

**The New Brunswick Association of Dietitians
Minutes of the Annual General Meeting
Chaleur Regional Hospital, Bathurst, NB
May 27th, 2016**

1.0 Call to Order

Catherine MacDonald, President, called to order at 8:33am.

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

Sharon Cameron 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 64 voting members present in person or by proxy and quorum was met.

5.0 Minutes of the last Annual General Meeting – May 23rd, 2015

MOTION: Karine Arseneault moved to approve the minutes of the May 23rd, 2015 Annual General Meeting as distributed to members

SECONDED by Aline Allain-Doiron. **MOTION CARRIED**

6.0 Business arising from the Minutes

No business arising from the minutes.

7.0 Correspondence

All correspondence received has been responded to and 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 2015-2016.

Aline Allain-Doiron presented the Proposed Operating Budget for 2016-2017.

MOTION: Aline Allain-Doiron moved that the Proposed Operating Budget for 2016-2017 be accepted as presented.

SECONDED by Karine Arseneault. **MOTION CARRIED**

9.0 Committee Reports

9.1 Quality Assurance Committee

Karine Arsenault presented the report on behalf of Ainsley Hargreaves, Chair of the Quality Assurance Committee.

Presented Highlights: This was the fifth year that NBAD has been using the "Continuing Competence Program" and each member will have been audited at least once.

Karine Arsenault moved that the report be accepted as presented. The report was accepted and placed on file.

9.2 Registration Committee

Heather Godfrey presented the report on behalf of Jacqueline Gallien-Leboutillier, Chair of the Registration Committee.

Presented Highlights: A sub-committee reviewed the Graduate route program and recommended its cessation.

Heather Godfrey moved that the report be accepted as presented. The report was accepted and placed on file.

9.3 Discipline Committee

Karine Arsenault presented the Discipline Committee report on behalf of Martha MacLean, Chair of the Discipline Committee.

Presented Highlights: There were no reported incidents or cause for investigation for 2015 – 2016. The Committee discussed best practices for receiving / processing complaints in preparation to make recommendations to the Board.

Karine Arsenault moved that the report be accepted as presented. The report was accepted and placed on file.

9.3 Ad Hoc Steering Committee

Catherine MacDonald invited Holly Heartz, President Elect, to Chair the meeting while she presented the Ad Hoc Steering Committee Report.

Catherine MacDonald presented the report on the Ad Hoc Steering Committee.

Presented Highlights: Terms of Reference for this Committee have been submitted and approved by the Board of Directors. The Committee also had an initial consultation regarding Hybrid Governance Model.

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

9.5 Ad Hoc Legislation Committee

Catherine MacDonald presented the report on the Ad Hoc Legislation Committee.

Presented Highlights: The committee has reviewed NBAD's current legislation as well as the legislation from other New Brunswick regulated health professions. A comparison of the dietetic legislation from other provinces has also been completed.

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

The role of the Chairperson was returned to Catherine MacDonald.

9.6 Lay Representative to the Board

Nicole Logan-DeMerchant, outgoing Lay Representative, presented the Lay Representative report.

Presented Highlights: Has participated in a very active year on the Board of Directors and on the Registration Committee. Has also been involved with updating policies regarding Temporary members and the opening of the Dietitians Act.

Nicole Logan-DeMerchant moved that the report be accepted as presented. The report was accepted and placed on file.

10.0 Registrar Report & Membership Report

Ellen MacIntosh presented the Registrar's report.

Presented Highlights: The Registrar represented NBAD on a number of networks that impact the regulation of dietetics in NB. Some of the topics addressed were an alternative program for processing Internationally Educated Dietitians (IEDs), solutions to potential barriers for IEDs entering dietetics in the Atlantic Provinces, and the revision of the new dysphagia competencies. The Registrar also prepared statements and participated in consultations on issues related to dietetics' regulation such as the response to proposed Healthcare in NB.

Ellen MacIntosh asked the report be accepted as presented. The report was accepted and placed on file.

Ellen MacIntosh presented the membership report (352 active, 5 temporary, 5 retired and 8 honorary members) and asked the report be accepted as presented. The report was accepted and placed on file.

11.0 Board Report – Year in Review

Catherine MacDonald invited Holly Heartz, President Elect, to Chair the meeting while she presented a report highlighting the NBAD Board achievements during 2015-2016. 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 Motions

12.1 Addition to By-Law VIII – Board Member Honorarium

MOTION: Clodine Bilodeau moved to approve the addition to By-Law VIII Board of Directors to include a Board member honorarium of \$50 per Board member per scheduled meeting with limit of \$350 per Board member per fiscal year.

SECONDED by Karen McLaughlin. **MOTION CARRIED**

12.2 Amendment to Bylaw I & II – Classification of Membership Dietetic Intern

MOTION: Clodine Bilodeau moved to approve the amendment to the bylaw I & II Classification of Membership to include the addition of Dietetic Intern classification.

DISCUSSION: Members and internship placement programs will be advised of new registration process for dietetic interns seeking practical training in NB.

SECONDED by Heather Godfrey. **MOTION CARRIED**

12.3 Addition to By-Law XVI – Virtual Attendance

MOTION: Aline Allain-Doiron moved to approve the addition to By-Law XVI – Conduct of Meetings to include virtual attendance as acceptable presence at meetings.

SECONDED by Clodine Bilodeau. **MOTION CARRIED**

12.4 Addition to By-Law IX – Duties of the Board of Directors

MOTION: Karine Arsenault moved to approve the addition to the By-Law IX – Duties of the Board to include adopting a governance structure to best add value to the Association in fulfilling its mandate.

SECONDED by Vanessa Yurchesyn. **MOTION CARRIED**

12.5 Amendment to Bylaw X & XIV – Financial Duties of the Registrar

MOTION: Véronique Ferguson moved to approve the Amendment of Bylaws X & XIV – Financial Duties of the Registrar to include the participation in the financial management of the operational aspects of the Association and the addition of a signing officer.

SECONDED by Monique Doucet. **MOTION CARRIED**

12.6 Amendment to By-Law X – Electronic Certificates for Registration

MOTION: Clodine Bilodeau moved to approve Bylaw X – Registrar to include the option of providing a certificate of registration in digital or electronic form with appropriate verification of authenticity by the Registrar.

SECONDED by Aline Allain-Doiron. **MOTION CARRIED**

13.0 Nominations Committee Report and Introduction of the 2016-2017 Board of Directors

Holly Hartz reported that Clodine Bilodeau has agreed to allow her name to stand as Secretary for the term 2016-2018. Nominations were requested from the floor. With no further nominations being received, Clodine Bilodeau was declared Secretary for the term 2016-2018.

Holly Hartz reported that Véronique Ferguson has agreed to allow her name to stand as Treasurer for the term 2016-2018. Nominations were requested from the floor. With no further nominations being received, Véronique Ferguson was declared Treasurer for the term 2016-2018.

Catherine MacDonald presented the 2016-2017 Board of Directors to members:

President – Catherine MacDonald

President Elect – Holly Hartz

Past President – Jensen Thomas

Secretary – Clodine Bilodeau

Treasurer – Véronique Ferguson

Member at Large – Vanessa Yurchesyn

Member at Large – Karine Arsenault

Registrar/Executive Director – Ellen MacIntosh

Alliance of the Canadian Dietetic Regulatory Bodies Representative – Ellen MacIntosh

Lay Representative – Tammy Boucher

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

14.0 Appointment of Accounting Firm

MOTION: Ellen MacIntosh moved to approve *Bringloe Feeney LLP, Chartered Accountants* as accounting firm for NBAD for the fiscal year ending March 31, 2017.

SECONDED by Karine Arsenault. **MOTION CARRIED**

15.0 Appointment of Legal Counsel

MOTION: Karine Arsenault moved to approve *Cox & Palmer* as legal counsel for NBAD for the fiscal year ending March 31, 2017.

SECONDED by Véronique Ferguson. **MOTION CARRIED**

16.0 Approval of the Board of Directors Actions 2015-2016

MOTION: Monique Doucet moved to approve the actions of the Board of Directors for 2015-2016.

SECONDED by Heather Godfrey. **MOTION CARRIED**

17.0 Motion to grant Board of Directors power to carry out the business of the Association for 2016-2017

MOTION: Charlotte Verreault moved to grant the Board of Directors power to carry out the business of the Association for 2016-2017.

SECONDED by Karen McLaughlin. **MOTION CARRIED**

18.0 New Business

No new business was identified for discussion.

19.0 Destruction of Proxies

MOTION: Claudine Bilodeau moved for the destruction of 2016 AGM proxies.

SECONDED by Vanessa Yurchesyn.

20.0 Adjournment

Catherine MacDonald President officially thanked everyone for participating and asked for a motion to adjourn the meeting.

MOTION: Karine Arsenault moved that the meeting be adjourned at 9:54am.

Respectfully Submitted,
Joanne Richard
NBAD Administrative Support