

Year in Review

Annual Report

20
08



The Alberta Therapeutic Recreation Association

Alberta Therapeutic Recreation Association

Awards Luncheon and Annual General Meeting

Friday, 17 October 2008

11:45 am - 1:45 pm

Lister Centre
University of Alberta Campus
116th Street and 87th Avenue
Edmonton, Alberta

agenda

- 1.0 Call to Order
- 2.0 Action on the Agenda
- 3.0 Introduction of Board Members and Special Guests
- 4.0 Rules of Order
- 5.0 Action on the Minutes of the 2007 Annual General Meeting
If there are no corrections, it would be in order for a member to move that the minutes of the 2007 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 2007/2008 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
 - 9.01 Rename of Supporting Membership Category (see motion)
 - 9.02 Membership Registration Committee Update
 - 9.03 2009 TR Week Theme
 - 9.04 Website Update
- 10.0 Election of Directors
- 11.0 Announcements
- 12.0 Adjournment

rules of order

Qualifications

1. All members will be required to show their current ATRA membership cards for admission to the Annual General Meeting.
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.

rules of order

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.

Motions for Special Purposes

1. Such motions as those to adjourn, table, refer and question the decision of the chair are generally in order. The parliamentarian, if called upon, will explain such procedures and guide their use.

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 20th, 2007
Red Deer Regional Hospital, Dana Soltes Auditorium
Red Deer, Alberta**

1.0 Call to Order: The meeting was called to order by President Jane Crawford at 1:36 p.m.

2.0 Action on the Agenda: The Agenda was accepted with the following additions under New Business:

- 9.02 CTRA/ ATRA Membership Agreement
- 9.03 Name Change from Community Liaison to Communication Director Position
- 9.04 Revision to Professional Membership Criteria

3.0 Introduction of Board Members and Special Guests: President Jane Crawford introduced the Board Members, Chapter Chairs and Executive, CTRA President and Western Representative, and Administrative Assistant Darlene Murphy to the membership present at the meeting.

4.0 Rules of Order: Darlene Murphy provided a brief description of the process that the meeting should take and clarified the rules of debate and parliamentary inquiry during the discussion of a motion on the floor.

5.0 Action on the Minutes of the 2006 Annual General Meeting

MOTION: Moved/seconded by Lesley Baker/Barb Smith that the minutes of the 2006 Annual General Meeting be adopted as circulated in the annual report. CARRIED

6.0 Old Business

6.01 Mail- in Ballot: President Jane Crawford announced the results of the mail- in ballot sent out to members in July. Two scrutineers, Kim Francis and Holly Abel announced the results that of 302 ballots mailed out, 203 were received at the ATRA office. The results of the vote were announced as 186 "yes" responses, 16 "no", and 1 spoiled ballot.

MOTION: Moved/seconded by Barb Smith/Belinda Hurlbert that the ballots counted be destroyed. CARRIED

Jane Crawford invited questions from the floor regarding the number of ballots mailed out to members.

7.0 Board Member Reports

Lorraine Grover noted that the random CEU Audit was conducted with pleasing results.

Wendy Brown thanked the Board for their efforts towards HPA Application.

Velma Roberts corrected that she did not have the opportunity to nominate the two students indicated in the North Region Report but wanted to thank them for their efforts in organizing the Great Human Race for their chapter.

MOTION: Moved/seconded by Janette Engen /Andrea Ganden seconded that the reports, as presented in the 2007 AGM Package, be adopted as circulated. CARRIED.

prior minutes

8.0 Action on the 2005/2006 Financial Statement: Darlene Murphy (Administrative Assistant) responded to questions from the floor regarding clarification of reasons for increase in symposium expenses and bank expenses as noted in the Secretary's Report included in the AGM Package. Explained miscellaneous expenses as a floral arrangement purchase. Darlene Murphy noted that during certain times of the year, cheques sent in may not be deposited immediately.

MOTION: Moved/seconded by Jill Buerger/Katherine Harrity that the financial reports, as presented in the 2006 AGM package, be adopted as circulated. CARRIED

9.0 New Business

9.01 Motion to eliminate Paraprofessional Membership Category

MOTION: Moved/ seconded by Lorraine Grover/ Jane Papenhuyzen that since the Alberta Therapeutic Recreation Association is a professional association for Recreation Therapists and students studying towards employment as Recreation Therapists; and since the Paraprofessional Membership category causes confusion to employers in trying to understand the distinction between a Registered Professional and Paraprofessional Membership, causing the practice of the profession to become blurred; Be it resolved that

The paraprofessional category will be eliminated as a membership category in the ATRA as of the end of the membership year on April 30, 2008. CARRIED

9.02 CTRA/ATRA Membership Agreement

CTRA Western Representative Deanna Lesage addressed members present and explained reasoning and process for developing the joint membership agreement and summarized its content. CTRA President Dianne Bowtell clarified question received regarding clarification of CTRA Certification. The CTRA/ATRA Membership Agreement was signed in the witness of members present by ATRA President Jane Crawford and CTRA President Dianne Bowtell.

9.03 Name Change for Community Liaison Board Position to Communications Director

President Jane Crawford noted changes in job description of Community Liaison position and reasoning for revising position title as described in previous ATRAbute Secretary's Report.

MOTION: Moved/seconded by Jane Papenhuyzen/Lorraine Grover to change the Board position title of Community Liaison to Communications Director. CARRIED

9.04 Revision to Professional Membership Criteria

MOTION: Moved/ seconded by Lorraine Grover/ Jane Papenhuyzen to edit the Alberta Therapeutic Recreation Association Registered Professional criteria, effective new membership year, May 2008:

Applicant must have a degree or diploma in Recreation Therapy, Recreation or related fields of study from a nationally or internationally accredited post-secondary institution. Diploma programs must have at least one degree-transfer affiliation agreement in place with an accredited degree-granting institution. CARRIED

prior minutes

10.0 Election of Directors

The Board acclaimed Jane Papenhuyzen as Vice- President of the ATRA Board of Directors for the 2007-2009 term and Lesley Baker as Communications Director for the ATRA Board of Directors for the 2007-2009 term.

Nominations received from the floor for Rose Chabot- Grieco (Lien Nguyen) and Jill Buerger (Andrea Ganden) for Secretary Treasurer position. Barb Smith and Judy Dravucz volunteered as scrutineers to count votes.

President Jane Crawford announced that Jill Buerger was voted in as Secretary Treasurer for the 2007- 2009 term based on a count of the 45 ballots cast.

MOTION: Moved/seconded by Tony Spencer/Rose Chabot-Grieco to destroy the ballots. CARRIED

11.0 Announcements:

President Jane Crawford thanked Sandra Van Vlack for coordinating the facility and refreshments for the day's events and reminded members of upcoming CTRA 2008 Conference in May 2008 in St. John's Newfoundland as well as the "Facilitating Change Using the Theory of Optimal Change" during February 2008. Velma Roberts announced opportunity for radio announcements on CKUA radio.

12.0 Adjournment

MOTION: Moved/ seconded by Jane Crawford/Jane Papenhuyzen that the meeting be adjourned at 3:01 p.m. CARRIED

reports

PRESIDENT REPORT - Jane Crawford

AGM time has arrived. I would like to start by thanking the membership for allowing me to provide the leadership and direction during this past year. I have attended and chaired all board meetings over the past year. The ATRA Board of Directors is a working board where all meetings have been more than just guidance but actually slogging through legislation, policy and future planning have take place. I have worked with extremely dedicated individuals who are passionate about the process and their own self growth. This work can be demonstrated by a new Web Site, Mission and Philosophy for guiding the association, Competency profile, Registration Committee, Confidentially Policy, continued communication with education institutions in the province and the public at large, as well as revamped Executive and Chapter Job descriptions.

This year began with orientating two new members Jill Burger and Leslie Baker to the board. Developing a new executive team and creating the dynamics for the next year was the initial task last fall. Once orientation once completed jumping back into the business of defining the association as a Health Profession was the focus and looking at governance structure. Three main projects as the president I have focused my energies too. The first one has been to have a clear and concise Confidentiality policy. This policy will become a future back bone to the proposed college as the public, employers and members will know what data is mandatory by the legislation ATRA is governed by.

The second project I worked on was the development of the Registration Committee. This committee structure has allowed ATRA to demonstrate a step toward college like status. This committee is beginning to understand the work involved every time a potential member looks to at securing professional or supporting membership. The support from the Administrative Assistant has been invaluable and hopefully this committee will lessen the burdens on the Assistant. Lastly working on the job descriptions for the organization had made it easier to understand each person's role and clarifying the general responsibilities each board member has to the association should only help with stepping into a chapter position or executive position.

Sadly the political climate for health in the province is in transition and ATRA's application to the Health Professions Act has not gone forward to government. This time though has allowed us to continue working on policy changes that are required. This time will only strengthen our relationship with our members but also with the other Allied Health Care professionals our membership works along side daily.

On a personal note I would like to thank the board for their commitment and support. I would like to thank Darlene for her support as the Administrative Assistant but for her friendship. Darlene has taught me to slow down and remember the personal relationships are as important if not more important as the work being done. It has been a great honour and pleasure to serve as President over the past four years. I also extend my support to the new president and congratulate them on taking the reins of change in a growing association.

reports

VICE PRESIDENT REPORT - Jane Papenhuyzen

I was elected to the ATRA Board in October 2007 to complete a second term as Vice-President. Thank you for your support to continue addressing the professional issues of members throughout the province.

At the October AGM, I brought forward a motion to revise the education criteria for professional membership to include education institutions that are nationally/internationally accredited, and diploma programs being accepted where degree-transfer affiliation agreements are in place. This motion was accepted by the membership and came into effect in the new 2008 membership year. I was also thrilled with the announcement of the membership ballot results indicating overwhelming support to proceed with application for self-regulation under the Health Professions Act. This ballot result helped to fuel continued work toward defining our competencies and health focus while we waited for stability in the provincial political climate to proceed with application.

Throughout the year, I attended all of the ATRA Board meetings and submitted VP reports and articles to the AT-RAbute. I responded to email inquiries from members regarding professional standards, competencies and other related professional issues.

I worked on two key professional documents through the winter of 2008:

- 1) ATRA mission and philosophical position to include work done to date on our role as a health profession (see <http://www.alberta-tr.org/about.html>)
- 2) Competency Profile for Recreation Therapists (see ATRAbute Issue 93, Spring 2008).

I provided revisions to our website to ensure a consistent message related to our adopted terminology for TR practice in the province. I provided feedback to start the process of development of our new ATRA website to be unveiled shortly. The work done in 2007 on entry to practice helped in the formulation of a new registration committee as of April 2008. I am continuing to develop documents related to professional practice standards and safety/risk to the public that are required as (hopefully) final installments to complete our application for self-regulation to Alberta Health and Wellness. Throughout the development of these documents, I have maintained contact with Jon Pascoe who has provided prompt and supportive feedback on our self-regulation process and professional documents. His thoughtful advice and commitment to our professional group has been an immense asset to our learning and growth as a strong health association.

I look forward to continuing my work with the ATRA Board and continuing to work with members on professional issues and standards while we wait for stability in health governance in the province and the 'green light' for the timing of our application to Alberta Health and Wellness.

reports

SECRETARY/TREASURER REPORT - Jill Buerger

It is hard to believe that a full year has passed since I was elected to the ATRA Board of Directors as Secretary/ Treasurer. Looking back I realize that ATRA is a unique organization whose members put in countless hours of volunteer time. Thank you to the tireless volunteer board members and especially Darlene Murphy, our Administrative Assistant for helping me learn my role as Secretary/ Treasurer and for answering all of my questions.

The responsibilities of the secretary's position were completed by recording and circulating the board of directors and the full board of directors minutes to the executive and the chapter Chairs. In terms of our finances, ATRA has realized a net worth of \$51,195.00 over the past fiscal year. Compared to last year's receipts there was a decrease in the PLIC Committee Expenses because the committee ceased work due to the yes vote for HPA application. Rent and insurance decreased because ATRA's office moved and rent was discounted until the renovations were completed. The Board/ Committee Travel and Expenses saw a decrease as all but one board member resided in Calgary, where all board meetings were held. In contrast, monies received from membership fees increased as ATRA's membership continues to increase every year. Printing costs and postage have gone up as the printing is now being outsourced and more information is being sent to membership. Other big expenses have been the website because ATRA has hired Red Engine to develop a new website which will include a members only section. ATRA has started to accept credit cards as a method of payment so the bank fees have doubled. Promotional expenses increased due to the new promotional materials that were ordered and available to membership for purchase.

I would like to say goodbye to Jane Crawford and thank her for her four years of dedicated volunteer work. I would also like to welcome the new board members who will continue pushing ATRA forward into the future.

EDUCATION DIRECTOR REPORT- Lorraine Grover

I am writing this report at the end of my two year term as Education Liaison. In my last year in this position I have listed just some of the activities that I have participated in: regular Board meetings; attended the CTRA Conference in St. John's and accepted the Agency award for ATRA, and represented Jane Crawford at the President's lunch; attended the Continuing Care Health Standards focus group in Edmonton; worked as a consultant for the Edmonton, ATRA Symposium planning group; talked to the public and answered telephone email inquires about our profession; reviewed continuing education units for membership and answered email and telephone questions about the process; reviewed and presented ATRA scholarships. I have enjoyed my term on the provincial board and I also realize that there is more for the Education Liaison to accomplish and I wish the successful incumbent best wishes.

I have put my name forward for the position of President this year. I have a passion for our profession and want to be a part of the process as we complete and file our application for self-governance under the Health Professions Act. I will also be fulfilling my role as conference chair for the CTRA 2009 Conference to be held in Calgary.

(continued)

reports

I would also like to take this opportunity to thank Jane Crawford, President, for the excellent leadership that she has provided to the Board during my term. I appreciated Jane's energy and insight during some of the difficult decisions that the Board had to make. Jane will still be a part of ATRA as she will continue to chair the Membership Committee as well as offering assistance with the CTRA Conference in 2009. Thank you again Jane for your excellent leadership.

COMMUNICATION DIRECTOR REPORT- Lesley Baker

Since having been acclaimed at the 2007 AGM, it has been a learning curve as your Communications Director. I am becoming familiar with the ATRA Board Documents, Policies & Procedures, Bylaws and Committee Terms of Reference to being responsible for TR Week as well as the ATRA Awards Committee. I attended 4 out of the 5 Board meetings over the past year while gaining a greater insight into our profession. I submitted one article in the Winter 2008 ATRAbute on Tall Sailing Ships, which provide programs for people with disabilities.

As a Board we have developed a yearly calendar to identify time lines for Board related tasks. This will certainly assist in my being able to fulfil the second year of my term and to better promote TR Week.

Unfortunately a theme for the 2008 TR Week was not identified but is one of my goals for this coming year. Each of the chapters is encouraged to come up with an idea for a "theme" for the 2009 TR Week; to be submitted to the Communications Director by September 30. The theme will be chosen by the Board and unveiled at the 2008 AGM. Darlene Murphy, Administrative Assistant and I met to identify new promotional items for TR Week, and they were received well. I was in contact with CFCN and the Calgary Herald regarding TR Week. In speaking to their representatives, initially they seemed to show an interest in promoting our profession, but in the end nothing materialized. Sample Letters of Proclamations for the city Mayors will be developed this fall and in turn each Chapter will be encouraged to submit them to their city Administrators, 3 months in advance, asking for the Mayors to proclaim February 1st – 7th, 2009 as Therapeutic Recreation Week. TR Week was highlighted on the Health Sciences Association of Alberta website.

As I prepare this report, nominations for the 2008 ATRA awards have closed and we have received nominations for all 5 categories. The Awards Committee had been established and is in the midst of reviewing the nominations to select the category winners and order the awards. Various tasks need to be completed for the awards presentation and those tasks will be divided amongst the committee members. Chapter Chairs have submitted the names of their volunteers ensuring that they will be recognized at this year's AGM.

I look forward to this next year and want to focus on increasing our ability to liaise with organizations to fully promote our role of recreation as an essential health service provider.

reports

NORTH REGION REPORT - Erin Turnell

The past year has been an exciting and busy one for the North Chapter. Last September North Chapter was handed the task of planning the annual ATRA Symposium for 2008. It was wonderful to see so many North Chapter members volunteer to sit on the committee to plan this exciting event. I would like to thank the Symposium Committee for their hard work and dedication these past twelve months, it has been many hours spent preparing for the event and I know it is going to be great!

The North Chapter held four Chapter meetings this past year. Each meeting included a guest speaker and was worth 1 CEU. Topics included:

- The Power of Reminiscing in Recreation Therapy (Sheree Thorne)
- Community Linking Program (Jim Koning and Blaine Mitchell)
- Volunteer Management in a Recreation Therapy Setting (Janis Smith)
- Stand Up for Mental Health (Lisa Scriver and Kevin Clarke)

The North Chapter continued to provide opportunity for members to apply for funding assistance to attend the CTRA conference and the ATRA symposium. Congratulations to Heather Craig who received funding to attend the CTRA conference in Newfoundland. (At the time of writing this, the ATRA symposium funding has not yet been awarded.)

I would like to extend a very big Thank You to the North Chapter Executive for their dedication to ATRA North Chapter. Thank you Heather Craig (Vice-Chair), Kara Cooper (Secretary), Shauna Bennet-Kessler (Treasurer), Caryn Lansing (Student Liaison) and Sarah Warren (Symposium Liaison).

Reflecting on my past four years as Chapter Chair, I feel truly honored to have worked with so many dedicated Recreation Therapists. I have learned a tremendous amount from all those I have had the pleasure to work with and to meet through Chapter meetings. This is an exciting time for our Profession and I am very happy to have been part of the process.

reports

CENTRAL REGION REPORT- Judy Dravucz

Business and elections meeting held in September 2007

- o Vice-chair position remained vacant

Educational opportunity in November-“Therapeutic Leisure activities for clients on Hemodialysis-a pilot project” presented by Judy Dravucz and Kristie Emms

- o TR Week sub-committee started with Monica Ruston as chair
- o Vice-chair position filled-Monica Ruston

Business meeting held in January 2008

- o Funds approved to support promoting profession for TR Week

Information booths set up at 2 locations in Calgary-Village Square Leisure Centre and Shawnessy YMCA for TR week

- o Monica put together a binder on the procedure for planning TR Week

Educational opportunity in March-Out-patient community-based TR in culturally-dynamic NE Calgary-presented by Jane Papenhuyzen

- o Motion passed that Central Region adopts Northern Regions guidelines for sponsorship to allow a member to attend CTRA conference in Newfoundland. Successful candidate-Jerry Muckle

Chapter chairs worked on making the job description and timeline of the chapter chair position more concise and detailed.

Business meeting held in June was teleconferenced with Red Deer Regional Hospital for the first time-most attended meeting of the year with almost 30 people including those via teleconference

- o Gail Thauberger, instructor at Bow Valley College, presented on the Recreation Therapy Aid Certificate program
- o Jerry Muckle presented on what she learned at the CTRA conference

reports

LETHBRIDGE CHAPTER REPORT- Colene McCuaig

In the deep south, we continue to have some great meetings and networking going on amongst our members. This year our students decided to attend a few more meetings, with hopes to build on these relationships in the coming years.

As chapter chair, I spoke to the first and second year students in September at their orientation. A description of ATRA and what the benefits are was given as well as encouraging them to attend the meetings and discuss issues with their new student liaisons. We had two student liaisons this year (Colleen Moses and Erika Roy) who worked hard at encouraging students' participation in ATRA and meetings. Colleen and Erika planned a 'Meet and Greet' with the students and professionals in January, where I also spoke on the "Living with Stroke" Program available now in Lethbridge. We plan to continue some of these events yearly and to encourage active involvement of our student base.

Annette Waayenberg stepped into our year long vacant vice chairperson position and assisted throughout the year with anything requested of her.

A few of our members attended the CTRA Conference this year in St. John's and will report back to the rest of us in September, some of the information presented there. Many members attended Telehealth sessions and conferences available to add to their Continuing Education Units.

This year we wanted to focus on recognizing the professionals from southern chapter, so as our leader Kathie Ervin struck a committee to put forth several nominations. As a group, we worked together on all nominations for this year's Awards Celebration, to highlight our innovative and hard working professionals.

Our executive met once outside of the regular meetings due to an overload of information that needed to be shared, and this seemed to work well. The idea came from other chapters and we will be trying to liaise better amongst all chapters in what we are doing.

Most of our meetings were hosted at the Post Acute Rehabilitation Centre, St. Michael's Health Centre. Our treasurer, Sherri Ng, did a wonderful job of providing food and beverages for each meeting. Our last meeting was held at Martha's House with Melissa Weitz hosting. She also coordinated a fabulous lasagna supper for all those who attended.

I feel Southern Chapter had a positive and productive year in providing more structure, educational opportunities and opportunity to collaborate with other members, students and chapters and we hope to continue this next year. We are excited about all the new changes within our profession looking forward to another exciting year!

reports

PALLISER CHAPTER REPORT- Belinda Hurlbert (2008)

We were excited to connect with the rural ATRA members in the Palliser Region via telehealth. ATRA Palliser Chapter meetings are taking place at the Medicine Hat Regional Hospital in Telehealth room #2. at 4:30 pm sharp. We are able to connect to Brooks, Bassano and Oyen.

We were able to provide guest speakers during our regular meetings - via telehealth. Some of the guest speakers were: Pastor Bob Findlay - Speaking on Professionalism. What is professionalism? How we do our job? What are the choices you make? How do we raise our profession? How do your clients view you? Pastor George Brandt – Speaking on Laughter for the Soul and some highlights were: What are the important keys to wellness & health? What is the difference between humor and laughter? How laughter's affects the body? How humor affects emotions? How humor affects our interpersonal relationships?

Alison Galbraith gave a presentation and demonstration on a new musical instrument called "The Music Maker". She uses the instrument in her program with senior residents and said it has been a huge success. Glenda Newton-Palmer presented on the "Benefits of Recreation Therapy for Mental Health Clients" at the Canadian Complementary and Alternative Medicine Conference.

Some of the topics that were discussed at the passed meetings were:

Winter Walk Day –held on Wednesday Feb 6th/08. We encouraged clients and staff to get out and walk if possible. Actions for Life – a 4 day workshop in May and June/08 for Actions for Life Leaders offered through the Living Healthy Program. RT Promotion –three proposals were submitted for the benefits of having a Recreation Therapist. The three areas are: Mental Health in the Community, the Living Healthy Program and the Primary Care Network.

Therapeutic Recreation Week was amazing again this year. Various facilities in the Palliser Health Region got to together and kicked off the Therapeutic Recreation Week with a game of fun curling. Thank you TR week committee for organizing the activity this year for TR Week. ATRA Members, family and friends took to the ice. For the Therapeutic Recreation Week PR an article was submitted in the Generations newspaper and in the Palliser Expedition. The Therapeutic Recreation Week banner was posted in the Medicine Hat Regional Hospital and promotional items were ordered and they were divided up for the facilities to give out as door prizes during Therapeutic Recreation Week. Various facilities in the Palliser Health Region used display boards, quizzes, prizes and Recreation Therapy in-services to promote Therapeutic Recreation Week.

The next chapter meeting has been set for Sept. 24, 2008 at The Medicine Hat Regional Hospital's Telehealth Room # 2 at 4:30pm sharp. The following meeting is Nov. 26, 2008.

Annual Report 2008

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, and as well, maintaining the day-to-day office routines while coordinating for the move to our new offices. Unfortunately, construction has been delayed several times causing ATRA to be in a bit of "office-flux" this past year with much of our archives and other files in storage. This should be resolved in the months to come and we expect our new office to be functional as soon as construction is completed. My thanks to our members for their patience during our construction problems this year.

Correspondence: Responded and/or forwarded written correspondence, voice mail and email. I set up a bulk email program which was used quite extensively this past year, by both provincial and region/chapters, to inform members of upcoming events and timely information.

Membership Processing: We finished the year with 355 members, an increase of 17.5% over the previous year. I sent out membership renewal notices in February and processed both renewals and new memberships throughout the year. I assisted CTRA with coordinating the processing of joint ATRA/CTRA memberships and ensured that payment was sent to CTRA for memberships purchased through ATRA.

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.

Promotional Items: I worked with Lesley Baker, Communications Director, to choose and order new promotional items for this year. I ensured that orders were processed, packaged and sent out in a timely manner.

Reports: I completed an administrative and membership report for each of the board meetings this year; I completed the membership directory for distribution to membership; the Association's manuals were updated as required; and mailing labels were sent to each region/chapter when they request them for mail-outs. In addition, I produced the AGM report for this year and a new membership application form for the association, which includes additional information for professional members and an option to purchase CTRA membership.

ATRAbute: Four issues of the ATRAbute were compiled and mailed out this year. This upcoming year will see our ATRAbute become virtually paperless, as members will access each edition in the members-only section of our new website.

Website: I maintained the current website, adding new events and job postings as they came up. I have been working with Red Engine, Inc. on the design of ATRA's new website, which should be "live" in October. This new website will provide an amazing amount of information to our members, potential members, employers and the general public.

Meetings: I attended the Board of Directors Meeting and, when required, the Membership Review Committee meetings.

Office: I arranged for design and printing of new stationery to reflect our new address: letterhead, envelopes, business cards, etc.

Membership Report: Number of Members for 2007/08 Membership Year = 355

North Region	176	Registered Professional	315
Central Region	118	Paraprofessional	6
Lethbridge Chapter	40	Supporting	3
Palliser Chapter	15	Student	31
Other	6		

financials

The ATRA 2007-08 Annual Financial Statements were not audited in time to be included in this Annual Report. Audited Financial Statements will be available for all ATRA members at the Annual General Meeting, with time set aside for members to read them thoroughly and ask questions. If any ATRA member would like a copy of the 2007-08 Financial Statements sent to them, please email the ATRA office and a copy will be sent to you.

motion

MOTION 9.03 - Since the Alberta Therapeutic Recreation Association is a professional association for Recreation Therapists and students studying towards employment as Recreation Therapists; and since the Supporting Membership category causes confusion to employers in trying to understand the distinction between a Registered Professional and Supporting Membership, causing the practice of the profession to become blurred;

be it resolved that

As of May 1, 2009, the ATRA Supporting Membership be renamed the Affiliate Membership, with the criteria being those individuals who are retired or who live outside of the province of Alberta.

nominations

NOMINEE FOR PRESIDENT - Lorraine Grover

In 1993, I entered the Mount Royal College Diploma Program in Leisure Services, Recreation Therapy. In 1995, I graduated from the program in Leisure Service, Recreation Therapy at Mount Royal College.

I became involved in ATRA from the beginning of my career. I attended chapter meetings, stuffed envelopes and folded ATRAButes, served as Student Liaison for MRC Students and ATRA, Chapter Vice-Chair and Chairperson and Education Liaison for Central Region, served on the awards committee, conference committees (CTRA and ATRA), chaired conferences, attended education opportunities offered by ATRA including workshops and conferences, served as Secretary and Education Liaison for the Provincial Board.

I would like the opportunity to serve as President for ATRA Board of Directors. This is an exciting time for our profession as we move forward with our application for designation under the Health Professions Act. I have appreciated being a part of this process; I would like the opportunity to see this vision come to fruition.

NOMINEE FOR EDUCATION LIAISON - Erin Turnell

Since graduating with a degree in Physical Education & Recreation from the University of Alberta in 2000, I have been working as a Recreation Therapist in various settings. I have had experience working in seniors' housing, community day programs and most recently at the University of Alberta Hospital on the newly opened ACE unit (Acute Care for the Elderly). Throughout my professional career, I have had numerous opportunities to work with and supervise Recreation Therapy students and Assistants. I have been a member of ATRA since 2001 and for the past four years have served as North Chapter Chair.

I am looking forward to the challenge of Education Liaison and building ATRA's relationships with the various educational institutions across Alberta that are offering Recreation Therapy programs and services. I believe that as ATRA pursues membership in the Health Profession Act, it is imperative that we have support from the educational institutions throughout the province.

Alberta Therapeutic Recreation Association

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