on file.

## 11. Board Report – Year in Review

Catherine MacDonald invited Gillian Salmon, Past-President, to Chair the meeting while she presented a report highlighting the NBAD Board achievements during 2014-2015. Catherine MacDonald moved acceptance of the report as presented. The report was accepted and placed on file.

Catherine MacDonald presented the strategic plan for NBAD – Report will be updated once meeting is done by removing completed tasks. Catherine MacDonald moved acceptance of the report as presented. The report was accepted and placed on file.

The role of the Chairperson was returned to Catherine MacDonald.

## **12.0 Motion**

### **12.1 Board member honorarium**

**MOTION:** Esther Archibald moved to approve the Board members honorarium for 2015-2016.

As a small token of recognition for the many hours of time spent throughout the year on NBAD business, each volunteer member of the 2015-2016 NBAD board shall be each given a one-time honorarium equal to one year's Active membership dues. Honorarium is to be taken from general funds and to be given to each volunteer board member who has served for a minimum of 9 months and has complied with Policy 3.3.4, at the close of the membership year.

**SECONDED** by Ellen MacIntosh. **MOTION CARRIED**

### **12.2 Amendment to by-law XIV Finances**

**MOTION:** Esther Archibald moved to approve the amendment to the by-law change regarding annual membership fee that will begin April 1, 2016.

A fee increase is proposed to compensate the increases in costs that NBAD has seen over the past few years. The last annual membership fee increase for NBAD was in 2008. Since that time, our operating costs (bank fees, travel expenses, meeting costs) have grown and project involvement at the provincial and national level have become opportunities for NBAD. The Board of Directors is supporting that our Registrar/Executive Director position becomes a much more involved member of the Alliance of Canadian Dietetic Regulatory Bodies, PDEP (Partnership for Dietetic Education and Practice) and provincial groups such as the NB Health Professions Regulatory Network. Advancing the Registrar position from 18.75hr/week to 30hr/week and including Executive Director duties will put NBAD in a position to do this.

Increasing the annual membership fee in line with 2 percent of the annual fee or equal to the Canadian Consumer Price Index will cover these costs to ensure that NBAD is able to move our strategic plan forward. Proposed changes

By-Law XIV – Finance 2.5

- I) The annual fee shall be applicable to the year commencing on April 1 and ending on March 31 and shall be payable on or before the 31st, day of March, immediately preceding that year.
- II) Effective for the annual fee payable for the year commencing April 1,

Annual General Meeting 2015-2016, the annual fee shall be increased each and every year from the year commencing April 1, 2016 by the lesser of:

- i) two percent of the annual fee payable for the previous year, rounded up to the nearest dollar; or
- ii) a percentage of the annual fee payable for the previous year equal to the increase, if any, of the Canadian Consumer Price Index for the Province of New Brunswick for the previous 12 months ending in April, rounded up to the nearest dollar. <http://www.statcan.gc.ca/tables-tableaux/sums0m/l01/cst01/cpis01e-eng.htm>

**SECONDED** by Genevieve Arseneau. **MOTION CARRIED**

### **12.3 Amendment to Bylaw IV Temporary members**

**Motion:** Aline Allain-Doiron moved to approve the amendment to the by-law change for temporary Members.

(Paragraph 3) 'Temporary Members who do not achieve examination requirements shall have their Temporary Membership revoked immediately. Temporary Membership can only be granted once.'  
New Brunswick Association of Dietitians Board of Directors propose to amend the by-law in line with policy 6.2.6 passed at the 2014 AGM to the following:

In the case of first failure of the exam, temporary membership will be maintained with restrictions as outlined in the association policies. Direct supervision with an Active Member of NBAD is required to practice dietetics.

A candidate that fails to pass the registration examination will be required to rewrite and re-register for the next available sitting of the Canadian Dietetic Registration Examination (CDRE). If the candidate does not register for the next available sitting of the CDRE the temporary membership will be revoked. New Brunswick Association of Dietitians will grant an extension for temporary membership until maximum of 8 weeks after the next writing of the CDRE

**Explanation**

Updated by-laws in line with the policy 6.2.6 Temporary membership passed at the AGM 2014.

**SECONDED** by Melissa Couture-Léger. **MOTION CARRIED**

**13.0 Nominations Committee Report and Introduction of the 2015-2016 Board of Directors**

Véronique Ferguson reported that Holly Heartz has agreed to allow her name to stand as President-Elect for the term 2015-2017. Nominations were requested from the floor. With no further nominations being received, Holly Heartz was declared President-Elect for the term 2015-2017.

Véronique Ferguson reported that Vanessa Yurchesyn has agreed to allow her name to stand as Member at Large for the term 2015-2017. Nominations were requested from the floor. With no further nominations being received, Vanessa Yurchesyn was declared Member at Large for the term 2015-2017.

Véronique Ferguson reported that Karine Arsenault has agreed to allow her name to stand as Member at Large for the term 2015-2017. Nominations were requested from the floor. With no further nominations being received, Karine Arsenault was declared Member at Large for the term 2015-2017.

Véronique Ferguson presented the 2015-2016 Board of Directors to members:

President – Catherine MacDonald  
President Elect – Holly Heartz  
Past President – Jensen Thomas  
Secretary – Véronique Ferguson  
Treasurer – Aline Allain-Doiron  
Member at Large – Vanessa Yurchesyn  
Member at Large – Karine Arsenault  
Registrar – Ellen MacIntosh  
Alliance of the Canadian Dietetic Regulatory Bodies Representative – Ellen MacIntosh  
Lay Representative – Nicole Logan-DeMerchant

Catherine MacDonald moved acceptance of the report as presented. The report was accepted and placed on file.

**14.0 Appointment of Accounting Firm**

**MOTION:** Esther Archibald moved to approve Michael Briggs and Bringloe Feeney LLP, Chartered Accountants as accounting firm for NBAD for the fiscal year ending March 31, 2016. **SECONDED** by Ellen MacIntosh. **MOTION CARRIED**

**15.0 Appointment of Legal Counsel**

**MOTION:** Gillian Salmon moved to approve Cox & Palmer as legal counsel for NBAD for the fiscal year ending March 31, 2016. **SECONDED** by Lynn Burdock. **MOTION CARRIED**

**16.0 Approval of the Board of Directors Action 2014-2015**

**MOTION:** Colleen MacDonald-Briggs moved to approve the action of the Board of Directors for 2014-2015. **SECONDED** by Holly Heartz. **MOTION CARRIED**

**17.0 Motion to grant Board of Directors power to carry out the business of the Association for 2015-2016**

**MOTION:** Genevieve Arseneau moved to grant the Board of Directors power to carry out the business of the Association for 2015-2016. **SECONDED** by Mélissa Couture-Léger. **MOTION CARRIED**

**18.0 New Business**

No New Business arising from previous meeting

**19.0 Destruction of Proxies**

**MOTION:** Gillian Salmon moved for the destruction of 2015 AGM proxies. **SECONDED** by Aline Allain-Doiron. **MOTION CARRIED**

**20.0 Adjournment**

Catherine MacDonald, newly appointed President officially thanked Gillian Salmon for her six year of service to the Board as President.

Genevieve Arseneau moved that the meeting be adjourned at 4:25 pm.

Respectfully Submitted,  
Joanne Richard  
NBAD Administrative Support