

# Table of Contents

President Report	p.3
Executive Director Report	p.5
Association Volunteers 2020-2021	p.7
Committee Reports	
Quality Assurance Committee Report	p.9
Registration Committee Report	p.10
Discipline Committee Report	p.10
Ad Hoc Legislation Committee Report	p.11
Member Registry Report	
Registry Statistics	p.12
Changes in the Registry April 1, 2020 – March 31, 2021	p.13
Financial Report	p.15

## Our mandate

The New Brunswick Association of Dietitians' mandate is to regulate and maintain excellence in dietetic practice for the protection of the people of New Brunswick.

## President Report

This marks the end of my term as President as I move on to being Past President. During my time as President-Elect, I never could have imagined what these two years as President had in store. As our province declared an official State of Emergency due to the pandemic, the Board of Directors (Board) approved to extend registration renewal, offer an installment payment option for members and cancel the Quality Assurance Audit in 2020. With all these challenges came some opportunities. We are now able to conduct a fully online Annual General Meeting (AGM) saving on costs and time. Although we intend to continue face-to-face AGMs occasionally in the future, having them virtually has been an unexpected opportunity to help divert funds to other projects.



With Nicole as our lead, we have continued to work towards our objectives. We've had all of our Board meetings for the last year over Zoom. We've continued to listen to our members as well as member of the public and do our best. Such example, members brought to our attention that the Social Development Health Services Dietary Supplement Application was updated to include Speech Language Pathologists (SLPs) as prescribers for nutrition products and the Board wrote a letter outlining our concerns. They responded by sending the documents outlining the program and assuring NBAD that SLPs could not prescribe any nutrition products except thickening agents such as "thicken-up" for clients with swallowing conditions. The Board agreed that this information needed to be clearly instructed in the documentation; however, it was not. A second letter was written to highlight this concern and Social Development responded with a commitment to update the Dietary Supplement Benefit Reference Guide by January 2021 to detail that SLPs have a limited role in only requesting "thicken-up".

We've done a lot of work on our strategic plan in the last few months. The Board had an education session on strategic planning with LearnSphere Canada. After this education we had a clearer direction on strategic planning and decided to have a session with the Board, staff, Committee Chairs and Committee Members lead by a facilitator to identify NBAD's strategic plan for the upcoming three years. We look forward to sharing the approved strategic plan with members in the near future!

During the past year, we have forged ahead with our work on the new legislation. The lawyers are currently reviewing a second draft of the *Dietitians Act* and preparing to bring to the legislature. As well, the Partnership for Dietetic Practice and Education (PDEP) released an updated Integrated Competencies for Dietetic Education and Practice (ICDEP) and the Board approved it in September with feedback to the PDEP Steering Committee.

Another exciting event in the past year was the addition of Carolyn Lordon, R.D., to the NBAD team as our contractual Practice and Quality Assurance Assistant. She has already made great contributions and we look forward to what she will bring to NBAD.

None of this would be possible without the hard work and dedication of Nicole Arsenault Bishop our Executive Director and Registrar, the Board of Directors and all Committee Members. Thank you for you for all that you have done over the past year. I would also like to thank all dietitians working hard during the pandemic.

Sincerely,

Jaclyn Murgatroyd, RD

Jodyn Murgatrayd, R.D. /Dt.I.

President

## **Executive Director Report**



As many of us have said and heard, this past year was certainly an unforgettable year and we all faced new challenges. The same can be said for myself as the Registrar of NBAD. The year immediately began with collaborating with the Department of Health to recruit a list of dietitians who could offer their assistance in the pandemic response, including dietitians who retired from the profession. This resulted in working with our legal counsel in modifying the NBAD By-Laws to permit a member who resigned within the past five years to reinstate as a Temporary Emergency Member; thus, completely changing

our AGM proposed By-Laws at last minute! The Board of Directors were great to respond to emergency meetings to address these sudden changes and members approved the By-Law changes in May 2020. I wish to take this opportunity to thank the 18 Active members and 8 resigned members who stepped forward in providing their names as volunteers.

As the pandemic unfolded, Public Health and government directions were released. This resulted in developing and publishing two guidelines in May and July to advise dietitians on how in-person and group services should be carried out during Covid. There was also an increase in communication to members by sharing Covid-related resources and answering their questions via email or telephone. The pandemic led to booming the virtual world of practice, including those working in the public sector. NBAD was pleased to share that the Government of New Brunswick offered Zoom for Healthcare to all dietitians.

In addition to the many collaborative opportunities with the Department of Health related to Covid, I also participated in focus group virtual sessions to discuss the healthcare workforce in order to plan and anticipate health human resources challenges over the coming years. As well, in January 2021, a letter was sent to the Minister of Health, Dorothy Shephard, to share NBAD's opinion on the future of our provincial health-care system and highlighting what is needed for the profession of dietetics in New Brunswick. Following in March, I had the opportunity to voice our concerns directly to the Minister at a special consultation session with other regulatory bodies of health professions.

During the past year, we have had NBAD's first summer student through the Student Employment Experience Development (SEED) Program funding. Among the projects completed over the summer, the student accomplished to scan all current and past member documents. Having all documents scanned provides an additional measure of security in record keeping. As well, although not directly impacted, I saw how the pandemic affected others who were required to work from home and didn't have access to member paper files. This highlighted the importance of having files electronically and we continue to explore other ways to go paperless.

At the May 2020 AGM, the budget was approved to include approximately 120 hours of contractual work at NBAD. In October, interviews were held and Carolyn Lordon was hired for the 5-month contract. With Carolyn's many years of experience at the College of Dietitians of Ontario, projects progressed quickly with her assistance. That included two large projects: social media position statement (to be approved by the Board) and transitioning the Quality Assurance Audit to virtual.

To continue the progress of the new Dietitians Act, I aimed to work frequently on the draft in doing research and meetings with the Legislation Committee Co-Chairs. We have made great headway and have sent the second draft to the lawyers for revisions. I am pleased to say that we are getting closer to a finished product!

Part of my tasks as Registrar is to participate and collaborate with other regulatory bodies and partnerships. This includes representing NBAD at the Alliance of Canadian Dietetic Regulatory Bodies. This year, all 11 meetings were held virtually and the majority of the work was related to revising policies and procedures of the Canadian Dietetic Registration Examination (CDRE) and transitioning the CDRE to virtual for the November 2020 sitting after the May sitting was cancelled. We also hired a part-time CDRE Program Manager to manage the logistics related to the exam. Within the Alliance, I also contribute on the CDRE Accommodations Committee and conducting the French validation of documentation.

This year was the second year of my three-year mandate on the Partnership for Dietetic Education and Practice (PDEP) Steering Committee. The Alliance is one of the three partners of PDEP and each Alliance Director contributes by being a member on the Steering Committee. This was an eventful year at PDEP as the <u>Integrated Competencies for Dietetic Education and Practice version 3.0</u> was published in July 2020 and the NBAD Board of Directors approved them in September. These competencies represent the most comprehensive description of the entry-level knowledge, skills and judgment needed to practice dietetics safely, ethically and effectively in Canada. All ten provincial dietetic regulatory bodies have approved the ICDEP version 3.0.

Finally, I wish to say thank you for the Board of Directors and all of the Committee members for their valued contribution to our Association!

Sincerely,

Nicle Frence & Bishop

Nicole Arsenault Bishop, MSc, RD, Executive Director and Registrar

## Association Volunteers 2020-2021

## **Board of Directors**

President: Jaclyn Murgatroyd, R.D.
President-Elect: Janie St-Onge, R.D.
Past President: Véronique Ferguson, R.D.
Member at Large: Christine Roherty, R.D.

Member at Large: Leah Cain, R.D. Treasurer: Vanessa Martel, R.D. Secretary: Christine Lanteigne, R.D.

Lay Representative: Monica Lavoie (term ended July 3, 2020) / Douglas Baker (term started

January 14, 2021)

Executive Director and Registrar: Nicole Arsenault Bishop, R.D.

Alliance of Canadian Dietetic Regulatory Bodies' Representative: Nicole Arsenault Bishop, R.D.



Picture from Lita Villalon's Honorary Member Recognition Celebration, November 15, 2019 From left to right: Monica Lavoie, Janie St-Onge, Jaclyn Murgatroyd, Véronique Ferguson, Lita Villalon, Nicole Arsenault Bishop, Vanessa Martel and Christine Roherty

## **Quality Assurance Committee**

Chair and Member at Large: Christine

Roherty, R.D.

## **Committee Members:**

Josée Gagnon, R.D.
Julia Besner, R.D.
Kristin Brown, R.D.
Brittany Mason, R.D.
Melanie Langille-Lewis, R.D.
Monica Brideau, R.D.
Lucie Bijeau-Boudreau, R.D.

Josée Bélanger-Plourde, R.D. **ED/Registrar:** Nicole Arsenault Bishop, R.D.

## **Discipline Committee**

Chair: Natalie Carrier, R.D.

Committee Members: Beverley Day, Retired

Member

**Lay Representative:** Nicole Vienneau **ED/Registrar:** Nicole Arsenault Bishop, R.D.

## **Registration Committee**

Chair: Heather Godfrey, R.D. Member at Large: Leah Cain, R.D.

Laura Brennan, R.D. Debbie Blais, R.D. Janet von Weiler, R.D. Véronic Boucher, R.D.

ED/Registrar: Nicole Arsenault Bishop, R.D.

## **Ad Hoc Legislative Committee**

Co-Chair: Esther Archibald, R.D.

Co-Chair: Catherine MacDonald, R.D.

Committee Members:

Michelle Corcoran, R.D.

Teri Emrich, R.D.

Véronique Ferguson, R.D. Jaclyn Murgatroyd, R.D. Janie St-Onge, R.D.

ED/Registrar: Nicole Arsenault Bishop, R.D.

## Committee Reports

## **Quality Assurance Committee Report**

#### **Committee Mandate**

The Quality Assurance Committee advises, conducts and evaluates NBAD programming to support and ensure dietitians engage in continuing professional development throughout their careers.

Number of meetings via teleconference/zoom: 2 Number of meetings in person: 0

#### **Issues Dealt With**

- Distribution of CCP Audit survey to membership in October 2020
- Updated the CCP 2021 Workbook for distribution in October 2020
- Continuing to support members via the QA email account
- Decision to move forward with a virtual CCP audit
- CCP deadline was moved to May 31, 2020 (extended renewal date)
- 2021 Audit scheduled for May 8, 2021.
- CCP audit training for new QA Committee members in April 2021
- CCP virtual audit training for all QA Committee members in April 2021

## **Planning for Next Year**

- CCP virtual audit training April 19/26 for all QA Committee members
- 2020 CCP virtual audit scheduled for May 8, 2021
- Continuing to support members with CCP questions through QA email and with support of NBAD Practice and Quality Assurance Assistant, Carolyn Lordon

### **Overall Assessment**

This year the QA Committee focused on supporting the needs of the members by working towards supporting a virtual audit. With the omission of the 2020 audit due to the COVID-19 pandemic, it was important to ensure no additional CCP audit gaps.

In addition to this focus on CCP audit, the QA Committee continued to provide support to updating the CCP member workbook and answering members questions regarding their CCP submissions.

## **Registration Committee Report**

## **Committee Mandate**

The Registration Committee develops and maintains policies and procedures, evaluates programs for the credentialing of all applicants to NBAD and advises the Registrar and Board of Directors on such matters.

Number of meetings via teleconference/zoom: 7, and a few virtual motions for urgent matters. Number of meetings in person: 0

#### **Issues Dealt With**

- Review of competency submissions for a candidate who was still pursuing the graduate entry method of registration (grandfathered in as started before this method was eliminated).
- Provided advice to the Registrar on KCAT translation request.
- Reviewed CDRE withdrawals and decided upon extensions of temporary memberships.
- Reviewed request for additional attempts at writing CDRE from candidates and provided recommendations for improving chances on the next attempt.

## Planning for Next Year and Overall Assessment

• It was a busy year looking at a few new situations that were not encountered before. We saw some vagueness in some of the registration policies, which may need to be rectified in the future, to meet the changing needs of our members, and national standards.

## **Discipline Committee Report**

## **Committee Mandate**

The Discipline Committee administers disciplinary procedures as set out in the Act and Regulations, as well as investigate complaints of professional misconduct, incompetence, or professional secrecy.

Number of meetings via teleconference/zoom: 3

Number of meetings in person: 0

### **Issues Dealt With**

- No discipline issues were forwarded to the committee this year
- Complaints Investigation Process Chart, Decisional Tree and Complaints form have been completed and implemented to the website.
- Strengths: We now have all our committee members in place
- Weaknesses: We are still working on the Authorization for release of information section to finalize the Complaints section of the Website.
- Opportunities: Continue monitoring practices in other provinces regarding disciplinary issues
- Threats: Certain delay in getting feedback from lawyer

## **Planning for Next Year**

- Planning a meeting in May/June 2021
- Finalize the Authorization for release of information section.
- Will need to review final versions and then upload to NBAD's website after final approval by Board.

#### **Overall Assessment**

• We have gotten a lot completed this year and I thank all committee members for their contributions.

## **Ad Hoc Legislative Committee Report**

#### **Committee Mandate**

The New Brunswick Association Legislative Committee has been created to revise the current Dietitians Act and to update it to reflect the current and future scope of practice of dietitians.

Number of meetings via teleconference/zoom: 14 Number of meetings in person: 0

#### **Issues Dealt With**

- The first draft of the Dietitians Act which had been reviewed by legal counsel and the full committee has some incomplete sections. The Registrar and Co-Chairs meet regularly to review draft Act line by line, addressing any issues brought up by legal counsel and committee and to update appropriate sections.
- Registrar and Co-Chairs reviewed recent findings both provincially and nationally to ensure content is current for restricted activities, delegation, disciplinary process, etc.
- A second draft is ready for committee review this spring and then legal counsel input.
- After legal review, the second draft can go out for stakeholder review in the Fall of 2021 /Winter 2022-notwithstanding unforeseen circumstances.
- A first draft of regulations was completed in Spring 2020 based on the first draft of the Act. While the Act is being reviewed by legal counsel, the regulations will be reviewed to align with the second draft of the Act.

#### **Planning for Next Year**

- Update draft regulations
- Translation of act and regulations

#### **Overall Assessment**

Co-Chairs feel the second draft should only require minor revisions following legal counsel review and will be ready for stakeholder feedback in Fall 2021 / Winter 2022.

# Member Registry Report

Approved by Registration Committee on June 21, 2021

## **Registry Statistics**

	As of March 31, 2020	As of March 31, 2021
Active Members	373	371
Temporary Members	3	2
<b>Temporary Member with Restrictions</b>	1	1
Retired Members	8	7
Honorary Members	5	5
Dietetic Intern Members	24	15
TOTAL	414	401

## During the year from April 1 to March 31

	2019-2020	2020-2021
Courtesy Members	1	0
Avg. number of days on register	30	0
Resignations	10	May 31, 2020 deadline* = 14 + 16
Suspensions: Suspension of non-renewal	3	4
Extensions of Temporary Membership with Restrictions	1	1
Moved to NB to practice	9	6
Moved from NB to practice in another jurisdiction	5	7

\*Registration deadline extended to May 31, 2020 due to COVID-19

## Changes in the Registry April 1, 2020 – March 31, 2021

New registrations in each member class

#### **Active Members**

**Emily Baxter** 

Meggie Bisson

Katrina Bohnet

Isabelle Bourque

Sarah Comerford\*

Janelle Downing

Madélie Giguère Johnson\*

Claude Hachey

**Emily Lamont** 

Anna Léger\*

Carol-Ann MacDonald

Hannah Magee\*

Kim Martin

Alexa McLaughlin

Fanie Michaud-Bourgoin

Maude Morin\*

Jenna Nagle\*

Maryam Naslafkih

Taylor Pitre

Lindsay Ryan

Ian Wiseman

\*Labour Mobility: moved to another province to practice dietetics as outlined in the Canadian Free Trade Agreement.

## **Temporary Members**

Jocelyn Beaulieu

## **Temporary Members with Restrictions**

Abigail Cain

## **Dietetic Interns**

Allyson Daamen-Thorton

Pascale Richard

Alexa Schmidt

Mylène Véronneau

Dania Couturier

Elyssa Bourdages

Claudie Michaud

**Emilie Cormier** 

Ariane Hébert

Catherine Chantelois

Chavi Carrier

Émilie Gauvin

Jane MacDougall

Andrea Dinan

Olivia Malone

Alexa Wierbicki

Cai Lim

### **Retired Members**

Aline Allain-Doiron

Isabelle Doiron

Karen Harvey

Gisèle McCaie-Burke

Ann Veinotte-Martin

## Changes in the Registry April 1, 2020 – March 31, 2021

Suspended, resigned, expired and revoked registrations/memberships

## Suspended

Sylvie Cormier	June 1, 2020
Manon St-Germain	June 1, 2020

## Resigned

Tanya James	April 17, 2020
Rhonda Broad (Retired Member)	May 28, 2020
Buffy (Mary) MacNeil	May 28, 2020
Monique St-Onge Bérubé	May 31, 2020
Jill Robillard	May 31, 2020
Ginette Thibodeau-Martin	May 31, 2020
Alexia MacDonald	May 31, 2020
Tanya Sisk	May 31, 2020
Shannon Robichaud	May 31, 2020
Roxanne Rossignol	May 31, 2020
Lauren O'Neill	May 31, 2020
Janna MacKay	May 31, 2020
Renée Racine	May 31, 2020
Jennyfer Bezeau	May 31, 2020
Lucy McCray	June 1, 2020
Aude St-Pierre Gagné	June 24, 2020
Sokhna Fatou Ndione	November 1, 2020
Katia Robichaud	December 21, 2020
Karyne Santerre	March 31, 2021
Barbara Dugas	March 31, 2021
Monique Doucet	March 31, 2021
Christina Toner	March 31, 2021
Brayln White	March 31, 2021
Beverley Day (Retired Member)	March 31, 2021
Andréanne Marcotte	March 31, 2021
Sharon Cameron	March 31, 2021
Anne MacMullin	March 31, 2021
Joan Donahue (Retired Member)	March 31, 2021
Pascale Francoeur-Pelletier	March 31, 2021
Rosalind May	March 31, 2021

**Note:** Due to the COVID-19 pandemic, registration renewal was extended to May 31, 2020. Therefore, members could keep their registration past March 31, 2020 and resign by May 31, 2020.

# Financial Statements

The New Brunswick Association of Dietitians Financial Statements for the period ending March 31, 2021 were prepared by Michael Briggs, CPA, and the Review Engagement Report was completed by Bringloe Feeney.

New Brunswick Association of Dietitians

Financial Statements March 31, 2021



Table of Contents March 31, 2021

	Page
Independent Practitioner's Review Engagement Report	
Financial Statements	
Statement of Financial Position	1
Statement of Operations and Changes in Members' Equity	2
Statement of Cash Flows	3
Notes to Financial Statements	4 - 5







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## Independent Practitioner's Review Engagement Report

To: The Members of New Brunswick Association of Dietitians

We have reviewed the accompanying financial statements of New Brunswick Association of Dietitians that comprise the statement of financial position as at March 31, 2021, and the statements of operations and changes in members' equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

#### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of New Brunswick Association of Dietitians as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Fredericton, New Brunswick June 8, 2021

hartered Professional Accountants

Statement of Financial Position As at March 31, 2021

		2021		2020
ASSETS				
Current Cash and short-term investments Prepaid expenses	\$	332,855 1,072	\$ 27	71,108 965
	\$	333,927	\$ 27	2,073
LIABILITIES				
Current Accounts payable and accrued liabilities (note 3) Deferred membership revenue	\$	10,775 149,743	9	7,792 6,909
MEMBERS' EQUITY		160,518	10	4,701
Inrestricted		173,409	16	7,372
	<u>s</u>	333,927	\$ 27	2,073

Approved

Director Carly Muratay

Statement of Operations and Changes in Members' Equity Year ended March 31, 2021

	2021 Budget	2021 Actual	2020 Actual
Revenues			
Memberships Examination fees Miscellaneous income Application and assessment fees Investment income	\$ 154,050 \$ 14,250 400 1,500 2,100	156,756 \$ 10,090 6,177 3,000 2,608	150,213 12,075 1,375 1,750 2,889
	 172,300	178,631	168,302
Expenses			
Wages and benefits Office Professional fees Examination costs Information Technology Board Alliance fees Strategic Plan Registrar Legislation committee QA Committee expenses KCAT special project	92,005 25,475 13,600 14,250 7,905 11,000 2,000 500 5,565 12,300 	101,375 25,045 16,565 10,030 9,708 5,925 1,961 1,180 805	85,586 20,760 10,348 11,701 9,186 8,698 1,995 - 5,631 15,430 773
excess (deficiency) of revenues over expenses	(22,300)	6,037	170,108
Surplus, opening	(32,500)	167,372	(1,806) 169,178
surplus, closing	\$ \$	173,409 \$	167,372



Statement of Cash Flows Year ended March 31, 2021

	2021	2020
Operating activities  Cash received from memberships  Cash received from other activities  Cash paid to suppliers and employees	\$ 209,590 \$ 21,875 (169,718)	118,747 16,714 (171,445)
Change in cash position	61,747	(35,984)
Cash, opening	 271,108	307,092
Cash, closing	\$ 332,855 \$	271,108
Cash consists of: Cash and short-term investments	\$ 332,855 \$	271,108



Notes to Financial Statements March 31, 2021

#### 1. Nature of operations

New Brunswick Association of Dietitians is registered under the New Brunswick Companies Act and is exempt from income tax under section 149(1)(1). The Association's principal role is to regulate Registered Dietitians in the Province of New Brunswick.

## 2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

### (a) Cash and cash equivalents

Cash and cash equivalents are defined as cash and short-tem investments held with a financial institution.

## (b) Revenue recognition

Revenue from membership and examination fees is recognized in the period to which it relates. Any fees paid in advance for the next fiscal year are deferred and recognized in the subsequent period.

Investment income is recorded over the passage of time.

Miscellaneous income is recognized as revenue when received or receivable when the amount can be reasonably estimated and collection is reasonably assured.

### (c) Financial instruments

The Association initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The Association subsequently measures its financial assets and financial liabilities at amortized cost, except for securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash and short-term investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.



Notes to Financial Statements March 31, 2021

## Accounts payable and accrued liabilities

	1 <u></u>	2021	 2020
Government remittances Accrued liabilities Trade payables	s 	4,076 4,000 2,699	2,163 4,000 1,629
	\$	10,775	\$ 7,792

#### Commitments

The association entered into a 5 year lease agreement at 608 Pine Glen Road in Riverview, NB which remains in effect until January, 2025. The lease commitment is as follows:

2024	12,965
2025	10,984
	\$ 49,120

### Other

The outbreak of a novel strain of coronavirus resulted in the global declaration of a pandemic by the World Health Organization on March 11, 2020. Government measures in place to combat the health threat of the virus have caused material disruption to businesses globally resulting in an economic slowdown. The duration and impact of the outbreak are unknown at this time, as are the efficacy of government and central bank interventions. It is not possible to reliably estimate the length and severity of the measures nor their impact on the future financial results and condition of the Association. Any impact to March 31, 2021 has been included in these financial statements.

#### 6. Financial instruments

Management does not believe the association is exposed to significant financial instrument risks.



