



Alberta
**Therapeutic
Recreation**
Association

13/14 Annual Report

Living well ... being healthy



agenda

ATRA Annual General Meeting; Friday, 24 October 2014

8:00 - 9:00 am; iHotel, 6500 - 67 Street, Red Deer, AB

- 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 2014 ATRA Symposium Committee & Volunteers
2015 CTRA Conference Announcement
- 4.0 Rules of Order
- 5.0 Action on the Minutes of the 2013 Annual General Meeting
If there are no corrections, it would be in order for a member to move that the minutes of the 2013 Annual General Meeting be adopted as included in the annual report.
- 6.0 Old Business
 - 6.1 20/20 Vision Strategic Plan
 - 6.2 HPA Update
- 7.0 Board 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 2013/2014 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
 - 9.1 Change to Election Procedures (see motion further in Annual Report)
 - 9.2 Membership Support for HPA Status (see motion further in Annual Report)
- 10.0 Election of Directors
President: Patti Lanigan has been nominated and has agreed to the nomination
Education Liaison: Sarah James has agreed to let her name stand for another term
- 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 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 11, 2013
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 10:57 am.

2.0 Action to the agenda

The agenda was accepted with the following addition:

9.1 Attendance at ATRA & CTRA Conferences

3.0 Introduction of Board Members and Special Guests

The Board Members were introduced and thanks were extended to the 2013 ATRA Symposium Committee and volunteers for their efforts in organizing the 2013 ATRA Symposium. Out of province attendees were also thanked for attending.

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 2012 Annual General Meeting

Motion by Beryl Grosso and seconded by Jane Crawford that the minutes of the 2012 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 Kristi Getz and seconded by Lisette Czarniewski that the board reports be accepted as presented. CARRIED.

8.0 Action on the 2012/ 2013 Financial Statement

The 2012/2013 Financial Statements were presented by Darlene Murphy, Administrative Assistant. The financial statements were printed in the Annual Report. Darlene Murphy responded to questions from the floor regarding the financial statements.



prior minutes

Motion by Lisette Czarniewski and seconded by Jessica Burford that the 2012/2013 ATRA Financial Statements be accepted as presented. CARRIED

9.0 New Business:

9.1 Attendance at ATRA & CTRA Conferences: Concern was expressed that having two symposiums in the same year would be too much (ATRA & CTRA). After discussion it was decided to go ahead with both symposiums but to look at different ways to present the ATRA conference that would perhaps be cost-saving for members.

10.0 Elections:

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

Vice President: The incumbent, Ellen Helgason was willing to continue another term. No additional nominations were received from the floor and Ellen Helgason was accepted by acclamation.

Communications Director: The incumbent, Susan Spyker was willing to continue another term. A call for nominations was made. MOTION by Kathy Peters and seconded by Deanna LeSage that Velma Roberts be nominated as the Communications Director. CARRIED. Voting was conducted and Velma Roberts was announced as the successful candidate for the Communications Director position. MOTION by Hilary Newman-Shalagan and seconded by Avalon Thorne that the ballots be destroyed. CARRIED.

Secretary: Motion by Lidija Peers and seconded by Ginette Trebunia that Sarah James be nominated for the position of Secretary/Treasurer. CARRIED. No additional nominations were received from the floor and Sarah James was accepted by acclamation.

11.0 Announcements:

Announcements were made regarding: The 2014 ATRA Symposium in Calgary, New on-line CEU options, volunteers needed for various committees and the CTRA 2014 Conference in Banff, May 14-16, 2014. The 2015 CTRA Conference will be in St. John's, NL.

12.0 Adjournment

The 2013 Annual General Meeting was adjourned at 12:10 pm.



board report

BOARD REPORT - Kari Medd, President

Welcome to ATRA's 2014 AGM! The ATRA Board of Directors has had an incredibly busy and productive year as we continue to advance the profession of Therapeutic Recreation! This continues to be an exciting time in our profession's development as a health profession.

The Board of Directors decided it would be most efficient to provide a comprehensive overview of achievements from the past year to inform members of projects that have been accomplished or are currently in progress. Board members have worked together to achieve the following highlights over the past year:

- Executive Director position commences
- Development of 2020 Vision Strategic Plan
- Completion and distribution of "Guidelines for Delegation/Assignment of Therapeutic Recreation Services to Assistants and Aides"
- Addition of Education Liaison, Communication Director & Secretary
- Ventured into Social Media
- Development of TR marketing materials
- Hosted CTRA National Conference
- Met with Alberta Health representatives – June 2014
- Communication, collaboration and building partnerships with Educational Institutions
- Responded to numerous inquiries and requests from members

There has been some movement and some new additions to the Board of Directors since last October. Sarah James transitioned from Secretary to Education Liaison, Vanessa Bunio joined us as secretary and Kristina McGowan stepped up as Communication Director. Dianne Bowtell began in a paid position as Executive Director in February of this year. The development of this position has allowed for projects to be delegated to this role & alleviate some of the workload from the volunteer board members. This means that ATRA has the capacity to maintain consistency in achieving identified goals in the Strategic Plan. The Executive Director's primary role over the past year has been to establish and implement the Strategic Plan as identified by members and in collaboration with the Board of Directors and also incorporating expectations of the Health Professions Act (HPA).

The Strategic plan will be presented to members at this AGM and made available to membership and the public via the ATRA website. The 2020 Vision is thorough, focused and will guide the association to align with the HPA and prepare for transition to a regulated health profession. Values identified and upheld in the 2020 Vision Strategic Plan include Consultation, Professional Conduct,



board report

Professional Advancement, Collaboration and Recognition. These values are validated through the 4 Key Strategic Directions:

1. Professional Conduct
2. Entry to Practice
3. Continued Competency Program
4. Professional Competency Profile

As part of the development of the 2020 Vision Strategic Plan, the Professional Advancement Committees will be expanded and will require committed volunteers to provide support in the development of the 4 Key Strategic Directions. Please watch for e-blast requests for volunteers as the Board of Directors moves forward and implements the plan.

Vice President Ellen Helgason and her committee completed the “Guidelines for the Delegation / Assignment of Therapeutic Recreation Services to Assistants and Aides” which was published and distributed in time for TR Month this past February. It has been made available to educational institutions as a resource for TR coursework. ATRA now has 3 resources related to professional competencies (Competency Profile, Risk to the Public & Guidelines for Assignment of TR Services). These documents will be made available to the public via the website and continue to be reviewed and revised as adjustments are required in order to align with HPA.

ATRA President, Vice President and Executive Director met with Alberta Health Workforce Strategy’s Executive Director, Director of Legislation and Regulation and Health Professions Manager in June to discuss the status of our HPA proposal. The meeting provided direction for areas to strengthen within the proposal as well as opened the door for ATRA to establish a working relationship with Alberta Health. Key areas that the Board of Directors will continue to work on include:

1. Identify the number of practising registered and non-registered TR professionals working in Alberta, what areas of practice they are working in and in what role.
2. Clearly delineate ATRA’s collaboration with educational institutions to guide and support programs that are transferable between the TR education programs.
3. Demonstrate that Alberta’s educational institutions align their TR programs and course work with ATRA’s entry to practice competency requirements.
4. Identify the number of ATRA registered professionals instructing future recreation therapy practitioners and potential members.
5. Identify the status of other provinces that are in the process of pursuing regulation.
6. Identify and support current research that supports the role of TR services in specific practice areas.



board report

With support and guidance from Alberta Health, the Board of Directors will be able to advance the association towards meeting requirements to demonstrate that ATRA functions as a regulatory college. When this is accomplished, transition to a health profession under HPA will be realized.

First steps have been taken in many of these identified areas including connecting, collaborating and building partnerships with Educational Institutions. ATRA President, Education Liaison & Executive Director have maintained open communication with the post-secondary educational institutions in Alberta to provide direction and resources to the TR programs, course content and clinical placements. We are confident that ATRA is being increasingly recognized as the authority for these types of conversations. As the profession advances so do the educational opportunities for future and current TR practitioners in Alberta. ATRA has both supported and advocated for the development of degree programs and distance learning opportunities for TR. ATRA looks forward to the University of Lethbridge accepting students to the post diploma TR degree program in the fall of 2015.

The introduction of social media in the form of Facebook, Twitter and YouTube has expanded ATRA's capacity to communicate with membership & to the public. Marketing materials were also developed and distributed to advocate for the profession. The ATRA Board provided each Chapter with banners to promote the profession and encourage student membership. They provide information that is a consistent and a professional representation of therapeutic recreation and our association. The ATRA website has been undergoing changes behind the scenes & the launch of the new and improved site will occur shortly.

ATRA was proud to host the CTRA National Conference this past May in Banff AB. This was a precedent setting conference in terms of attendance, technology and profit. The proceeds that ATRA receives will benefit members in the provision of support for educational opportunities. Next year's ATRA Symposium will be held in Calgary with a break out session format.

As I leave the ATRA Board as president I would like to take this opportunity to thank my fellow volunteer Board members that I have had the opportunity to work with over the past 4 years. The Board of Directors has worked diligently and made great accomplishments over the past year, and the past 4 years. My time with the Board has been a great learning experience and I am grateful to have been involved with the process of continuing the advancement of the profession towards functioning as a professional college. ATRA currently has an incredible team working as the Board and they are all passionate and knowledgeable about guiding the association towards becoming recognized as a regulated health profession under the HPA. Every step that is taken in this direction bodes well for the advancement of therapeutic recreation. Thank you to members for your support and thank you to the board members for the many productive meetings we have had and the new friendships established. ATRA is in a forward direction and continues to get stronger.



reports

CENTRAL REGION REPORT - Kristina McGowan

It has been a great year for attendance in the central chapter with our lowest at 13 people and highest at 32. Mid range attendance for meetings sat at about 20. We will continue to alternate meeting days from Tuesday & Thursday, close to the third week of the month. Telehealth will continue to be offered for those members unable to attend on site and those living out of town.

We have had some excellent education sessions & presenters over the past year – highlights are below.

- Assigning treatment activities to recreation therapy assistants and aides - What activities our assistants and aides are competent to perform and how to effectively and fairly utilize their roles within my team, presented by Jane Papenhuyzen, Professional Practice Leader Recreation Therapy, AHS.
- Mentoring Students - the basics on what we can do to make mentoring a student successful. Presenters will review ATRA and NCTRC requirements for a placement and share some resources. Presented via Telehealth by: Michelle Nimmo and Andrea Lloyd
- Creating a Culture of Respect - exploring the reality of heterosexism in society and its impact on client service delivery models and practices. Myths, language and definitions are clarified and strategies to create safe and supportive environments for lesbian, gay, bisexual and transgender clients and coworkers are practiced. Presenters: Perry & Diane from the Calgary Sexual Health Centre
- And lastly Glenn Skimming & Jerry Muckle presented what they learned from the sessions at the CTRA 2014 CTRA Conference in Banff and how they are putting their new knowledge into their practice.

For TR Month, the Central Region hosted a social at Aussie Rules Dueling Piano Bar in Calgary, and sponsored a small social for our Red Deer members at a local restaurant, Fratters. Everyone one had an amazing time it was a great to make contacts and celebrate our amazing profession.

We also know how important sponsorship is for our members, so with the help of our chapter criteria committee, new standards for sponsorship related to upcoming conferences & symposiums was completed and posted on the chapter webpage. This information assisted the chapter in awarding sponsorships for 4 members to attend the 2014 CTRA Conference in Banff & provided the opportunity for up to two members to attend the 2014 ATRA symposium. This criteria also helped more members have the opportunity to receive ATRA sponsorships and provided opportunity for those sponsored to give back to the chapter and advance the profession.

This year, our chapter officers have met the goals that were set out in Sept 2013. We provided quality education sessions at each one of our chapter meetings. We increased communication regarding upcoming meetings, as well as asked members to RSVP, so that we could insure enough food & space during the meetings/education sessions. We were diligent in keeping our webpage up to date,



reports

as well as updating the duties & responsibilities of chapter officers. This is without even mentioning all the hard work put in to provide all ATRA members with an amazing 2014 symposium.

I have greatly enjoyed my time as chapter chair and am very happy to leave it in the more than capable hands of Charlotte Thompson. I know that she will continue to lead and represent our chapter with the utmost professionalism and dedication. I also welcome Tiffany Morin into the Vice Chapter Chair role - we are so excited to have her on our team. And I also want to thank Courtney Bartman (Education Liaison), Caitlin Kaminsky (Secretary) and Susan Cross (Treasurer) for their continued dedication and hard work for the central chapter.

NORTH REGION REPORT- Marina Ketavong

I am so excited to be stepping into the role of Chairperson for the North Chapter. Also joining the executive committee is Karyn Morrison as Treasurer, Madison McDonald as Student Liaison (for a one year term) and new Student Liaison Cortney Prins. I would like to say a special THANK YOU to Daisha Weber for her 5 years of work on the executive committee; beginning as a Student Liaison, Vice Chairperson and Chairperson. Thank you Daisha, for your time and commitment you put towards the committee and profession. There will be 3 upcoming executive committee positions up for nomination including: Vice Chairperson, Treasurer and Student Liaison (2 year term).

The North Chapter was fortunate to have some incredible speakers over the year including:

- September 2013 – Angelica Kramar – 7 A's of Dementia
- November 2013 – Karyn Morrison – Quality of life and Recreation Therapy
- January 2014 – Susan Kisilevich – Catch the Wave, water fitness
- March 2014 – Susan Spyker – NIA technique; sensory –based movement practice
- September 2014 – Sheri Simson – Keenfit: Pole Walking

For TR month, our student liaison, Madison McDonald hosted a free yoga event for students at the University of Alberta. In addition, the North Chapter hung the TR awareness banner outside over two high traffic bridges to promote awareness to the City of Edmonton.

This year, 2 members were sponsored to attend the CTRA conference in Banff. Thank you to the sponsorship committee for their time and efforts in selecting and processing members to receive sponsorship. Thank you to all other volunteers within the North Chapter, your efforts have not been unnoticed!

As I enter my second year as Chairperson, I am looking forward to some exciting initiatives. Some examples include offering incentives to members for attending chapters meetings and a celebration for members during TR month!



reports

LETHBRIDGE CHAPTER REPORT - Anita Selby

- Several education sessions were held at the Lethbridge Chapter meetings. These included the CAP-CC program, and Shoe Solution on Adaptive footwear.
- Recreation Retreat Day was held in February to celebrate Therapeutic Recreation Month.
- World of Choices Career Workshop was attended by Kathie E and Anita S and spoke to high school girls about Therapeutic Recreation and ATRA.
- Met and update the Duties of the Officers from the ATRA manual and forward back to ATRA
- Developed a student mentorship/welcoming committee to promote ATRA.
- Spoke to the TRG students about the benefits of ATRA
- ATRA Lethbridge Chapter to put forth \$300.00 towards Suzanne Fitzsimmons workshop pending financial resources and finalization of workshop.
- A motion was put forth to purchase a laptop for ATRA Lethbridge Chapter to record minutes and ATRA presentations etc. to be used by Board Members. Motion carried.
- New board members were voted in to fill vacant positions.

PALLISER CHAPTER REPORT - Melissa Schlenker

This was a busy year, with many interesting and fun things happening. In November, Pastor Bob Findlay and social worker, Krista Dobson presented on the topic of death and dying, a very informative in-service discussing not only ways we can help our clients and their families to deal with this, but also ourselves as health care workers. In February, we celebrated Therapeutic Recreation month with a social gathering where we enjoyed appetizers and some healthy competition, playing Minute to Win It games! In May, we had a presentation by Cheris Samuels-Murdoch on pole-walking, she touched on the benefits, how we can utilize this technique with our clients, and finished up by having us give them a try, they we're as easy as they looked to coordinate!

We took a break for summer and reconvened in September with a meeting and in-service on drum circles and puppetry. There was also discussion of partnering with the Lethbridge chapter in their endeavour to bring author of the Dementia Practice Guidelines book, Suzanne Fitz Simmons to Lethbridge for a presentation. Our education liaison is going to look into the sponsorship further and we're planning on voting on it at our next meeting in November.

One of our major points of discussion this year, was to do with promoting higher attendance at our meetings. We decided to bring in a draw at each of our meetings, to include only those who are in attendance that meeting, for \$50 that they can use towards professional development of their choice. Along with that, we are doing a yearly draw that will go towards either a member's yearly membership fees, or to help pay for symposium expenses.



reports

MEMBERSHIP REPORT - Darlene Murphy

We finished the 2013/14 membership year with 511 members, which was an increase from the previous year's total membership of 458. A breakdown of members by region and by membership category is shown below.

Members for 2013/14 Membership Year = 511

North Region	274	Registered Professional	438
Central Region	148	Associate	6
Lethbridge Chapter	62	Student	67
Palliser Chapter	20		
Other	7		

motions

9.1 Motion to change the ATRA Bylaws - 5.06 Election of Directors

Current Bylaw:

5.06 (b) Nominations may be accepted from the floor the annual meeting provided the member has the written endorsement of at least four (4) members in good standing.

Proposed Change:

5.06 (b) Nominations will cease 24 hours prior to the AGM. Names of all nominees, as the Nominating Committee has collected them, shall be presented at the Annual Meeting by the Vice President and each office will be voted on in turn.

9.2 Motion to Confirm Membership Support for HPA Status:

ATRA will continue with the process of advancing its capacity to function as a regulatory body with the intent of becoming a regulated health profession under the Health Professions Act.





financials

September 13, 2014

To: ATRA Membership


From: ATRA Audit Committee 2014

The Alberta Therapeutic Recreation Association's financial audit was completed by the Audit Committee on Friday, September 13, 2014. The Audit Committee, all current members of ATRA, reviewed the financial records and found no discrepancies.

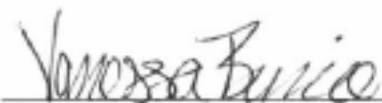
Audit Committee:


Signature

Keeley Eigner
Print Name


Signature

Laurel Hughes
Print Name


Signature

Vanessa Bunio
Print Name



financials

Alberta Therapeutic Recreation Association Financial Statements Year Ended May 31, 2014

RECEIPTS	2014	2013
101 Membership Fees	138,390.00	118,952.00
102 CTRA Fees	21,088.00	17,225.00
103 Promotional Sales	2,529.00	1,719.00
104 Fund Raising	-0-	309.00
105 Symposium	2,812.00	18,814.00
106 Donations	-0-	-0-
107 Interest	1,817.00	1,011.00
108 Misc Income	-0-	-0-
TOTAL INCOME	166,636.00	158,030.00
DISBURSEMENTS		
201 Membership Disbursements	12,778.00	12,738.00
202 CTRA Fees	20,688.00	26,105.00
203 Contract Work / Honorariums	30,355.00	26,323.00
204 Postage / Courier	3,486.00	3,462.00
205 Printing	22,824.00	13,432.00
206 Office Supplies	1,479.00	229.00
207 HPA Expenses	-0-	-0-
208 Rent	3,240.00	3,240.00
209 Insurance	-0-	1,745.00
210 Board / Committee Travel & Expenses	19,413.00	19,728.00
211 Telephone	1,680.00	1,370.00
212 Sponsorship / Advertising	2,000.00	2,000.00
213 Awards	1,781.00	2,593.00
214 Memberships / Registrations	-0-	-0-
215 Symposium Expenses	6,700.00	7,300.00
216 Website	9,008.00	6,872.00
217 Promotion Expenses	4,633.00	2,364.00
218 Misc Expenses	(5,395.00)	10,000.00
219 Bank Charges	4,070.00	3,309.00
220 Discipline Committee	-0-	-0-
221 HPA College	-0-	-0-
TOTAL EXPENSES	138,740.00	142,809.00
NET INCREASE (DECREASE)	27,896.00	15,220.00



financials

Alberta Therapeutic Recreation Association Financial Statements Year Ended May 31, 2014

	2014	2013
Bank Balance Beginning of Year (includes GIC)	351,144.00	335,924.00
Net Increase in Equity (See Statement of Receipts & Disbursements)	27,896.00	15,220.00
Deferred Membership Receipts 2014/2015	115,580.00	93,859.00
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Sub Total	263,460.00	257,285.00
MEMBERS EQUITY - BALANCE END OF YEAR	263,460.00	257,285.00
ASSETS	0.0	0.0
LIABILITIES	0.0	0.0



Alberta Therapeutic Recreation Association

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