

**The New Brunswick Association of Dietitians
Minutes of the Annual General Meeting
Cocoa Room, 391 Coverdale Rd, Riverview, N.B
May 11th, 2018**

1.0 Call to Order

Véronique Ferguson, President, called to order at 1:04 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

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

Véronique Ferguson welcomed all members present. There were 73 present voting members present in person and 37 proxies received. Quorum was met.

5.0 Minutes of Previous Annual General Meeting – May 11, 2017

MOTION: Jaclyn Murgatroyd moved to approve the minutes of the May 11, 2017 Annual General Meeting
SECONDED by Cathy MacDonald. **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

Janie St-Onge presented the Quality Assurance Committee report on behalf of Julia Besner, Chair of the Quality Assurance Committee.

Presented Highlights: Updating 2018 Continuing Competence Program (CCP) Member Workbook; Updating existing policies for the CCP; Clarifying the CCP process including enforcement of SMART Goals; Implementing the online database for CCP submission and membership renewal.

Janie St-Onge moved that the report be accepted as presented. The report was accepted and placed on file.

8.2 Registration Committee

Laura Brennan, Chair of the Registration Committee, presented the report.

Presented Highlights: Reviewed and updated registration Policy 6.2.7; Assessed one self-directed internship applicant; Created a Dietetic Intern directory; Reviewed requests for 2nd and 3rd attempts of Canadian Dietetic Registration Examination.

Laura Brennan moved that the report be accepted as presented. The report was accepted and placed on file.

8.3 Discipline Committee

Janie St-Onge presented the Discipline Committee report on behalf of Martha MacLean, Chair of the Discipline Committee.

Presented Highlights: No discipline issues this year. Work was completed to review and provide recommendations for the disciplines process in keeping with the requirements of the province.

Janie St-Onge moved that the report be accepted as presented. The report was accepted and placed on file.

8.4 Ad Hoc Legislation Committee

Esther Archibald, Co-Chair of the Ad Hoc Legislation Committee Report, presented the report.

Presented Highlights: NBAD Road Show included highlights of the draft legislation for feedback; Registrar and Co-Chair met with hospital Clinical Nutrition Managers to obtain feedback on the draft legislation; Legislation Committee had a meeting with Discipline Committee to review proposed legislation on Discipline; Feedback from above meetings was incorporated into draft.

Esther Archibald moved that the report be accepted as presented. The report was accepted and placed on file.

8.5 Lay Representative to the Board

Janie St-Onge presented the Lay Representative report on behalf of Tammy Boucher, the past Lay Representative.

Presented Highlights: Attended face to face meetings as well as virtual calls; Able to participate in discussions concerning member suspension reviews, as well as voting on motions presented; Reviewed By-Laws and Policies.

Janie St-Onge moved that the report be accepted as presented. The report was accepted and placed on file.

9.0 Year in Review

Board Report

Véronique Ferguson invited Jaclyn Murgatroyd, President-Elect, to Chair the meeting while she presented a report highlighting the NBAD Board achievements during 2017-2018.

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

Registrar Report and Registration Statistics Report

Nicole Arsenault Bishop, Executive Director and registrar, presented the Registrar report and the registration statistic report.

Presented Highlights: Completed a member consultation tour for the opening of the Act which included 9 presentations in English and 5 presentations in French across the province. There were a total of 196 members present during the consultation tour; The new CCP Member Workbook was launched as well as the integration of the new online CCP submission with Alinity database during renewal.

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

Nicole Arsenault Bishop presented the registration statistics report (372 active, 3 temporary, 3 retired, 25 dietetic interns and 5 honorary members) and asked the report be accepted as presented. The report was accepted and placed on file.

10.0 Strategic Plan

Véronique Ferguson presented the 2018-2027 Strategic Plan for NBAD.

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

11.0 Finances Report 2017-2018

Véronique Ferguson, President, and Nicole Arsenault Bishop, Executive Director and Registrar, presented the Year End Financial Statement for 2017-2018.

- A comment was mentioned to have the Registrar's Alliance travel expenses subcategorized under the Alliance Fees section. Board of Directors will review suggestion during next face to face meeting and will determine if Finance Report should be amended.

Board of Directors' Decision (June 16, 2018): The fees related to the Registrar's travel to the Alliance of Canadian Dietetic Regulatory Bodies (Alliance) will remain categorized in the Registrar's travel rather than subcategorized in the Alliance Fees section. The Registrar is the appointed representative to the Alliance and the majority of the Registrar's travel cost is related to the Alliance meetings. Therefore, there is no need to subcategorize this expense.

- A comment was mentioned to have the business account closing balance (March 31, 2018) indicated on the 2017-2018 Financial Report.

July 2018: This amount has been added on the amended Financial Report and the revised report has been sent to members by email.

- A question was asked to know the breakdown of the Payroll Expenses, including the Executive Director/Registrar's salary. Members were advised that the Payroll Expenses on the Financial Report include 37.5 hours per week for the Executive Director/Registrar (pay scale of Dietitian II in accordance with the N.B. Specialized Health Care Professionals Collective Agreement), 25 hours per month for the Administrative Assistant, and contributions to the Employment Insurance, Canada Pension Plan, Federal and Provincial income taxes and employee benefits.

June 2018: Legal Counsel has advised the Board of Directors that NBAD is not subject to the Right to Information and Protection of Privacy Act. Therefore, members are entitled to see the NBAD's financial statements (as presented at the AGM), but NBAD is not required to release names and associated salaries. With this clarification, the Board of Directors has decided not to release details of employee salaries to protect their privacy.

July 2018: The Financial Spreadsheet Descriptions document has been sent to members by email to provide additional information related to the Financial Report.

MOTION: Michelle Corcoran moved that the Financial Report for 2018-2019 be accepted as amended upon review of the Board. **SECONDED** by Esther Archibald **MOTION CARRIED**

12.0 Proposed Budget 2018-2019

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

The Board will review if the Registrar's Alliance travel should be subcategorized under the Alliance Fees section.

Board of Directors' Decision (June 16, 2018): The fees related to the Registrar's travel to the Alliance of Canadian Dietetic Regulatory Bodies (Alliance) will remain categorized in the Registrar's travel rather than subcategorized in the Alliance Fees section. The Registrar is the appointed representative to the Alliance and the majority of the Registrar's travel cost is related to the Alliance meetings. Therefore, there is no need to subcategorize this expense.

MOTION: Véronique Ferguson moved that the Proposed Operating Budget for 2018-2019 be accepted as amended upon review of the Board. **SECONDED** by Cathy MacDonald **MOTION CARRIED**

The role of the Chairperson was returned to Véronique Ferguson.

13.0 Motions

13.1 Amendment of By-Law II Active Members – Documentation requirements for Applicants

MOTION: Cathy MacDonald moved to approve Amendment of By-Law II Active Members – Documentation Requirements for Applicants.

SECONDED by Esther Archibald **MOTION CARRIED**

13.2 Amendment of By-Law IV Temporary Members – Documentation Requirements for Applicants

MOTION: Cathy MacDonald moved to approve Amendment of By-Law IV Temporary Members – Documentation requirements for Applicants.

SECONDED by Karine Arsenault **MOTION CARRIED**

13.3 Amendment of By-Law II Active Members – Dietetic Intern Education

MOTION: Cathy MacDonald moved to approve Amendment of By-Law II Active Members – Dietetic Intern Education

SECONDED by Karine Arsenault **MOTION CARRIED**

14.0 Nominations Committee Report and Introduction of the 2018-2019 Board of Directors

Janie St-Onge, Member at Large, reported that Christine Lanteigne has agreed to allow her name to stand as Secretary for the term 2018-2020. Nominations were requested from the floor. With no further nominations being received, Christine Lanteigne was declared Secretary for the term 2018-2020.

Janie St-Onge, Member at Large, reported that Vanessa Martel has agreed to allow her name to stand as Treasurer for the term 2018-2020. Nominations were requested from the floor. With no further nominations being received, Vanessa Martel was declared Treasurer for the term 2018-2020.

Janie St-Onge, Member at Large, reported that Leah Cain has agreed to allow her name to stand as Member at Large for the term 2018-2020. Nominations were requested from the floor. With no further nominations being received, Leah Cain was declared Member at Large for the term 2018-2020.

Janie St-Onge presented the 2018-2019 Board of Directors to members:

President – Véronique Ferguson
President-Elect – Jaclyn Murgatroyd
Past President – Cathy MacDonald
Secretary – Christine Lanteigne
Treasurer – Vanessa Martel
Member at Large – Janie St-Onge
Member at Large – Leah Cain

Registrar and Executive Director – Nicole Arsenault Bishop
Alliance of the Canadian Dietetic Regulatory Bodies Representative – Nicole Arsenault Bishop
Lay Representative – To be appointed by the Lieutenant Governor in the next few weeks

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

15.0 Appointment of Accounting Firm

MOTION: Esther Archibald moved to approve *Michael Briggs and Bringloe Feeney LLP, Chartered Accountants* as accountants for NBAD for the fiscal year ending March 31, 2019. **SECONDED** by Jaclyn Murgatroyd. **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, 2019. **SECONDED** by Michelle Corcoran. **MOTION CARRIED**

17.0 Approval of the Board of Directors Action 2017-2018

MOTION: Esther Archibald moved to approve the action of the Board of Directors for 2017-2018. **SECONDED** by Aline Allain-Doiron. **MOTION CARRIED**

18.0 Motion to grant Board of Directors power to carry out the business of the Association for 2018-2019

MOTION: Lynn Burdock moved to grant the Board of Directors power to carry out the business of the Association for 2018-2019. **SECONDED** by Natalie Carrier **MOTION CARRIED**

19.0 New Business

No new business arising from previous meeting.

20.0 Destruction of Proxies

MOTION: Cathy MacDonald moved for the destruction of 2018 Annual General Meeting proxies. **SECONDED** by Jaclyn Murgatroyd. **MOTION CARRIED**

21.0 Adjournment of the Meeting

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

Sophie McPhail moved that the meeting be adjourned at 2:50 pm.

Respectfully Submitted,
Joanne Richard
NBAD Administrative Support