



Canadian Society of Occupational Scientists

Annual General Meeting Teleconference – MINUTES

March 21, 2011

4:30-6:00 pm ADT (Halifax)

3:30-5:00 pm EDT (Ontario)

1:30 -3:00 pm MDT (Edmonton)

12:30-2:00 pm PDT (Vancouver)

Total number of participants: 11 (M. Barrière-Dion, L. Hartman, S. Hobson, S. Huot, M. Ravenek, D. Reid, A. Rivard, J. Rozanova, D. Rudman, M. Suto, E. Townsend)

Quorum of 5 reached.

1. Approval of Agenda

- i) Motion to accept: L. Hartman
- ii) Seconded: M. Suto
- iii) Approved Unanimously

2. Introduction of Board & Executive Director

- i) **Current Board Members:** M. Suto, D. Reid, M. Barrière-Dion, A. Rivard, D. Robertson, J. Rozanova, R. Stadnyk
- ii) **President:** D. Rudman **Vice President:** L. Shaw
- iii) **Treasurer:** S. Huot
- iv) **Executive Director:** M. Ravenek

3. 2011 Election Results

- i) As the terms of M. Suto and D. Reid on the CSOS board end at this AGM, a call for nominations was sent out to fill these openings on the board. Nominations were received for Ben Mortenson and Jan Polgar who have been acclaimed into these member-at-large positions on the CSOS board. A vote by current members of CSOS was not required. CSOS sincerely thanks M. Suto and D. Reid for the contribution they have made to the Society during their terms.

4. 2012 Election

- i) For the 2012 AGM there will be 4 positions up for nomination/election, including that of vice-president of CSOS. Each position is for a 2-year term, except for the vice-president who then serves a consecutive 2-year term as president of CSOS. The call for nominations for these positions will be sent out in early 2012.

5. Finances

- i) 2010 Financial Statement
 - Conference profit not listed in financial statement because money was not deposited until 2011. Conference profit shown as revenue in 2011 budget.
 - Motion to accept 2010 financial statement: D. Reid
 - Seconded: M. Barrière-Dion
 - Approved Unanimously

ii) 2011 Budget

- Journal of Occupational Science subscriptions are no longer available through CSOS, however, they were not a significant source of revenue for the Society.
- Student grants now included as a line in the budget. More about the grants will be discussed later, but they have been created to better align the Society with its revised mission and vision in the support of graduate students and the Society's movement towards charitable status.
- It should be noted that the last CSOS conference, co-hosted with the SSO:USA, was very successful with \$7,500 in profit made for each Society. The co-chairs of the conference, Lynn Shaw and Elizabeth Francis-Connolly, should be applauded for their work.
- \$5,000 in seed funding listed as expense for the 2012 CSOS conference in Edmonton. It is expected based on past conferences that this funding will be paid back to CSOS after the conference is over through the profit generated.

- Motion to accept 2011 budget: M. Suto
- Seconded: S. Hobson
- Approved Unanimously

6. Executive Director's Report

Summary of Tasks

Since our last AGM in October, I have been continuing to manage the day-to-day operations of CSOS (e.g. email, finances, membership, website, listserv management, etc.). Additionally, I developed a number of CSOS documents in conjunction with Dr. Rudman including the:

- CSOS Winter Newsletter
- CSOS Mission & Vision (Revised)
- Townsend & Polatajko Lectureship Process
- Townsend & Polatajko Lectureship Nomination Form

I have also been working with Dr. Rudman, and Lisa Sheenan from CAOT, to prepare for the 2011 OS Stream at the CAOT conference.

Membership

Overall we have 44 individual / student members and 4 institutional members, 21 of which have renewed already for the 2011 membership year. A breakdown of our membership by school was provided in the appendices sent out with the agenda for this AGM. This information may help to target recruitment strategies for the future.

Finances

- As of March 16, 2011 our current bank balance is \$24, 949.68
- For a more detailed look at our finances, please refer to the 2010 Financial Statement and 2011 Budget provided in the appendices sent out with the agenda for this AGM

Comments / Questions

- A student has been selected to complete a column in our upcoming newsletter. A call for students interested in completing the column was included in the Winter 2011 Newsletter. The student column will continue to be a regular piece in the CSOS newsletter to further align the Society with our mission and vision. The column will allow the student to discuss an issue of their choice related to OS.

- At present, Western is funding the ED position for 10 hours of work per week. Until the Society becomes self-sufficient it will require that the ED position be funded by the school where the president of the Society is employed.
- Funding for the ED position is not currently part of the budget. It has been suggested that we could show this in the budget as an expense and revenue (in kind) so that the dependency of the Society on funding for this position is clearer. This may also help support the Society's charitable application.

7. Key Directions for 2011

i) Townsend & Polatajko Lectureship

- Process for the Lectureship was generated by board and then reviewed by Dr. Townsend and Dr. Polatajko whose suggestions were integrated into the Lectureship document.
- Call for nominations will be sent out via the listserv and to directors of OT and OS schools across Canada, as well as other avenues. The call will be sent out later this week after feedback from the AGM is incorporated.
- This year the deadline will be May 2nd and will be for the Guest Lectureship occurring at the 2012 CSOS Conference in Edmonton.
- It should be made clear that the Lectureship is not limited to just Canadians. Nominees may include individuals from other countries whose work has been taken up by OS in Canada. However, it is important that the work of the nominee is explicit to OS.
- Could get individuals from outside of OS to review the nomination process and form as a way of piloting the criteria.
- It will be up to the nominators to demonstrate to the Selection Subcommittee that the nominee meets the criteria for the Lectureship.
- Nominees only have to meet one of the two criteria for the Lectureship. Perhaps need to make this clearer on the nomination form so that nominators don't think both criteria have to be satisfied. For example, "Please address one of the following criteria."
- Not recommended to develop additional criteria as it may make the nomination process less attractive to potential nominators.
- D. Rudman and M. Ravenek will incorporate suggestions before the call is sent out later this week.
- Feedback regarding the nomination form will be solicited from this year's Selection Committee to make further improvements as required.

ii) Student Funding Opportunities

- Consistent with the Society's move towards applying for charitable status, two student awards have been created as a way for the Society to further support graduate students in OS.
- \$1,000 allocated in budget for the awards. Two awards (\$500 each) will be given out annually to support the presentation of student work in OS. One will be given to a student presenting in an OS venue and one will be given to a student presenting OS work in a non-OS venue.
- Important that one of the awards is given to support presentation at non-OS conference, as this will help the discipline gain exposure in other fields.
- It is expected that the process will be in place so that the first award will be given out to a student presenting at the 2012 conference in Edmonton.
- These awards will be competitive and a blind review process will be completed to determine the winners each year.

- The idea for these awards came from meeting with student reps at the Joint CSOS and SSO:USA conference this past fall.

iii) Charitable Status Application

- Dr. Townsend has done a lot of work for us to apply for charitable status, and was thanked by the board for this contribution. M. Ravenek will be continuing to work on this application to prepare it for submission.
- Charitable status will allow CSOS to collect donations and issue tax receipts
- Charitable status will be in relation to student support provided by CSOS
- Revisions to mission and vision and introduction of the student awards are two such ways that we are attempting to show how the Society supports students.

8. New Mission & Vision

- In previous mission and vision, health and well-being were thought to be not broad enough. Revised so that it also addresses justice.
- Section in previous vision statement about creating an effective organizational structure was removed as it was deemed too internal, but will continue to remain a priority of the board.
- Added 'policy arena' in second mission point and third vision point to address this additional OS audience
 - Motion to accept revised mission and vision: S. Hobson
 - Seconded: E. Townsend
 - Approved Unanimously

9. Membership Fees

- At October AGM it was discussed whether or not to increase membership fees. Currently there are 3 levels of membership (student, individual, institutional). Student fee was thought to be good at \$10 given our mission and vision. Institutional fee deemed at an appropriate level given budgetary restrictions across universities. Individual fee was thought to be relatively low compared to similar organizations.
- Increased fee will help the budget and is not big enough to scare people away from joining the Society. Increase will be made apparent in spring newsletter
 - Motion to increase individual fee for CSOS membership from \$50 to \$85 starting January 2012: D. Rudman
 - Seconded: M. Suto
 - Approved Unanimously

10. Upcoming Conferences

- 2011 CAOT
 - OS stream will be held June 16th. Morning panel will address knowledge translation and closing panel will address education. Nine paper presentations with moderators and 8 poster presentations are included in the program, divided into morning and afternoon sessions.
- 2012 CSOS Conference
 - May 3rd – 5th 2012, hosted by Faculty of Rehabilitation Medicine at University of Alberta in Edmonton
 - Save the date flyer ready for CAOT conference

- When abstracts will open and close should be added to flyer so that individuals know when to start working on abstracts; Mike R. to follow up with conference co-chairs to see if this information is available
- Theme: Fostering Interdisciplinary and Interprofessional Excellence in Occupation

11. Questions From the Members

- i) Board asked to talk about growth of CSOS. Conferences have been very successful. With new student initiatives membership may become more attractive for students. Reminding faculty to promote CSOS to students is important. By recruiting so many students, it is hoped they will remain members in future. Also noted that international OS societies look to CSOS for mentorship in their own development.
- ii) Could track if flood of memberships comes in before conferences because of reduced rates. Might want to add in restrictions that members need to have been a member for at least 6 months to receive discounted rate. Could consider other incentives as well.
- iii) In reference to pie charts provided by ED, Western is well represented because M. Ravenek and S. Huot are on site. Might want to have CSOS reps at other schools that would help to support recruitment. Packages and mentorship could be provided to CSOS reps at schools across Canada to develop these positions.
- iv) Noted that U of T has large OS student base but no student members of CSOS. Need to make information about membership more available to students, and not just rely on emails to directors. Again, with the upcoming incentives for students it may generate additional student membership from other universities.
- v) Need to sell OS as an up and coming, “cutting edge,” field.
- vi) Recruitment always part of agenda and will move forward to try and incorporate suggestions from membership.

12. Adjournment

- i) Our next AGM will be held in March 2012

Respectfully submitted,

Mike Ravenek
Executive Director