

**The New Brunswick Association of Dietitians  
Minutes of the Annual General Meeting  
Saint John Regional Hospital  
Saint John, N.B.  
May 11, 2017**

**1.0 Call to Order**

Catherine MacDonald, President, called to order at 9:10 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**

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 87 voting members present in person or by proxy and quorum was met.

Jensen Thomas, Past President, was unable to attend the AGM today due to another commitment.

A moment was taken to recognize NBAD's Honorary Members who passed away during the past year: Joy Johns, Irene Holmes and Ruby MacNeill.

**5.0 Minutes of Previous Annual General Meeting – May 27, 2016**

**MOTION:** Karine Arseneault moved to approve the minutes of the May 27, 2016 Annual General Meeting.

**SECONDED** by Clodine Bilodeau. **MOTION CARRIED**

**6.0 Business Arising from the Minutes**

No business arising from the minutes.

**7.0 Correspondences**

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 Committee Reports**

**8.1 Quality Assurance Committee**

Julia Besner, Chair of the Quality Assurance Committee, presented the report.

**Presented Highlights:** The Committee sent 12 weekly SMART goal emails to members, reviewed Step 2 SMART goals of members and plan to continue exploring an online platform for the Continued Competence Program in the upcoming year.

Julia Besner moved that the report be accepted as presented. The report was accepted and placed on file.

## 8.2 Registration Committee

Karine Arsenault presented the report on behalf of Laura Brennan and Holly Heartz, Chairpersons of the Registration Committee.

**Presented Highlights:** The Committee reviewed and updated the Temporary Membership Policies, assessed one independent practicum applicant and plan to review and update the Internationally Educated Applicant Policy in the upcoming year.

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

## 8.3 Discipline Committee

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

**Presented Highlights:** No discipline issues this year. The Committee reviewed other regulatory body procedures for discipline and complaints and plans to review and provide recommendations for the NBAD discipline and complaints process for the new Act in the upcoming year.

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

## 8.4 Ad Hoc Legislation Committee

Catherine MacDonald handed Chair to Véronique Ferguson to present the Ad Hoc Legislation Committee Report.

Catherine MacDonald, Co-Chair of the Ad Hoc Legislation Committee, presented the report.

**Presented Highlights:** The Committee organized a stakeholder forum in April 2016, has almost completed the first draft of the new Act and plans to start consultation with key stakeholders with a completed draft in the upcoming year.

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

Catherine MacDonald resumed Chair duties.

## 8.5 Lay Representative to the Board

Tammy Boucher, Lay Representative to the Board, presented the report.

**Presented Highlights:** The Lay Representative revised interview documentation and participated in the Registrar interviews, participated in various discussion and policy updates on the Board and Registration Committee and plans to continue working on the Pin Committee in the upcoming year.

Tammy Boucher moved that the report be accepted as presented. The report was accepted and placed on file.

## 9.0 Year in Review

### Registrar Report and Membership Report

Nicole Arsenault Bishop, Registrar and Executive Director, presented the Registrar's report.

**Presented Highlights:** The Registrar discussed highlights on the integration of the new By-Law I & II to include the classification of Dietetic Interns (orientation of 21 interns), the updates on Temporary Members policies and the upcoming changes to the Internationally Educated Applicants Policy (integrating the College of Dietitians of Ontario's Prior Learning Assessment Recognition), the research done related to a new database management system, the adoption of the new *Competencies for Dysphagia Assessment and Management in Dietetic Practice* developed by the Alliance as Standards of practice in New Brunswick, the summary of this year's Continuing Competence Program (CCP) audit and the impact of a new database on the CCP and finally, the announcement of touring New Brunswick to consult members related to our new Act.

Nicole Arsenault Bishop asked the report be accepted as presented. The report was accepted and placed on file.

Nicole Arsenault Bishop presented the membership report (363 Active, 5 Temporary, 4 Retired, 21 Dietetic interns and 5 Honorary members) and asked the report be accepted as presented. The report was accepted and placed on file.

### Board Report

Catherine MacDonald invited Véronique Ferguson to Chair the meeting while she presented a report highlighting the NBAD Board achievements during 2016-2017.

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

## 10.0 Strategic Plan 2017-2021

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.

## 11.0 Finances Report 2016-2017

Véronique Ferguson, Treasurer, reviewed the Year End Financial Statement for 2016-2017.

Véronique Ferguson moved acceptance of the report as presented. The report was accepted and placed on file.

## 12.0 Proposed Budget 2017-2018

Véronique Ferguson presented the Proposed Operating Budget for 2017-2018.

**MOTION:** Clodine Bilodeau moved that the Proposed Operating Budget for 2017-2018 be accepted as presented. **SECONDED** by Monica Thériault. **MOTION CARRIED**

### 13.0 Motions

#### 13.1 Amendment of By-Law XIV Finance – Annual Fees

**MOTION:** Clodine Bilodeau moved to approve amendment of By-Law XIV Finance – Annual Fees that the amount of the annual fee shall be as follows: a) for the registration year 2018-2019: \$345.00 b) for the registration year 2019-2020: \$375.00 c) for the registration year 2020-2021: \$395.00.

**SECONDED** by Karine Arsenault. **MOTION CARRIED**

#### 14.0 Nominations Committee Report and Introduction of the 2017-2018 Board of Directors

Monica Thériault, Member at Large, reported that Elise Sanderson has agreed to allow her name to stand as Treasurer for the term 2017-2019. Nominations were requested from the floor. With no further nominations being received, Elise Sanderson was declared Treasurer for the term 2017-2019.

Monica Thériault reported that Janie St-Onge has agreed to allow her name to stand as Member at Large for the term 2017-2019. Nominations were requested from the floor. With no further nominations being received, Janie St-Onge was declared Member at Large for the term 2017-2019.

Monica Thériault reported that there were no nominations for the President-Elect position. Nominations were requested from the floor. With no further nominations being received, the President-Elect position remains vacant.

Monica Thériault presented the 2017-2019 Board of Directors to members:

President – Véronique Ferguson  
President-Elect – remains vacant  
Past President – Cathy MacDonald  
Secretary – Clodine Bilodeau  
Treasurer – Elise Sanderson  
Member at Large – Monica Thériault  
Member at Large – Janie St-Onge  
Registrar – Nicole Arsenault Bishop  
Alliance of the Canadian Dietetic Regulatory Bodies Representative – Nicole Arsenault Bishop  
Lay Representative – Tammy Boucher

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

#### 15.0 Appointment of Accounting Firm

**MOTION:** Monica Thériault moved to approve Michael Briggs and *Bringloe Feeney LLP, Chartered Accountants* as accounting firm for NBAD for the fiscal year ending March 31, 2018.

**SECONDED** by Véronique Ferguson. **MOTION CARRIED**

**16.0 Appointment of Legal Counsel**

**MOTION:** Karine Arsenault moved to approve *Cox & Palmer* as legal counsel for NBAD for the fiscal year ending March 31, 2018.

**SECONDED** by Monica Thériault. **MOTION CARRIED**

**17.0 Approval of the Board of Directors Action 2016-2017**

**MOTION:** Janet von Weiler moved to approve the action of the Board of Directors for 2016-2017.

**SECONDED** by Julia Besner. **MOTION CARRIED**

**18.0 Motion to grant Board of Directors power to carry out the business of the Association for 2017-2018**

**MOTION:** Jill Robillard moved to grant the Board of Directors power to carry out the business of the Association for 2017-2018.

**SECONDED** by Julia Besner. **MOTION CARRIED**

**19.0 New Business**

No New Business arising from previous meeting.

**20.0 Destruction of Proxies**

**MOTION:** Karine Arsenault moved for the destruction of 2017 AGM proxies.

**SECONDED** by Clodine Bilodeau. **MOTION CARRIED**

**21.0 Adjournment of the Meeting**

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

Karine Arsenault moved that the meeting be adjourned at 10:25 am.

Respectfully Submitted,  
Joanne Richard  
NBAD Administrative Support