

Registered Massage Therapists' Association of Ontario

2018 ANNUAL GENERAL MEETING

Toronto Airport Marriott Hotel

Toronto, ON

January 27, 2019

DRAFT MINUTES

1. Call to Order

Krystin Bokalo, RMT, Chair of the RMTAO Board of Directors, introduced herself and the head table. She then called the meeting to order and welcomed members to the 2019 Annual General Meeting. Ms. Bokalo advised the membership of regular meeting process on motions and voting for clarity of procedure.

With the permission of those present, Ms. Bokalo asked Andrew Lewarne, Executive Director and CEO, to act as recording secretary for the meeting.

2. Notice of Meeting

Ms. Bokalo asked Mr. Lewarne to advise the members with respect to the Notice of the Meeting. Mr. Lewarne advised that in accordance with the by-laws, Notice of the Annual General Meeting was issued on November 15, 2018 and sent by email to all Active and Life members of the RMTAO. It was also posted on the RMTAO website and through the use of social media on Facebook.

MOTION: To waive the reading of the Notice of Annual General Meeting.
MOVED: Susan Bessonette
SECOND: Stacey Shipwright
CARRIED.

3. Meeting Regularly Constituted

Ms. Bokalo asked Mr. Lewarne whether the required number of members were present for the meeting. Mr. Lewarne advised that on January 18, 2019, at the proxy deadline, the RMTAO had 5782 Active and Life members. He noted that the by-laws require 1% or 58 members present in person or by proxy. He further advised that 81 valid proxies were received by the deadline of 5:00 PM on January 18, 2018. There were 86 voting members present, thus, there were 167 members at this meeting exceeding quorum requirements.

Ms. Bokalo declared that the meeting was regularly called and properly constituted for the transaction of business.

4. Approval of the Minutes of the Annual General Meeting, January 28, 2019

Ms. Bokalo noted that the draft minutes of the Annual General Meeting held January 28, 2018 had been posted on the website and printed copies of the minutes were also available at the meeting. Ms. Bokalo indicated that, with the permission of those present, the reading of the minutes would be waived. None present requested a reading of the minutes.

Ms. Bokalo asked if there were any errors or omissions in the minutes. There were none.

MOTION: For the adoption of the minutes of the Annual General Meeting held January 28, 2018.
MOVED: Alex Kidd
SECOND: Sarah McQueen
CARRIED.

5. Board Chair's Report

Ms. Bokalo noted that the 2018 Annual Report had been distributed to the members at the meeting and was available on the RMTAO website prior to the meeting. She presented the highlights of the Chair's Report, noting the challenges and accomplishments of the Board of Directors over the past year.

Highlights outlined were in relation to:

- Canadian Massage Therapist Alliance (CMTA)
 - Krystin Bokalo and Andrew Lewarne have continued their roles within the CMTA as chair and secretary respectively
 - Strategic plan – focus on national regulation of massage therapy and tax exemption nationally
 - Position against students practicing prior to registration – issue in un-regulated provinces
 - Continuing to work as part of HEAL
 - Andrew attended HEAL's event on Parliament Hill to release Canada way 2.0
 - Outlines HEAL's recommendations relating to healthcare
 - Resources provided to the ANBMT – specifically seniors care pilot project
- College of Massage Therapists of Ontario (CMTO)
 - RMTAO sent a letter expressing concerns around the CMTO registration fee increase
 - Provided potential alternatives in that letter
 - Met with the CMTO to ask questions and provide feedback/concerns brought forth by the membership
 - RMTAO intends on continuing to hold the CMTO accountable for their actions
 - Discussions regarding changes in the Quality Assurance Program
 - Potential development of joint educational resources
 - Possible shared public information

Ms. Bokalo expressed her thanks to members of the Board for their work and enthusiasm for the year to come.

There were no questions regarding the Board Chair Report.

MOTION: To accept the Board Chair's Report on behalf of the Board of Directors.
MOVED: Dianna Ernest
SECOND: Juliana Fernandes
CARRIED.

6. Executive Director's Report on Operations

Mr. Andrew Lewarne, Executive Director and Chief Executive Officer (ED & CEO) presented the 2018 Report on Operations. He provided highlights on each of the activities and accomplishments for the year. Some key highlights were in relation to:

- Membership
 - Continues to grow – 665 new members last year, 33 new lifetime members and 824 student members
 - Membership continues to be a pay as you go with professional liability insurance remaining the most utilized, with over 96% participating
- Member Recognition Dinner
 - Held in May 2018
 - Awards were presented at this dinner:
 - Professional Service Award – Elizabeth Gibb
 - Educator of the Year – Jennifer Brennan
 - RMT of the Year – Tracy Lovitt
- Student Case Report Contest
 - 1st place - Ingrid Acebes and Stephanie Zadorozniak for their case report on Effects of the MT on Non-specific Thoracic Outlet Syndrome
 - 2nd Place – Colleen Johnson for her case study on the Effects of MT on Quality of Life and Foot Drop for a person with Multiple Sclerosis
 - 3rd place – Seunghye Seo for her case report on Skin Temperature changes in the Lower Limbs during Back MT Treatment on a Spinal Cord Injury Patient
- New Webinars – Free of charge to members
 - Focus on Charting
 - New additional webinars are being created and implemented this year
 - Budgeting and personal finance
 - Professional communication
 - Privacy legislation

- Professional Development
 - 25 in-person assessment courses were offered
 - Two members earned their Certificate of Excellence in Assessment
 - Karen Dombroskie
 - Kimberly Bold
 - Other courses offered
 - Record Keeping Essentials by Amy Beggs
 - HCAI and MVA was offered online through Centennial College
- Community-Based Networks
 - Several new CBNs created this year, and CBNs continue to have increased engagement at meetings
- School Ambassador Program
 - Put out a call for volunteers to act as school ambassadors to visit schools and provide information
 - There have been an overwhelming number of volunteers to act as school ambassadors
- Communication
 - Two public relations campaigns to connect RMTs with the public
 - Shared stories from people across Canada who have received MT during the Massage Therapy Awareness Week
 - Series of infographics highlighting benefits of MT for a variety of conditions and patient populations
- Social Media
 - Continue to post engaging content on a regular basis
 - Partnered with other organizations to facilitate the publication of articles and additional articles are planned for 2019
 - Launched a poster, which is free for members to download
 - RMTAO created a presentation that RMTs can use when they are able to speak to members of their community and other healthcare professionals
 - MTT continues to be an important source of Association and professional news
- Advocacy
 - Queen's Park Day – First time this event has been hosted by RMTAO – Met with over 40 MPPs from all political parties. Specific mentions are:
 - MPP Robin Martin – Parliamentary Assistants to the Minister of Health and Long-Term Care: Spoke about the potential role of MT in the treatment of chronic pain and mental health issues related to the opioid crisis

- France Gelinias - NDP Health Critic: Spoke about the potential for MT for the treatment of Low back pain, hospice and home care, and addressing the opioid crisis
 - Conversations with the government were not confined to this single event
 - Meetings have been held throughout the year to discuss the role MT can provide
 - Major area of focus on building relationships with organizations that represent specific populations so they are aware of the benefits of MT.
- Canadian Massage Therapist Alliance (CMTA)
 - Meeting with the Insurance industry
 - Providing assistance to other Provinces
 - HEAL – lobby day on Parliament Hill

Mr. Lewarne thanked the staff, volunteers, and partners that helped to make 2018 a success.

There were no questions regarding the Executive Director's Operations report.

MOTION: To accept the 2018 Report on Operations.
 MOVED: Cherlyn Church
 SECOND: Susan Bessonette
 CARRIED.

7. Report on Finances

Ms. Bokalo invited Mr. Dan Carell, to speak as Chair of the Audit and Finance Committee to present the Report on Finances.

Mr. Carell noted that excerpts of the Auditor's Report had been provided to attendees and would be available on the website. Copies of the full Auditor's Report were available in the Annual Report on the tables.

Mr. Carell reviewed the Auditor's Report and the Audited Financial Statements and the findings of the Board as it reviewed the year-end statements. He noted that the Auditor had found that the statements were representative of the financial condition of the organization and that they had been prepared in accordance with Canadian generally accepted accounting principles. He advised that excerpts from the Auditor's report could be found in the Annual Report and on the website. He also reported that the Board was satisfied based on its review that the activities undertaken were within the limits placed on the Executive Director and in keeping with the Ends Policy and the Ends Priorities.

There were no questions regarding the Report on Finances.

MOTION: To accept the Auditor's Report and the Audited Financial Statements for the period October 1, 2017 to September 30, 2018 as presented.
 MOVED: Sarah McQueen
 SECOND: Stacey Shipwright
 CARRIED.

8. Appointment of the Auditor

Mr. Carell noted that it was the duty of the members to appoint the Auditor of Record for the RMTAO and that the Board of Directors recommended to members that the RMTAO continue with the current Auditor.

MOTION: To appoint Kriens~LaRose Chartered Accountants as the Auditor for the Registered Massage Therapists' Association of Ontario for the fiscal year October 1, 2018 to September 30, 2019.
MOVED: Melanie Levesque
SECOND: Cherlyn Church
CARRIED.

9. Secretary's Report on Nomination and Election to the Board

Ms. Bokalo invited the Board Secretary, Miss Victoria Johnson, to report on the Annual Election of the Board of Directors.

Miss Johnson advised that a Call for Nominations had been issued on October 10, 2018, noting that three (3) Director positions were open for nomination. One (1) nomination was received for the three (3) Director positions available for election. As the number of nominations did not exceed the number of vacancies, the nominee was acclaimed. Miss Johnson extended her thanks on behalf of the Board, RMTAO members and the profession to the members who came forward for nomination.

Miss Johnson welcomed the following new Director to the Board for a three year term:

- Mary Tzianias

In addition to the one member elected as Director this year, the Board has several Directors continuing to serve their terms. They are:

- Darren Stevens, Victoria Johnson (one year remaining)
- Melanie Levesque, Stacey Shipwright, Jennifer Hewitt, Krystin Bokalo, and Darren Nixon (two years remaining)

There were no questions regarding the Report on the Nominations and Elections process.

MOTION: To accept the Report on the Nominations and Election process for the 2018 Board of Directors as presented.
MOVED: Juliana Fernandes
SECOND: Andrew Clapperton
CARRIED.

10. Expression of Thanks to Departing Members of the Board

Ms. Bokalo asked that the members recognize and thank three individuals who have served on the Board of Directors, as they had completed their term and were stepping away from the Board. The Directors leaving the Board are:

- Dan Carell
- Karyn Hughes
- Tania Hashiguchi

11. Additions to the By-Laws

The Board of Directors is proposing an amendment to the by-laws. The proposed amendment is under Article 7 – Removal of Directors. In particular, this would be an addition to 7.6 Removal of Directors.

Addition is as follows:

Between general meetings of the members, the Board of Directors may remove any director before the expiration of his or her term of office, by resolution passed by at least two-thirds (2/3) of the directors, excluding the director subject to the resolution to remove, at a meeting of the Board of Directors, of which notice specifying the intention to pass such resolution has been given.

Q: What is the rationale behind this change?

A: The Board had a consultation with legal, who indicated there should be a need for this in the Bylaws.

Q: When you are serving notice, would this be to the individual or to the membership at large?

A: The notice would be given to the individual.

Q: Is two thirds enough?

A: Legal has explained that 2/3 is standard practice.

MOTION: To accept the proposed By-law Article 7 changes as amended.

MOVED: James Dondo

SECOND: Susan Bessonette

CARRIED.

12. Other Business

Ms. Bokalo asked if there was any other business to properly be brought before the meeting.

Q: Item A of 7.6 in the Bylaws states that “If the Director becomes bankrupt or a receiving order is made against them or the director makes an assignment under the Bankruptcy and Insolvency Act (Canada) or its successor legislation”. Are the proposed changes to the bylaws similar to 2 years ago to when a motion was passed, which was then rescinded a year later?

A: We will ask legal to consult with the board on this issue, and will present to membership.

13. Adjournment

There being no other business, Ms. Bokalo thanked everyone present for attending and for their support. She asked if there was a motion to adjourn.

MOTION: To adjourn the Annual General Meeting.

MOVED: Susan Bessonette

SECOND: Dianna Ernest

CARRIED.

Andrew Lewarne, Executive Director and Chief Executive Officer

Recording Secretary

January 27, 2019