



*Alberta*  
**Therapeutic  
Recreation**  
*Association*

12/13 Annual Report

*Living well ... being healthy*



# agenda

# rules of order

## **ATRA Annual General Meeting; Friday, 11 October 2013 11:00 am-12:15 pm; Delta Hotel; 4404 Gateway Blvd, Edmonton**

- 1.0 Call to Order
- 2.0 Action on the Agenda
- 3.0 Introduction of Board Members and Special Guests  
Thanks and appreciation to the 2013 ATRA Symposium Committee  
2014 ATRA Symposium Announcement  
2014 CTRA Conference Announcement
- 4.0 Rules of Order
- 5.0 Action on the Minutes of the 2012 Annual General Meeting  
*If there are no corrections, it would be in order for a member to move that the minutes of the 2012 Annual General Meeting be adopted as included in the annual report.*
- 6.0 Old Business
- 7.0 Board Member Reports  
*After questions have been addressed, It would be in order for a member to move that the reports, as presented in the AGM package, be adopted.*
- 8.0 Action on the 2012/2013 Financial Statement  
*After questions have been addressed, It would be in order for a member to move that the financial reports, as presented in the AGM package, be adopted.*
- 9.0 New Business
- 10.0 Election of Directors  
Vice President, Ellen Helgason and Communications Director, Susan Spyker have agreed to let their names stand for another term. Additional nominations, if any, can be taken from the floor for these positions. There were no nominations received by the deadline for the position of Secretary/Treasurer. Nominations, if any, can be taken from the floor.
- 11.0 Announcements and Adjournment

### **Qualifications**

- 1. All members will be required to show their current ATRA membership cards for admission to the AGM.
- 2. Each attending member in good standing is entitled to one vote.
- 3. There shall be no absentee or proxy voting.
- 4. A quorum shall be not less than 25 percent of the membership or 40 members, whichever is smaller.

### **General Procedures**

- 1. The chair organizes the business of the meeting (agenda and order of business) and sees that it proceeds in an ordered manner.
- 2. The chair decides all questions of order and considers the advice of the parliamentarian.
- 3. No person may speak until she/he has been recognized by the chair.
- 4. No person may speak for more than 10 minutes at one time. No person may speak a second time until all who wish to speak for the first time have done so. (The group may permit a person to speak more than twice or longer than 10 minutes.) A question on procedure or a point of order will not be considered a turn to speak.
- 5. A person wishing to speak must approach a microphone and be recognized by the chair before speaking. When recognized, the speaker will give her/his name.
- 6. The chairperson may not speak on a question. If she/he wishes to speak, she/he must yield the chair to another officer and take a seat on the floor. The chairperson may not resume the chair until the question at issue is settled.

### **Motions - Getting a Subject on the Floor**

- 1. No business may be discussed until a motion has been made, seconded (when required) and stated by the chair.
- 2. Once a motion has been stated by the chair, it can be withdrawn only with the consent of both the mover and the seconder.
- 3. All discussion must relate to the motion on the floor.
- 4. Only one main motion may be on the floor at any one time.

### **Amendments**

- 1. An amendment to a motion is proper if it does not change the basic purpose of the motion.
- 2. For ease of understanding, it is wise to have only one amendment on the floor at any one time. However, there is no limit to the number a times a motion may be amended.
- 3. When an amendment is made, the chairperson must see that everyone understands the proposition being voted on. Two votes must be taken: FIRST, on the amendment, and SECOND, on the motion in its amended form.

### **Stopping Debates**

- 1. Discussion can be stopped by a motion to close debate. This motion is not debatable and requires a two-thirds majority to be carried.

### **Voting**

- 1. The motion is restated
- 2. The affirmative and then the negative votes are called for. If there is any doubt in a voice vote or vote by show of hands, the vote is then to be retaken by a standing vote. If a secret ballot is required, the chair declares the result of the vote.



# prior minutes

**Alberta Therapeutic Recreation Association Annual General Meeting  
October 26, 2012  
Delta Edmonton South, Edmonton, AB**

**1.0 Call to order**

The Annual General Meeting was called to order by the ATRA President, Kari Medd, at 1:35 pm.

**2.0 Action to the agenda**

The agenda was accepted as presented in the Annual Report.

**3.0 Introduction of Board Members and Special Guests**

The Board Members were introduced and thanks were extended to the 2012 ATRA Symposium Committee and volunteers for their efforts in organizing the 2012 ATRA Symposium.

**4.0 Rules of Order**

Darlene Murphy, Administrative Assistant, reviewed the rules of order as listed in Annual Report.

**5.0 Action on the Minutes of the 2011 Annual General Meeting**

**Motion** by Glenn Skimming and seconded by Deb Bontus that the minutes of the 2011 Annual General Meeting be approved. CARRIED.

**6.0 Old Business:**

None

**7.0 Board Reports**

All board reports were included in the Annual Report. Members were given the opportunity to direct any questions to the board.

**Motion** by Carmen Hala and seconded by Melanie Grell that the board reports be accepted as presented. CARRIED.

**8.0 Action on the 2011/ 2012 Financial Statement**

The 2011/2012 Financial Statements were presented by Darlene Murphy, Administrative Assistant. The financial statements were printed in the Annual Report. Darlene Murphy

# prior minutes

responded to questions on the floor regarding the financial statements.

**Motion** by Kate Harrity and seconded by Daisha Marshall that the 2011/2012 ATRA Financial Statements be accepted as presented. CARRIED

**9.0 New Business:**

9.1 Alignment of ATRA Membership Year Dates to CTRA: Motion by Kari Medd and seconded by Angelica Kramer that, as of April 1, 2013, the ATRA Membership year will be from April 1 to March 31. Membership fees will be prorated in the 2013/2014 membership year to account for the change. CARRIED.

**10.0 Elections:**

Two positions were open for election: President and Education Director. No nominations were received by mail prior to the nomination deadline.

President: The incumbent, Kari Medd was willing to continue another term. No additional nominations were received from the floor. Motion by Bev Suntjens and seconded by Renate Sainsbury that Kari Medd continue in this position for the 2012-2014 term. CARRIED.

Education Director: Moved by Jaclyn England and seconded by Wendy Brown that Dianne Bowtell be nominated as the Education Director for the 2012-2014 term. CARRIED.

**11.0 Announcements:**

ATRAbute: Kathy Peters thanked the board and the ATRAbute Committee volunteers for putting together the new ATRAbute Journal. Kari Medd, ATRA President, asked for members to submit articles for future editions.

CTRA Conference: ATRA has been chosen to host the 2014 CTRA Conference. It will be held in Banff. Deanna LeSage will chair the Conference Committee. Other members have indicated an interest in working with the committee. There will be both a CTRA and an ATRA conference in Alberta that year!

**12.0 Adjournment**

The 2010 Annual General Meeting was adjourned at 2:15 pm.



# highlights

## 2013 Board Highlights

The ATRA Board of Directors would like to inform members of significant tasks accomplished over the past year:

- Compiled & completed Roles of Therapy Aides & Assistants document: to be published & distributed early 2014
- Contact with Alberta Health and Wellness Health Professions Consultant regarding status: potential for it to be sent to Minister of Health by late fall.
- Consultation with University of Lethbridge’s recreation therapy degree proposal as stakeholder
- Meeting with University of Alberta to maintain congruency in communicating with students pursuing a recreation therapy career
- Revision & implementation of Professional Bursary
- Development of Executive Director position
- Published and distributed the Risk to the Public document
- Ongoing updates to the ATRA website [www.alberta-tr.org](http://www.alberta-tr.org) – check it out!

# reports

## PRESIDENT REPORT - Kari Medd

Fall is here & it's Symposium & AGM time already!

As president I have had the opportunity to be part of many projects over the past year. In an effort to provide increased opportunity and financial support for continuing education and continued competency, the Professional Bursary has been revamped and re-implemented. Applications will be reviewed annually in September and announced at the AGM. Please check the website for details on how to access these funds.

The position of Executive Director was established this year & once a suitable candidate is selected membership will be informed & introduced to the individual. The primary role of the Executive Director will be to work collaboratively with the board to ensure the ongoing functioning, progress and operation of ATRA is conducted in a professional, organized and structured manner. This will include working with the development and implementation of a strategic plan identified by members and in collaboration with the board of directors. The role will also include planning and preparing for the potential transition to a regulatory body, which will include researching, developing and/or expanding different areas as required by the Health Professions Act. Regardless of the government's decision, ATRA will function to the best of its capacity as a "pseudo college".

I represented ATRA on the steering committee for the University of Lethbridge in the process of developing a proposal to introduce a post diploma degree program in therapeutic recreation. The proposal involved determining future workforce needs and student demand for degree opportunity. As part of this committee, ATRA provided perspective, resources and feedback. Also on this steering committee were fellow ATRA members representing Lethbridge College (Kathie Ervin) & Norquest College (Bev Sunjtens). It was a pleasure to see recreation therapy represented so well & that the stakeholder respondents were so interested & supportive of our profession advancing & receiving the recognition that membership has been striving for. To share a couple comments from stakeholders involved: "Recreation Therapy is the best kept secret in healthcare" and "Recreational experiences have an immediate payoff for people requiring health services". We are making a difference in healthcare and being recognized for the positive role we play in people's wellness. The board will keep members apprised of any information related to the implementation of this degree in therapeutic recreation at the University of Lethbridge.

I attended the CTRA conference and provincial president's meeting in May of this year. There is increasing opportunity to work collaboratively with other provinces to advance our profession nation-



# reports

## **PRESIDENT REPORT - continued**

ally. Sharing knowledge and experiences in advancing our profession would be a primary area for this to occur. ATRA is proud to host the CTRA conference in Banff 2014. Please check the website for details on this opportunity for learning and networking.

As a board, we reviewed and revised the 2013/14 annual budget. We have many areas to continue to work on and look forward to the contributions and recommendations compiled during the open space technology session prior to the AGM this year. We will establish a 7 year vision and begin working towards the identified goals in the next year.

## **VICE PRESIDENT REPORT - Ellen Helgason**

Greetings to the members of ATRA!

This has been a busy year with our HPA application, developing the document entitled "Standards for the Delegation of Therapeutic Recreation Services to Assistants and Aides", preparing for the arrival of the Executive Director for ATRA and many more items that come to the board.

I would like to update the membership first about the HPA application. As many of you know this document was submitted in August 2010 to the Minister of Health and the office of Alberta Health and Wellness. Once there it is reviewed by the Health Professions Consultant where they summarize the document to be able to send it forward to the Minister. ATRA's application was in process of being reviewed by this group of analyst as they were in contact with us requesting further explanation of a couple of points within the document prior to last year's symposium. After that, the lead consultant left her position in December 2012 which meant that a new consultant was hired and started in February 2013. At that time our application was pushed back a bit as they needed to start over. I am pleased to let you know that in conversations with this consultant that our application is being reviewed right now and they are hoping by the end of September 2013 that our application will be placed in the cue that goes to Minister Horne for review. At this time the Minister has three options to look at send the ATRA application forward to proceed with regulation, determine that the regulation is not appropriate at this time or will request that the HPA advisory board further review our document, profession and provide more advice to the Minister. As always we are confident that our application will move forward. That being said, ATRA as a profession continues to move forward in preparation of our regulation into the Health Professions Act.

# reports

## **VICE PRESIDENT REPORT - continued**

In keeping with moving forward, I worked with a committee designing the "Standards for the Delegation of Therapeutic Recreation Services to Assistants and Aides" document. This document is now completed in draft form and has been sent to a cross section of professionals working in differing areas of the profession, community agencies and educational institutions for review of content. During the Boards Visioning session the membership will also have the opportunity to give feedback on this document. Once all of the feedback has been collated and changes made then the document will be made available to the members of ATRA. This is another exciting project that is near completion which shows that ATRA continues to move the forward towards regulation.

I am grateful for the opportunities I have had to learn from the members of ATRA and look forward to serving for another term of Vice-president. As always, I would like to end by Thanking the membership for providing your expert knowledge and guidance as we all work together to make the Alberta Therapeutic Recreation Association strong and viable.

## **SECRETARY/TREASURER REPORT - Caitlin Spires**

Welcome everyone- It's great to see so many new & familiar faces at this year's symposium.

After a short summer break, the Board of Directors met again on September 7, 2013. Along with discussing our regular business, we also worked hard to prepare for this year's AGM and the upcoming year.

In addition to attending the board meetings and assisting with current and future projects, my position as Secretary-Treasurer means that I record and distribute the minutes of all board meetings as well as conducting the annual audit of our financial records. The 2012/13 Annual Audit was completed in September and a big "Thanks" are extended to Raschel Mighton & Jill Galick for their assistance in going through our records.

The voicemail continues to be checked on a weekly basis and we love to hear all of your questions, concerns, & feedback. Though I know we are all very busy doing a million +1 things every day, when you call, please remember to leave your name and number so we know who to call back.

At this time, I would like to thank everyone for their support over the past two years. Being on the board has been an amazing opportunity both professionally & personally. At this time, I must sadly step down from my position but I hope that I will have the privilege to be part of the board again in the future.



# reports

## EDUCATION DIRECTOR REPORT- Dianne Bowtell

At the Annual General Meeting in 2012 I accepted the opportunity to serve the ATRA membership in the role of Education Director from 2012 - 2014. The role seemed to fit my passion and network for a number of reasons. I have a direct connection with the University of Alberta, teaching the Therapeutic Recreation course in the Faculty of Physical Education and Recreation. I am passionate about the academic preparation of undergraduate students at the diploma, undergraduate and master's level degree programs. I enjoy mentoring students in their placement settings and I love the opportunity to work as a Clinical Educator in an interdisciplinary student services setting. I am very interested in the comparison of TR educational programs across Canada and participated in the investigation of another TR degree granting program in Alberta. Seeking, enhancing and providing professional development opportunities for TR practitioners consume both professional and volunteer time. It was from this perspective I felt I had something to contribute in this two-year portfolio.

I would like to express my appreciation to the outgoing Education Director 2012 Tommias French for having shaped this position and set a good direction for current tasks.

### Education Liaison Highlights, 2012 - 2013

- 2012 - 2-013 CEU Audit in process.
- Adjudicated applicants for ATRA Student Scholarship
- Ongoing work with faculty of Norquest College, Lethbridge College and the University of Alberta to identify the alignment with professional requirements and academic preparation.
- Worked with Forsyth Park Learning on agreement to recognize course modules for ATRA Continuing Education Units.
- Work towards identification of distance learning opportunities for ATRA Members.
- Work with the ATRA Symposium 2013 and 2014 Planning Committees
- Chair the Presentation Program for the CTRA 2014 Conference being hosted by ATRA.

## COMMUNICATION DIRECTOR REPORT- Susan Spyker

This year I was involved with Therapeutic Recreation Month. A poster and postcards were designed and distributed for your use during the month of February. I hope that you found them appealing, useful and representative. I worked with a great graphic artist in the design of the visual tools.

I have been developing the ATRAbute publication committee. It is a committee that locates, reviews and recommends submissions for publication to the anticipated bi-annually publication. Recently a

# reports

## COMMUNICATION DIRECTOR REPORT- continued

call went out for more members which was well received. It is hoped that a larger committee will be able to divide the task up so that there are article locators and reviewers, that there are advertising locators, and that there are those assisting with putting together the publication.

The awards committee is small and could use several more members as well. We accumulated the nominations, reviewed them and made recommendations for recipients if there was more than one nomination. This year marks the 25th year of presenting awards and recognizing the great work being done in the community for Therapeutic Recreation.

Volunteer names were also accumulated and a volunteer recognition gift was chosen and ordered. The gifts and cards will be given at the AGM during the award ceremony. Members are also recognized for their length of membership at the awards ceremony. Pins and certificates are ordered and distributed.

Board meetings were attended. Reports were submitted. Communication was provided as needed throughout the year.

## NORTH REGION REPORT- Daisha Weber

After a summer break, the 2012 year got off to a great start. In September, the first meeting back had 28 members in attendance. Deb Payne with Alberta Health Services spoke about the Therapeutic Recreation Model of Care within Home Living, highlighting the new Recreation Therapy positions that had been recently added to Home Care.

The sponsorship committee was busy sending 1 member to the 2012 ATRA Symposium, 2 members to the 2012 CTRA Conference in Montreal and 2 members to the 2013 ATRA Symposium here in Edmonton. Congratulations to everyone who received sponsorship!

The Social Committee arranged a lunch for those Recreation Therapists north of the city who often times miss out on the social events that occur in Edmonton.

22 members attended the November chapter meeting where guest speaker Lorraine Gemmel told us about the YMCA's Bridge to Fitness program.



# reports

## **NORTH REGION REPORT- continued**

In January the chapter meeting fell on a day that Edmonton had one of its worst storms, but we still had 10 people in attendance. Chris Ha from the City of Edmonton addressed his work with Adapted Physical Activity, including a program called "Push to Open Nature". Thanks to everyone who could bear the bad weather and roads to attend! A reminder that if anyone interested in attending a meeting is unable to do so in person, the link to Telehealth also includes a phone number with dial code. Feel free to attend via phone from wherever is most convenient.

Over the winter our student liaison, Karyn Morrison hosted a Laughter Yoga session at the University of Alberta. It was a successful session with 15 students and 2 professionals in attendance.

The March chapter meeting had a record turnout with over 30 members attending either in person, via Telehealth or over the phone. Dianne Bowtell was the guest speaker and shared her work on "Program Protocol and Activity Analysis. What is New in the TR Textbooks for Your Evidence Based Practice?"

ATRA North Chapter partnered with Creative Age Edmonton to provide sponsorships to those hosting and/or planning an event for people over 55 during the Creative Age Festival. The arts based festival occurs for seniors once a year. The North Chapter sponsorship was a way of encouraging arts based community events during this time.

Many changes are coming to the Executive Committee with a new chair, treasurer and student liaison being appointed. Congratulations to the members filling these positions and thank you to the members who put in all their hard work over the last 1 to 2 years in term. Looking forward to another great year!

## **CENTRAL REGION REPORT - Rhea Kowalczyk**

It has been my pleasure to work with a wonderful group of individuals in our chapter this year. Kristina McGowan was Vice-Chair, Courtney Bartman was Treasurer, Blanche Chymycz was Secretary, and Mary Blackburn was with us for a few months as the Education Liaison. All of our work would not have happened without the help from several volunteers. Thank you for your valued time and for making a difference with our chapter.

Over the last year we have managed to double the amount of attendees at the meetings and it has

# reports

## **CENTRAL REGION REPORT - continued**

been wonderful seeing new and/or returning faces. Educational sessions offered this year have included presentations on the CTRA conference from the chapter sponsored participants, presentations on the ATRA symposium from the chapter sponsored participants, Helgi Eyford regarding Cultural Diversity, and Jane Crawford on "TR and Chronic Disease".

For TR month, the chapter hosted a comedy and dinner night at China Rose in Calgary. Vic "Sir Sits A lot" who is a quadriplegic presented his comedy skit on his physical challenges and presented on his positive experiences working with a Recreation Therapist. This was his first time doing a motivational presentation. Recreation Therapists, Therapy Aides, Therapy Assistants and Activity Conveners all attended this event to celebrate our special month!

On behalf of the Central Chapter committee, thank you to all of our members for supporting our chapter over the course of the last year. Kristina McGowan will be taking on the role of Chair next year and I am personally looking forward to see what the 2014 ATRA Symposium committee has planned for the event next October.

## **LETHBRIDGE CHAPTER REPORT - Anita Selby**

As new Chairperson for Lethbridge Chapter, I continue to learn the ropes! We are now 41 members strong in this Chapter which includes 5 new members this past year.

We have had some good program ideas from the South Zone including a Sledge Hockey Try It Day, and Wheelchair Curling. Allied Health, South Zone now has 10 Duet Bikes in a variety of locations throughout Southern Alberta. The Lethbridge bike was trialled at another location in within the city with good results. New program ideas included online games that could be utilized as good therapy groups (jeopardy, wheel of fortune, Hollywood squares, etc.)

TR week was a success. The organizing committee did a fabulous job of planning an enjoyable day for all who attended. Thanks to all who worked so hard to put this event together! A variety show was held at the Lethbridge Seniors Citizens Organization on February 5, 2013 which also included lunch and door prizes. It was open to all Recreation Departments in the Lethbridge Chapter and they had a great turnout.

Columbia Assisted Living hosted a Bake Sale and Garage Sale with proceeds going towards ALS. They also did a Drive-In Movie night for Seniors Week. Green Acres Foundation did some fundrais-



# reports

## LETHBRIDGE CHAPTER REPORT - continued

ing for the Therapeutic Riding Society. A fitness Workshop was held at Fort McLeod Extencicare in the fall.

We had a presentation at our May meeting by the Schizophrenic Society was not only educational but enjoyable as well. Discussions were held regarding Education sessions and planning for next year. Possible workshops are being investigated which includes Expressive Arts and Music. Other ideas presented were a Montessori Dementia Workshop. Investigation revealed that this organization was not prepared to partner with us to provide a workshop here. Another suggestion was to invite Naomi Feil to do a workshop here and costs were quite high to offer it here. Some information was shared regarding an application through Google that allows documents to be shared amongst a group of people to share information, meeting minutes, etc. More information is forthcoming at our next meeting.

I look forward to continuing in my role as Chapter Chairperson. I enjoy being able to meet with other professionals, share ideas and collaborate on Professional Development.

## PALLISER CHAPTER REPORT - Rebecca Gedney

Palliser Chapter has had a wonderful year. Our Chapter has met five times. We are holding most of our meetings at the Medicine Hat Hospital to connect with the rural areas through telehealth.

Education: We were able to have an in-service at three of our five meetings.  
Tara Tremel – presented on The Sensory Connection Program Conference: All on Board: Using sensory Approached for Emotion and Regulation and Crisis Intervention  
Keisha Wishart – presented on Duet Wheelchair Bike  
Glenda Newton – presented on “Action for Happiness – The Ten Keys to Happier Living based on the Great Dream”

TR Week – 10 pin bowling for chapter members and family. Appetizers were also served. We had a good turnout with about 15 people attending. Each facility provided different events throughout the week: display boards, banners, treasure hunt, quizzes.

Our chapter has decided to sponsor a member each year for the symposium or ATRA membership. It will be the recipient’s choice. There will be a draw each year at our TR week event to determine the winner.

# reports

## ADMINISTRATIVE ASSISTANT REPORT - Darlene Murphy

My position this year was busy providing administrative support to the members of the board of directors as they carried out their duties as well as taking care of the office and our membership needs.

**Correspondence:** Responded and/or forwarded written correspondence, voice mail and email. Email continues to be the preferred method of correspondence by our membership. The electronic newsletter was distributed at least once per month over the past year and helps to keep our members up-to-the-minute with ATRA news and announcements. In addition, I send out e-newsletters to specific regions/chapters when asked to do so.

**Membership Processing:** We finished the 2012/13 membership year with 458 members, which was an increase from the previous year’s total membership of 422. A breakdown of members by region and by membership category is shown below.

### Members for 2012/13 Membership Year = 458

North Region	238	Registered Professional	415
Central Region	137	Associate	8
Lethbridge Chapter	56	Student	35
Palliser Chapter	18		
Other	9		

**Financial:** I completed the day to day accounting, including paying bills, depositing all funds and reconciling the bank statements. As well, I produced both quarterly financial reports and year end reports. I worked with the Symposium Committee so that credit cards could be accepted for conference registration. I calculated and sent membership disbursements to the regions and chapters.

**Administrative Duties:** I continued to fill and send any orders for promotional products which arrived at the office. I completed an administrative and membership report for each of the board meetings this year and the Association’s manuals were updated as required. In addition, I produced the AGM report for this meeting and designed and printed the program for the Awards Luncheon. The Society’s Annual Return was completed and filed with Corporate Registry. I updated the website with information, job postings, news and events as required, attended the Board of Directors Meetings and, when required, the Membership Review Committee meetings. In addition, I kept the office and filing in an organized fashion.





# reports

## MEMBERSHIP REVIEW COMMITTEE REPORT - Jane Papenhuyzen, Chair

Central Chapter volunteers continue to meet monthly to review new applicants to ATRA and ensure the applicants meet the ATRA professional membership criteria. Committee volunteers have remained the same since 2012: Barb Smith, Tracey Vigneault, Stephanie Hellier, Nicole Brander and Janene Burwash.

As chair, I correspond directly with any complex declined applicants, and as requested, contact employers who may require additional information. Opportunities for upgrading or bridging are made available on a case-by-case basis when long-practicing applicants are missing requirements due to older curriculum. I assist the ATRA Administrative Assistant with responses to unusual membership inquiries.

The Committee Terms of Reference is posted on the Members section of the ATRA website under Committees.

### August 2012-August 2013 New ATRA Professional Member Summary

Total new	Average new/month	Degree	Diploma	University of Alberta	Lethbridge College	Norquest College	Out of Province TR programs	Other *
66	5.5	48%	52%	29%	29%	6%	26%	11%

\* Older/discontinued curriculum meeting equivalency criteria

An average of 5.5 new approved applicants per month in 2013 remains consistent with 2012. This remains an increase from a monthly average of 3.6 approved applicants from 2010-2012. The total of 66 new approved applicants in 2012-2013 is a one-third increase in total new members from the years 2010-2012.

For practicing professionals who are supervising recreation therapy practicum students, the Verification of Practicum/Internship hours must be completed. This form is required for new recreation therapy graduates applying to ATRA for professional membership. It is imperative to maintain an active professional membership if you are agreeing to preceptor a recreation therapy student, otherwise you may jeopardize the applicants' memberships.

The position of chair is appointed by the Board and reports through the ATRA President. I will let my name stand for re-appointment as the Committee Chair for 2013-2014.

# financials

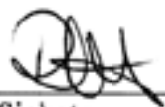
September 13, 2013

To: ATRA Membership

From: ATRA Audit Committee 2013

The Alberta Therapeutic Recreation Association's financial audit was completed by the Audit Committee on Friday, September 13, 2013. The Audit Committee, all current members of ATRA, reviewed the financial records and found no discrepancies.

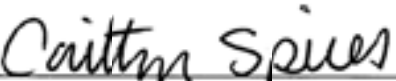
Audit Committee:

  
Signature

Raschel Mughton  
Print Name

  
Signature

Jill Galick  
Print Name

  
Signature

Caitlin Spires  
Print Name



# financials

# financials

Alberta Therapeutic Recreation Association Financial Statements  
Year Ended May 31, 2013

RECEIPTS	2013	2012
101 Membership Fees	118,952.00	116,770.00
102 CTRA Fees	17,225.00	9,333.00
103 Promotional Sales	1,719.00	1,958.00
104 Fund Raising	309.00	-0-
105 Symposium	18,814.00	6,240.00
106 Donations	-0-	-0-
107 Interest	1,011.00	852.00
108 Misc Income	-0-	-0-
<b>TOTAL INCOME</b>	<b>135,152.00</b>	<b>135,152.00</b>
<b>DISBURSEMENTS</b>		
201 Membership Disbursements	12,738.00	11,763.00
202 CTRA Fees	26,105.00	8,430.00
203 Contract Work / Honorariums	26,323.00	22,600.00
204 Postage / Courier	3,462.00	1,602.00
205 Printing	13,432.00	6,079.00
206 Office Supplies	229.00	130.00
207 HPA Expenses	-0-	-0-
208 Rent	3,240.00	3,240.00
209 Insurance	1,745.00	1,685.00
210 Board / Committee Travel & Expenses	19,728.00	14,696.00
211 Telephone	1,370.00	1,293.00
212 Sponsorship / Advertising	2,000.00	2,350.00
213 Awards	2,593.00	2,425.00
214 Memberships / Registrations	-0-	-0-
215 Symposium Expenses	7,300.00	-0-
216 Website	6,872.00	8,144.00
217 Promotion Expenses	2,364.00	1,943.00
218 Misc Expenses	10,000.00	50.00
219 Bank Charges	3,309.00	3,089.00
220 Discipline Committee	-0-	-0-
221 HPA College	-0-	-0-
<b>TOTAL EXPENSES</b>	<b>142,809.00</b>	<b>89,518.00</b>
<b>NET INCREASE (DECREASE)</b>	<b>15,220.00</b>	<b>45,634.00</b>

Alberta Therapeutic Recreation Association Financial Statements  
Year Ended May 31, 2013

	2013	2012
Bank Balance Beginning of Year (includes GIC)	335,924.00	290,290.00
Net Increase in Equity (See Statement of Receipts & Disbursements)	15,220.00	45,634.00
Deferred Membership Receipts 2013/2014 (ATRA - 93,784.00 / CTRA - 75.00)	93,859.00	100,115.00
<b>Sub Total</b>	<b>257,285.00</b>	<b>235,809.00</b>
<b>MEMBERS EQUITY - BALANCE END OF YEAR</b>	<b>257,285.00</b>	<b>235,809.00</b>
<b>ASSETS</b>	<b>0.0</b>	<b>0.0</b>
<b>LIABILITIES</b>	<b>0.0</b>	<b>0.0</b>
Year End Balance - North Region	18,235.06	10,841.56
Year End Balance - Central Region	9,559.08	15,302.20
Year End Balance - Lethbridge Chapter	5,097.73	3,653.30
Year End Balance - Palliser Chapter	1,587.48	1,102.66



Alberta Therapeutic Recreation Association

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