



Alberta
**Therapeutic
Recreation**
Association

16/17 Annual Report

Living well ... being healthy



agenda

ATRA Annual General Meeting; Friday, 20 October 2017 11:00am - 12:00pm; Lethbridge Lodge Hotel and Conference Centre, 320 Scenic Dr. South, Lethbridge AB T1J 4B4

- 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 2017 Symposium Committee & Volunteers
- 4.0 Rules of Order
- 5.0 Action on the Minutes of the previous Annual General Meeting - *If there are no corrections, it would be in order for a member to move that the minutes of the 2016 Annual General Meeting be adopted as included in the annual report.*
- 6.0 Old Business
- 7.0 Board Report - *After questions have been addressed, it would be in order for a member to move that the report, as presented in the AGM package, be adopted.*
- 8.0 Action on the 2016/2017 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 2017 AGM Report, be adopted.
- 9.0 New Business (Complete motions and notices will be printed in the Annual Report)
 - 9.1 NOTICE of Change to Title of Membership Category
 - 9.2 MOTION to Clarify Rights and Responsibilities of Professional Members
 - 9.3 MOTION to Change Bylaws 5.01 and 5.02
 - 9.4 NOTICE of Changes to ATRA's Continuing Competence Program (Appendix A)
 - 9.5 NOTICE of Changes to Membership Categories and Rights & Responsibilities (Appendix B)
 - 9.6 NOTICE of Renewal Fee Schedule (Appendix C)
- 10.0 Election of Directors (Biographies are printed elsewhere in this Annual Report)
Vice President, Communication Director, Continuing Competence Director
- 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 21, 2016
Radisson Hotel, Edmonton, AB**

1.0 Call to Order

The Annual General Meeting was called to order by the ATRA President, Patti Lanigan, at 11:06am.

2.0 Action on the Agenda

Motion by Kate Harrity, seconded by Glenn Skimming. All in favour, motion carried. The agenda was accepted with no further additions.

3.0 Introduction of Board Members and Special Guests

The Board Members were introduced and thanks were extended to the 2016 ATRA Symposium Committee, and co-chairs Jaclyn England and Pam Russ for their efforts in organizing the 2016 ATRA Symposium. An extra thank you to Dianne Bowtell for her assistance with the Symposium this year.

4.0 Rules of Order

Darlene Murphy, Administrative Assistant, reviewed the rules of order as listed in the Annual Report, members received via email and on the website.

5.0 Action on the Minutes of the 2015 Annual General Meeting

Motion by Ellen Helgason and seconded by Deb Bontus that the minutes of the 2015 Annual General Meeting to be adopted as included in the annual report. CARRIED.

6.0 Old Business

6.1 There is no old business to discuss

7.0 Board Member Reports

All board reports were summarized into one report and included in the Annual Report. Members were given the opportunity to direct any questions or comments to the board. Motion by Blanche Chymycz and seconded by Lorraine Grover that the board report, as presented in the Annual Report, to be adopted. CARRIED.

Comment by Wendy Brown offering recognition to the Board about their efforts over the past year and wanted to express appreciation.

8.0 Action on the 2015/2016 Financial Statement

The 2015/2016 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 financial statements.

Motion by Kerry Appleton and seconded by Wendy Brown that the 2015/2016 ATRA Financial Statements be accepted as presented. CARRIED.



9.0 New Business

9.1 No new business this year

10.0 Election of Directors

President Nominee: Patti Lanigan

Secretary Treasurer Nominee: Charlotte Jordan

Education Director Nominee: Sarah James

There are three positions available for nomination on the ATRA Board of Directors this year. Two of the people in those positions: Patti Lanigan, President and Sarah James, Education Director has each completed a two year term and were both willing to let their name stand for a second two year term. The other individual, Charlotte Jordan, Secretary/Treasurer has only served a one year term due to the change in board rotation voted on at last year's AGM. As per ATRA's Bylaws, nominations for board members are not permitted from the floor of the AGM and needed to have been delivered to the Board of Directors 24 hours prior to the start of this AGM.

Motion by Annette Yunick:

"Since no further nominations were received, it would be in order for a member to move that the persons currently in the positions and allowing their name to stand for a further term, be elected as presented."

No additional nominations were received up to 24 hours prior to the AGM. Motion by Kari Medd and seconded by Beryl Grosso that the slate of nominees be elected as presented. All in favour, motion CARRIED.

11.0 Announcements

The 2017 ATRA Symposium will be held in Lethbridge Oct 19/20, 2017. The 2017 Symposium Committee has been created and has begun planning. Please save the date.

The CTRA Conference will be held in Kelowna, BC from May 24-26. 2017. The theme is TRAction. Call for presentations have gone out.

12.0 Adjournment

Motion by Avalon Hrabec and seconded by Nicole Dove that the 2016 Annual General Meeting be adjourned at 11:48am



board report

ATRA President – Patti Lanigan

This has been an unprecedented year of change and advancement for the Alberta Therapeutic Recreation Association (ATRA). We continue to evolve, push boundaries and be recognized as a leader in the field of Therapeutic Recreation.

I would like to give my heartfelt thanks to ATRA's dedicated and tireless Board of Directors, the Executive Director and Information Technology Administrator. Our caring, supportive and capable team has shown resiliency through some tough times, which has been pivotal in overcoming these challenges. We have made sound business decisions that will advance our association and build a stronger organization. It is an honour and a pleasure to work with all of you!

I would also like to thank the many volunteers that are the backbone of this association and contribute to making our association stronger and progressive. Lastly, I'd like to recognize our over 700 members who are engaged in moving our profession forward and are great ambassadors of our profession.

I'd like to invite you to read the highlights below from the Executive Director, Information Technology Administrator and Board of Directors as we share the challenges, changes, projects and initiatives of ATRA over the past year.

Executive Director Report – Dianne Bowtell

In 2013 the ATRA Board of Directors voted to hire an Executive Director to achieve objectives set out in ATRA's 2020 Strategic Plan. Since February 2014, I, Dianne Bowtell have had the pleasure and challenge of fulfilling those responsibilities. Darlene Murphy, ATRA's Administrative Assistant and my colleague of 30 years was an invaluable mentor that was able to provide history and operational advice to this role and the entire board and membership. With Darlene's untimely passing this year, the Executive Director's position expanded to include many of the leadership roles that Darlene fulfilled. Her shoes have been a challenge to fill.

The purpose of this 2016-17 report to membership is to outline how this position has evolved and address accountability to membership service by highlighting outcomes.

In a nutshell, ATRA's Executive Director (ExD) is responsible for the successful leadership and management of ATRA according to the strategic direction set by the Board of Directors (BOD). Working with the BOD collectively and individually makes the task of fostering effective teamwork a pleasure. ATRA's Board of Directors is a *six-pack* of dedicated TR leaders that volunteer their passion, expertise, dedication and considerable time to advance our health profession.

The ExD in collaboration with directors is responsible for financial management, organizational governance, staffing contracts, insurance, archive storage and a fleet of technological contracts that support on-line services for membership. Adherence to personal information and confidentiality is monitored for compliance with both internal and external operations and communications. Building external connections are equally imperative to enable ATRA to attain our strategic plans. Fostering and establishing relations with community agencies and external stakeholders work directly with ATRA's mission to improve the health and well-being of Albertans.

Key 2016-17 projects and accomplishments supported by the Executive Director include:



Governance

- Development of ATRA's governance through revisions of Bylaws and Policy and Procedures.
- Board of Director Job descriptions and orientation resources to effectively recruit leadership and provide training and support to enable the Board to operate effectively.
- Procurement and design of online membership application and renewal system. This change in technology presented the opportunity to address membership categories, rights and benefits, renewal fee structure and expansion of the Continuing Competence Program to better meet the needs of professional members.
- Membership Demographic Survey.
- Confidentiality and Non-Disclosure Agreements.

Self-Regulation

- Active member of ATRA's Regulation Committee working towards a substantial update to the application for regulation under the Health Professions Act.

Entry to Practice

- Transition to Degree to enter practice effective 2021 with management of impact on membership, employers, educational institutions, students and prospective students.
- Participation and support of in two Interprofessional health discipline development opportunities hosted by the University of Alberta - *Save Stan*, a hands on clinical case study in the spring and the fall semester *Launch*. ATRA is well positioned alongside regulated health colleges and takes full advantage of the opportunity to introduce therapeutic recreation to the next generation of health care teams.

Continuing Competence

- Support of a continuing competence bursary for ATRA member opportunities that include sessions provided by the Alberta Association on Gerontology and a national Music Care Conference.
- ATRA's position statement on Medical Assistance in Dying, a guide for Recreation Therapists.

Information Technology Administrator Report – Kristina McGowan

The role of the Information Technology Administrator has been constantly evolving over the past 9 months – it began with the administration of 2017-2018 membership renewals, and so far 705 renewing/new members have been processed successfully. This is still an ongoing process, with membership applications being received throughout each month. Duties also include website administration, facilitation of web access for members, and creation of various reports as required by the Board.

Our website and email server has been successfully transferred to two different providers. This allows for better information security for membership information, easier access to the Administrator for website/member profile changes, and constant monitoring by a highly rated hosting service.

New, ATRA-specific emails have been created and provided to chapters and individual positions. The end goal of the process is to streamline contact information for specific positions, rather than individuals, so that transfer of knowledge is easier as roles are constantly changing.

In this role, I have spearheaded the creation and invigilation of an electronic membership management system that includes a renewal process that will be implemented for the 2018-2019 Membership year. There is ongoing liaison work with contractors in order to properly create a complete virtual membership profile, and members will be able to personally access and update their membership information, print out certificates, change passwords and upload and track their CEU's in real time.



2017 has been an exciting year, and this new position has provided new challenges and new opportunities that help us grow as an association. Newly implemented processes driven by the Board, Executive Director and the Information Technology Administrator will allow our membership better access to their personal profiles, and assist us in remaining on the cutting edge of technological advancement, all while reducing our carbon footprint.

Changes, Projects & Initiatives

Abacus Financial Accounting

Abacus Financial Accounting was hired to provide financial services to ATRA. The accounting, tax preparation, and other financial services that are provided are tailored to the unique needs of ATRA. This has been a very positive and supportive addition of services that ATRA receives.

We have also moved towards electronic billing systems for ATRA's accounts to focus on ATRA's continuing efforts to "Go Green" and complete business in the most efficient fashion.

New Information Technology Administrator Position

Kristina McGowan, previous Communication Director, moved in to the Information Technology Administrator contract position, as her expertise in the technology areas was needed. Shannon Hoetmer then filled the interim Communication Director position.

Interim Co-Secretary

Since June 2017, Rachelle Forster has stepped in to support the Secretary role as our Secretary/Treasurer is on maternity leave. Congratulations to Charlotte, upon the arrival of her baby girl, Penelope, in August!

Degree Transition Project

The Degree Transition Project hit a major milestone this past January as ATRA membership voted in favour of advancing the profession by changing the entry to practice requirements for new graduates. Starting in April 2021 new graduates will require a degree to become a Professional Member of ATRA. Through the process, the message from membership was heard; diploma graduates need to remain a part of our membership going forward. The Education Director and the Board of Directors will now move towards realigning membership categories in order to ensure new graduates from diploma programs have an opportunity to be part of their discipline's association, and current Professional Members with Diplomas have a clearly laid out grandfathering process in place by April 2021.

Demographic Information Collection

The Executive Director and Board of Directors recognize the benefit of having a better understanding of the demographics of our membership to assist with making complex decisions. They also acknowledge that collecting demographic information would help external stakeholders such as Alberta Health, post-secondary institutions and employers be better informed in their decisions that may impact ATRA members. It was with these intentions that the Board of Directors carried out ATRA's first ever demographic survey. The data collected will be shared with membership in October 2017.



ATRA Continuing Competence Program

The ATRA CEU program continues to grow and is changing to a three-year attainment period. This change will provide flexibility to members; while at the same time continue to maintain an elevated level of professional competency of our membership. More information will be shared at the Professional Advancement Session at the 2017 Symposium.

Enhancing Partnerships and Continuing Education Opportunities

The Continuing Competence Director has been communicating with outside organizations such as the Alberta Parks and Recreation Association and the Alberta Fitness Unit to explore partnerships and continuing education opportunities for ATRA membership.

Symposiums (2016, 2017, 2018, 2019)

The ATRA Annual Symposium is an opportunity for members to participate in quality education, learning, and networking. The main purpose of maintaining and growing competency is to continue to protect and serve the public. This annual event would not happen without dedicated ATRA volunteers – thank you to all of the chairs, co-chairs, and planning committee members.

The 2016 Edmonton symposium committee wrapped up their reports and financials early in 2017. At the same time, the 2017 Lethbridge symposium committee has been in full swing for the past 18 months planning and preparing to host this year. The 2018 Symposium committee has also started their planning, and this will be hosted in Edmonton at the West Edmonton Mall Fantasyland Hotel. As it is important to plan ahead, we also have ATRA volunteers in the planning phase for the 2019 Symposium, which at this point is a proposed joint conference with the Alberta Recreation and Parks Association at the Chateau Lake Louise. We will keep you posted!

Darlene Murphy Building Capacity Grant

This January was a sad time in our association as one of our founding members and Administrative Assistant, Darlene Murphy, passed suddenly. Darlene spent over 30 years building capacity within the therapeutic recreation profession for both the provincial and national professional associations. In addition, she was a strong advocate for her clients locally, nationally and internationally.

As a tribute to her contributions to the field of Recreation Therapy and a life of service to her community, and in alignment with ATRA's 2020 Vision Strategic Plan that promotes and supports evidence based health promotion programs offered by community agencies, the ATRA Board of Directors have set up a grant called the Darlene Murphy Building Capacity Grant. The grant is designed to support a program or programs that enhance the quality of life of a client or group by connecting them to their community. The grant can be used to purchase program resources to create sustainability. More details can be found on the ATRA website in the Members Only area in the Bursary Programs section. The grant will be awarded in February 2018 during Therapeutic Recreation month.

Bursaries

ATRA supports members with \$5000 in bursaries each year, through the Continuing Competence Bursary and the Entry to Practice Bursary. Last year we saw a record number of 13 applicants, and this year has seen almost the same amount. This demonstrates that our membership is learning and growing and taking advantage of opportunities to increase their competency. Thank you to all the members who are applying, and for the volunteers who sit on the selection committee.



Professional Advancement Committees

Communities of Practice Professional Advancement Committee

The Communities of Practice Professional Advancement Committee recruited a group of dedicated ATRA members to volunteer on this committee throughout the year. The committee reached out to members through surveys and compiled the data as pertaining to each Community of Practice. Through the surveys and interaction with members it has been determined that, at this time, this committee is not a priority for ATRA and its members. The COP will remain an item under the Professional Competency Profile and will be open to review at a later date when it can be of benefit and a priority to our members. Thank you to all volunteers and members who took the time to begin work on this PAC.

Continuing Competence Program Professional Advancement Committee

The Continuing Competence Program Professional Advancement Committee has continued to meet regularly throughout the year - working on providing ways to support membership in attaining CEUs by keeping up their skills through education opportunities, providing webinars (three provided this year), and continuous evaluation of the Continuing Competence Program. The Board of Directors wishes to thank Kari Medd for her years of invaluable leadership on this committee. A warm welcome to Wendy Fawcett, who has stepped up to lead this committee into the next year, as well as to the new and continuing members who are volunteering their time to support the competency growth of our ATRA membership. With plans to communicate education opportunities more frequently, offer more webinars, and provide guidance on the CEU program changes, this PAC will have a busy and exciting year ahead.

Regulation Professional Advancement Committee

This has been a roller coaster of a year! We have experienced high and low points in our pursuit of regulation. Our journey has been captured in, "ATRA's Regulation Historical Timeline: 2010 – Feb. 2107" which was shared in the ATRA Newsletter this past spring. If you haven't had a chance to read it, we encourage you to do so. It can be found on the ATRA website in the Member's Only Section under Regulation - August 2017 ATRA Regulation FAQ's - Question #6. In addition, the Regulation FAQ's will provide answers to common questions about regulation and potential impact for recreation therapists.

Although we were disappointed with the way our discussions with the Alberta College of Occupational Therapists (ACOT) concluded in February 2017, we remain committed to pursuing regulation. Through this exploration of a partnership, we enhanced our knowledge of regulation, which will be invaluable as we move forward. Alberta Health has indicated that developing a partnership with an existing regulated college continues to be the path most favourable and sustainable for ATRA and they are willing to help guide us in this process.

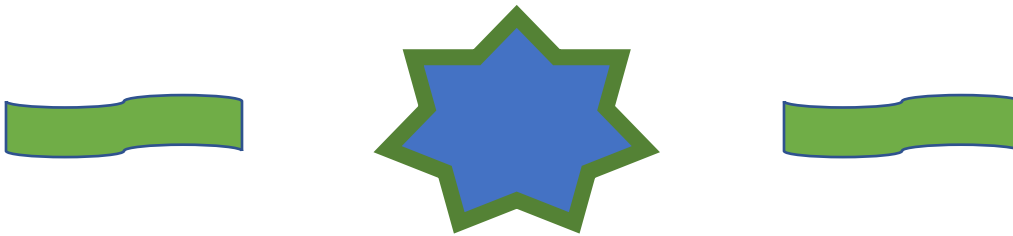
We are looking forward to the year ahead to see what it brings. Our Regulation Professional Advancement Committee (PAC) has moved under the President portfolio and consists of the President, Executive Director, Vice President and former Vice President. We remain optimistic about our pursuit of regulation and will continue to keep you informed. If you have further regulation questions, please email them to president@alberta-tr.org.



Protect & Serve the Public Professional Advancement Committee

The PAC currently consists of three volunteers and continues to work on updating ATRA's Code of Ethics. Thank you to the members for their input on the Risk to the Public survey and guidance from the Board of Directors.

The document will become a valuable guide for members to address and promote competent and ethical practice to ensure public safety. The PAC has divided this document into essential core values of practice that include respect, integrity and competence. These core values will align with ATRA's current Code of Ethics, Competency Profile for Recreation Therapists in AB, Risk to the Public for Recreation Therapists in AB, and CTRA's Standards of Practice. This will help guide recreation therapists in their clinical practice and interaction with clients, health professionals, service providers and the public. Included within this document will be definitions as well as practical examples to support clinicians in how we provide ethical and safe practice to all Albertans. If you are interested in volunteering with this PAC please email the Vice President at vicepresident@alberta-tr.org.



As you can see this has been a busy and productive year! We look forward to continuing to serve our members and the Therapeutic Recreation profession.

Warm Regards,

Executive Director – Dianne Bowtell

Information & Technology Administrator – Kristina McGowan

Board of Directors:

President – Patti Lanigan

Vice President – Annette Yunick

Education Director – Sarah James

Continuing Competence Director – Tiffany Morin

Communications Director – Shannon Hoetmer

Secretary/Treasurer – Charlotte Jordan

Interim Co-Secretary – Rachelle Forster



reports

NORTH REGION REPORT – Harley Hempel

Our meetings were held on May 16, 2017 and September 21, 2017. In May we had 20 members attend the education session with Lisa Rowbottom who presented on Transference and Counter-transference in Recreation Therapy. In September we had 24 members attend the meeting and education session by Michelle Aberant and Drifter, her dog who presented on, “Pet Therapy Society of Northern Alberta: The Benefits and Success of Pet Therapy.”

As a Chapter, we agreed to sponsor 10 members at \$1000.00 each to attend the ATRA Symposium of 2017 in Lethbridge.

For TR Month in February 2018, we want to highlight members of the Northern Chapter from the various areas of Recreation Therapy. We will enlist those members to speak at the Chapter meetings on the work they are doing in his/her areas.

Elections were held for the Vice-Chair, Treasurer, and Student Representative positions. Alison Olsen was voted in for the Vice-Chair position, Heather Wilkinson was voted in for the Treasurer position, and Monique MacFarlane was voted in for the Student Rep position. All new members will begin their positions at the October Executive meeting. Our next meeting will be held November 14, 2017.

CENTRAL REGION REPORT - Shannon Hubbert

We have continued to get good attendance at our central chapter meetings with average attendance of 20-25 members. We have been working on broadening the opportunity for facilities to host our meetings so we have decided not to limit the days of the week that meetings are held but to allow facilities to host on a day that works. This was discussed at a chapter meeting and one day was not more convenient for anyone in attendance.

We continue to encourage members that are unable to attend in person to use GoToMeeting and call into the meetings. We are hoping this will allow for a larger variety of member/facilities to host meetings. Central chapter continues to sponsor members to attend provincial and national conferences. This year our chapter sponsored two members to attend the 2017 CTRA Conference in Kelowna, BC as well 3 members to attend 2017 ATRA symposium in Lethbridge, AB.

For TR Month, on March 25, 2017, Central Chapter provided an educational workshop presented by Dr. Ellen Broach, Ed. D., CTRS, ATRIC – Associate Professor Therapeutic Recreation, University of South Alabama. The workshop was an introduction to Aquatic Therapy for those recreational therapists who desired to expand their aquatic therapy knowledge and prepare for the Aquatic Therapy and Rehabilitation Institute Certification Exam (for those interested). As a recreational therapist interested in aquatic therapy, this workshop is designed to provide you with the information you need to get started in this growing intervention strategy. The workshop included an introduction to why water is a good therapeutic environment, popular treatment techniques of practice, assessment, and appropriate efficacy based outcomes from aquatic therapy. The lab segment involved an introduction to various Aquatic Therapy techniques that can be used to achieve Recreation Therapy treatment outcomes. Below are the education sessions that were offered by the Central Board during the 2016/2017 year:



January 25, 2017 – Col Cseke from Inside Out Theatre spoke on "The Village Improv for Alzheimer's Club" Participants play improv theatre games and perform scenes where no idea is a bad idea and everyone is celebrated for the creative and insightful people they are. The V.I.A. Program is offered in partnership with the Alzheimer's Society of Calgary.

May 10, 2017 – Pathways To Housing Held at "Understanding Grief and Compassion Care" presented by Tammy Mariak, **Family Counsellor & Bereavement Educator** Tammy Mariak, from the AHS Grief Support Program will present and educate on the basics of understanding grief, skill components in regards to compassion care and specific cultural/religious practices around grief and death.

September 27, 2017 – Highlights from 2017 CTRA Conference; Kim Francis & Caitlin Kaminsky; CTRA Conference Highlights and Application to TR Practice– presentation reviewed presentations, resources and highlights from the CTRA conference held in May 2017.

We as a chapter want to continue to develop an Education Committee to allow for a larger range of community knowledge and connections to be able to host a variety of education sessions at our meetings. We want to grow the education variety at our meetings to keep them beneficial for the majority of our members. Along with encouraging new voices and contributions to our chapter. We want to thank Lisa Powell for her excellent work as the Education Liaison.

LETHBRIDGE CHAPTER REPORT - Brandy Tonin

Our September meeting saw the following position up for election: Awards Committee, Welcoming Committee, Education Liaison, Treasurer, Vice Chair, and Student Liaison - this is not an elected position but rather a volunteer one. This will consist of one student from LC and one student from the U of L. Thank you to the individuals that volunteered to fill these positions. We had 38 attendees for the meetings. October 3rd ATRA has been invited to a Health and Wellness Career Fair at the Lethbridge Community College. The Symposium committee updated the progress for the upcoming symposium. The Winds of Change ATRA symposium will be held October 19th and 20th at the Lethbridge Lodge.

November's meeting had 25 attendees. It was our first trial run of having the meeting offered through GoToMeeting. Two members joined the meeting via go to. We will be looking as a chapter to see how feasible go to will be for our upcoming meetings.

Our TR committee is busy planning upcoming events for TR month. A proposal was presented to have a workshop by Lulu Leathley to learn to facilitate a drumming group. Our chapter voted to support the workshop. ATRA creates a newsletter that is posted on their website. They welcome contributions and your information has to be in by the 15th of the month. Board meeting summaries will be posted in the knowledge center. Reminders that the Provincial board has given us \$500 and it is available to members that attended the 2016 symposium. Volunteer gifts were handed out. Thank you to all of you who take your time to volunteer!!!

41 members attended the January meeting. During this meeting the Lethbridge Public Library were our presenters for the education session. The education was packed full of amazing information and resources that our local library has to offer.

Our TR month committee planned a social event for our members, which will be held at the Great Escape.

Also a private Facebook event page was created. Members were asked to take a selfie of their favorite leisure activity. Shannon H. and Carolyn T. were both awarded \$250 that was given to us by the ATRA Board to grant to applicants who had attended the Symposium. Congratulations ladies!

During our March meeting, 17 members attended. Our TR month event at Great Escape had 12 participants. 10 people joined the Facebook page. Thank you to our TR month committee. Melissa M. and Karen S. have volunteered to audit our books at our next meeting. Thank you. Our symposium update informed us that our presenters will be:



1) Dr. Susan Hutchinson-Sifting through the Facts: Fundamentals of Evidence Informed Practice/Thinking through the Process of Integrating Evidence into Practice

2) Sienna Caspar-From Diversional Activities to Therapeutic Programming-making the change in your facility/Program Evaluation

-Keynote Speaker will be Mike Mahon-President of the University of Lethbridge. He has written a book within our profession titled: Introduction to Recreation Services for People with Disabilities: A Person Centered Approach.

13 members attended the March meeting. Our education presentation was from Mandy Johnson, Urban Poling Ambassador (Alberta) and Urban Poling Master Trainer from Canmore, AB co-presenting with Shawn Hamilton. This very hands on education session was wonderful to be able to practice with the poles. The drumming workshop was a great success! Number of attendees was nearly double what we had anticipated in the initial planning of the event. This included TR students, ATRA members and non-ATRA members (TR staff, music therapist, nursing staff, interested community members) Due to the interest and success of the workshop, we plan to further explore ongoing training with Lulu Leathley.

Funds generated from registration fees (after expenses) will be returned to ATRA Southern Chapter. All detailed receipts, invoices etc. will be submitted to the Chapter Treasurer.

Amanda to create a Survey Monkey to ask membership about thoughts on the education sessions before or separate from meetings. Results to be discussed at the September meeting. It was also discussed that the executive would like to invite the students for an informal meet and greet. Further discussions will be planned.

To end this year I would like to say thank you to all our members and students. Also a big thank you to the executive team I was very fortunate to work with!! Last but not least to all of the hard working Recreation therapists, Assistants, and students, thank you for making our discipline stronger! I am looking forward to our symposium and know that the planning committee has put in countless hours to make this symposium successful!! Hope to see you there. Thank you.

PALLISER CHAPTER REPORT - Nicole Stroh

We reconvened after the summer in September 2016. No elections were going to be held because it was not two years for the current committee. Belinda and Nicole attended a meeting on Sponsorship and shared the information to the Palliser chapter. The Palliser Chapter submitted an application to the board for our funds. We were awarded this request and should receive extra funds each year when they distribute the membership money. These extra funds are to be used for symposium sponsorship. Palliser chapter also submitted for another Banner for their chapter, but this was denied from the board because they already paid for the first set of banners. As well, Tracy Sailer was congratulated for being honoured with the ATRA Student Award from the Palliser Chapter.

November meeting: A review was done by the members who attended the ATRA Symposium. A discussion was held among the members if it would be worth doing Webinars for our chapter. It was decided not to move forward with the webinars since our chapter members always have the option to Skype/Facetime/Telehealth into meetings and there has been little to no interest in doing webinars. We will continue to keep the meeting format the same and allow members the option to Skype/Facetime/Telehealth in if they choose to do so. Palliser Chapter purchased an ATRA desk Banner as well as some ATRA Promotional items. CEU's were discussed regarding what was being accepted.



January meeting: This month we had an education session by Lindsay Polini on Cyber Seniors which is a program that is being offered in the City of Medicine Hat. It matches youth mentors with older adults interested in learning basic computer skills. Another member brought forward Twiddle Muffs which a lady is making for her and was willing to make them for free if anyone else wanted some for their facility.

February was TR Month. We did not hold a meeting, but we did hold some special events for the chapter to attend such as a Paint Night and a Bowling Night. Thanks to all our volunteer members on our TR month committee for the planning of the great events.

March meeting: At this meeting, some discussion was made regarding TR Month and how we can maybe get more members out for the events. Palliser Chapter also sent out a sympathy card with a monetary donation to the Indefinite Arts Building on behalf of our chapter for the passing of Darlene. We truly will miss her, she touched a lot of people in ATRA.

May Meeting: This month we had a guest presenter on Communicating with Patients/Clients with Aphasia. She gave all of us great material that we can use with clients and if we need more information she is willing to provide it. We finished our meeting with some draws.

This pretty much sums up the Palliser Chapter year. We are looking forward to the upcoming year.

MEMBERSHIP REVIEW COMMITTEE REPORT - Jane Papenhuyzen

Central Chapter volunteers continue to meet monthly to review new applicants to ATRA and ensure the applicants meet the ATRA professional membership criteria. Three long-term members are Tracey Vigneault, Stephanie Hellier and Cassandra McLauchlan. We welcomed new member Rhea Kowalczyk. The Committee continues to adjust to the loss of Darlene, our membership partner-in-crime and primary humourist. The Committee now meets at the Fish Creek Library instead of Indefinite Arts and is working with the ATRA Board to determine processes for accessing applications.

The Committee approved 63 new members for the one-year period from September 2016 to September 2017. This remains consistent from the previous year. September 2017 saw our first applicant from the new University of Lethbridge Therapeutic Recreation degree. 30% new members were from the U of A BARST, 30% from out-of-province and 25% Lethbridge College. Remaining applicants are from Norquest College (10%) and the defunct TR program from Mount Royal.

Please contact the Committee chair if you are interested in reviewing the full spreadsheet of numbers, dating back to 2010.

The position of chair is appointed annually by the Board. I will let my name stand for re-appointment as the Committee Chair for 2017-2018.



biographies

NOMINEE FOR VICE PRESIDENT

No nominees at this time.

NOMINEE FOR CONTINUING COMPETENCE DIRECTOR – Tiffany Morin

I have been working in the field of Therapeutic Recreation for over 17 years. I am a graduate of the Therapeutic Recreation (Gerontology) Diploma program of Lethbridge College, the Therapeutic Recreation Technician program at Salt Lake College, and just completed a bachelor's degree in Community Rehabilitation and Disability Studies at the University of Calgary. I will be applying to write the NCTRC exam in the next year.

I have experience working in the areas of gerontology, dementia, psychiatry, and neuro & MSK rehabilitation in Australia, USA, and Canada. I currently work for Alberta Health Services with the Community Accessible Rehabilitation team in downtown Calgary, Alberta.

I was a member of the CTRA Banff Conference planning committee, my local ATRA chapter board, and I currently serve as the ATRA Continuing Competence Director. I am also active in my community volunteering with women who have development disabilities, adaptive sports, as well as folk music festivals.

I would like to put my name forward to complete another two year term as the Continuing Competence Director to continue to share my love of learning, support ATRA members in continuing their competence development, and follow through with the great changes that are happening within the organization, specifically with the continuing competence program.

NOMINEE FOR COMMUNICATION DIRECTOR – Michelle Richard

I have been an ATRA member since 1998, and have been employed as a Recreation Therapist with AHS for 19 years being an active team member on different multidisciplinary teams providing therapeutic recreation to all ages and populations including; brain injury, stroke rehabilitation, acute care, and palliative care. Currently I am the Professional Practice Lead for Recreation Therapy in the Central Zone, and have been in this position since April 2017. I am excited to share my experience and expertise, to help support front line staff and managers, and be that voice for Therapeutic Recreation for Central Zone and the province.

I live in Innisfail Alberta, I am married to my best friend Marc and am so proud of my 2 daughters Kylee (13) and Brooke (11). I enjoy being active and playing a number of different sports, and I am very involved in the girls activities. I am athletic, a bit crafty, a tad geeky, and I rarely watch TV. You can find me on my computer in the evenings with music on and if you can't find me there I will most likely be at a concert. I have attended well over 75 concerts in my lifetime including; Aerosmith, Justin Bieber, U2 and P!NK only to name a few.



financials

Alberta Therapeutic Recreation Association Financial Statements Year Ended May 31, 2017

| RECEIPTS | | 2017 | 2016 |
|--------------------------------|-----------------------------------|-------------------|-------------|
| 101 | Membership Fees | 167,690.00 | 163,788.00 |
| 102 | CTRA Fees | 35,741.00 | 22,375.00 |
| 103 | Promotional Sales | 5,151.00 | 1,872.00 |
| 104 | Fund Raising | 0.00 | 1,115.00 |
| 105 | Symposium | 0.00 | 1,876.00 |
| 106 | Donations | 0.00 | 0.00 |
| 107 | Interest | 516.00 | 675.00 |
| 108 | Misc. Income | 0.00 | 0.00 |
| TOTAL INCOME | | 209,098.00 | 191,701.00 |
| DISBURSEMENTS | | | |
| 201 | Membership Disbursements | 22,165.00 | 15,440.00 |
| 202 | CTRA Fees | 3,626.00 | 20,500.00 |
| 203 | Contract Work/Honorariums | 425.00 | 576.00 |
| 204 | Postage/Courier | 917.00 | 5,194.00 |
| 205 | Printing | 5,439.00 | 11,948.00 |
| 206 | Office Supplies | 3,793.00 | 2,604.00 |
| 207 | Staffing | 57,254.00 | 56,539.00 |
| 208 | Rent | 5,040.00 | 5,040.00 |
| 209 | Insurance | 950.00 | 950.00 |
| 210 | Board/Committee Travel & Expenses | 32,976.00 | 24,804.00 |
| 211 | Telephone | 1,635.00 | 1,880.00 |
| 212 | Sponsorship/Advertising | 2,800.00 | 4,750.00 |
| 213 | Awards | 7,890.00 | 9,336.00 |
| 214 | Memberships/Registrations | 734.00 | 75.00 |
| 215 | Symposium Expenses | 6,008.00 | 0.00 |
| 216 | Website | 9,314.00 | 10,043.00 |
| 217 | Promotion Expenses | 10,531.00 | 527.00 |
| 218 | Misc. Expenses | 641.00 | 0.00 |
| 219 | Bank Charges | 4,039.00 | 5,149.00 |
| TOTAL EXPENSES | | 176,177.00 | 175,355.00 |
| NET INCREASE (DECREASE) | | 32,921.00 | 16,346.00 |



financials

Alberta Therapeutic Recreation Association Financial Statements Year Ended May
31, 2017

| | 2017 | 2016 |
|---|-------------------|-------------------|
| Bank Balance Beginning of Year (includes GICs) | 428,743.00 | 411,885.00 |
| Net Increase in Equity (See Statement of Receipts & Disbursements) | 32,921.00 | 16,346.00 |
| Deferred Membership Receipts 2016/2017 | | 140,975.00 |
| Sub Total | 461,664.00 | 287,256.00 |
| ATRA North Region | 39,306.49 | 23,598.00 |
| ATRA Central Region | 15,606.55 | 19,333.00 |
| ATRA Lethbridge Chapter | 4,592.41 | 5,489.00 |
| ATRA Palliser Chapter | 2,525.82 | 2,004.00 |
| MEMBERS EQUITY - BALANCE END OF YEAR | 523,695.27 | 337,680.00 |
| ASSETS | 0.0 | 0.0 |
| LIABILITIES | 0.0 | 0.0 |



new business

New Business Motions and Notices

- 1. Notice of Change to title of Membership Category** of one membership category Associate Member. Membership categories are addressed in ATRA P & P but not identified in ATRA Bylaws. The *Associate Member* title will be changed to *Supporting Member* to better reflect membership rights and benefits applicable to and to align with CTRA' equivalent membership category.
- 2. MOTION to clarify rights and responsibilities of Professional Members** - To further clarify differences in ATRA membership be it resolved that the ATRA Bylaws be amended by adding the word "Professional" to the Bylaw **2.03 Rights and Responsibilities**. The revised Bylaw would state:

2.03 Rights and Responsibilities The rights and responsibilities of *Professional* members shall be to: act in accordance with the Bylaws and Objectives of the Association, review the activities of the Association, receive audited financial and other reports, elect a Board of Directors, and take action on any proposed special resolutions. Upon notice to the President, any member may attend meetings of the Board of Directors.
- 3. MOTION to Change Bylaw 5.01 and 5.02** - To be consistent with Alberta Health terminology be it resolved that the position title "*Continuing Education Director*" be changed to "*Continuing Competence Director*" as stated in ATRA Bylaw 5.01 and 5.02.
- 4. Notice of Changes to ATRAs CCP** to provide flexibility with CEU accumulation while maintaining a commitment to competence (Appendix A).
- 5. Notice of Changes to Membership Categories and Rights & Responsibilities** (Appendix B).
- 6. Notice of Renewal Fee Schedule** for late membership renewal (Appendix C).



APPENDIX A: Notice of Changes to ATRA's Continuing Competence Program effective March 31, 2018

Ongoing *Professional Membership* status requires mandatory participation in a Continuing Competence Program to ensure Albertans receive therapeutic recreation service from capable, knowledgeable and skilled practitioners who are able to apply advances in the profession.

1. Effective March 31, 2018, ATRA's Continuing Competence Program will move to a 3-year CEU attainment and reporting program. ATRA Professional members will be required to acquire 45 CEU's in a three-year period in alignment with ATRA's membership year of April 1 – March 31.
2. Professional members who are on a leave of absence (LOA) from work or are not working in the TR field for any reason during this 3-year period **are required** to achieve a minimum of 45 CEU's to ensure competency is maintained. With the change from a one year to three year Continuing Competence Program, this will allow flexibility for attaining CEU's and maintaining competency despite breaks in practice.
3. Effective March 31, 2018 members will no longer be able to apply for *Non-practicing* status when making application to renew Professional Membership.
4. **Begin:** Professional Members will enter CEU credits earned since April 1, 2017 directly to their on-line Membership Profile. The first three-year CEU cycle for a majority of current ATRA Members is 2017 – 2020.
New professional member applicants, including students transitioning to a professional membership, who apply between April 1 – October 31 will have April 1 of that same membership year as their CEU attainment start date. For those applying between November 1 – March 31, the CEU attainment start date will be April 1 of the following membership year.
5. **Record:** ATRA recommends that you record all professional activities identified as qualifying for Continuing Education Units (CEU's) on a regular basis and aim to attain a minimum of 15 CEU's per year with the goal of achieving 45 CEU's by the end of the 3-year Continuing Competence period.
6. **Proof:** All Professional Members are required to provide proof of their learning activities that support CEU attainment. It may include conference brochures, CEU statements from education sessions, conference/education receipts, certificates of participation, copies of presentations, etc.
7. **Audit:** Every three years, your personal Continuing Competence Program is subject to a random audit to verify your professional commitment to maintaining and enhancing your practice to protect and serve the public. You must retain records from your portfolio for a minimum of four years. Audits may occur within the year following the most recent 3-year Continuing Competence period. For example if your Continuing Competence Reporting Period is 2018 – 2021, your CCP may be selected for an audit in 2022.



APPENDIX B

ATRA Member Categories, Rights and Benefits

| Rights and Benefits | Professional | Student | Supporting |
|--|--------------|---------------------------|---------------------------|
| Act on ATRA Bylaws and Objectives | ● | | |
| Advocacy & Promotional Resources | ● | ● | |
| AGM / Chapter Meetings | ● | ● | ● |
| Awards Program | ● | ● | ● |
| Educational sessions & webinars | ● | ● | ● |
| Elect or nominate Positions | ● | | |
| Employment Postings | ● | ● | |
| Long Service Membership Program | ● | | |
| Members Only Section of Website | ● | ● | |
| Membership Website Registration List | ● | | |
| Online Membership Profile | ● | ● | ● |
| Preferred rates at Symposium | ● | ● | |
| Professional Networking | ● | ● | |
| Receive Financial and other Operational Reports | ● | | |
| Reduced CTRA member rates | ● | ● | ● |
| Review Association Activities <ul style="list-style-type: none"> ● Newsletters ● Progress of Professional Advancement Committees | ● | Some exceptions may apply | Some exceptions may apply |
| Scholarships & Bursaries | ● | ● | |
| Serve on ATRA Committees | ● | Conditional | Conditional |
| Student Rep. Appointment | | ● | |
| Vote | ● | | |



APPENDIX C

ATRA PROFESSIONAL MEMBERSHIP - Timeline and Fee Schedule

A. Professional Membership Renewal By March 31 Annually
\$300 Professional Member Fee

B. Professional Membership Renewal LAPSE of 1 - 30 Days
\$300 Professional Member Fee + \$50 Processing Fee
Lapse March 31/18: Renewal April 1/18- 30/18

C. Professional Membership Renewal LAPSE of 1 – 12 Months
\$300 Professional Member Fee + \$100 Processing Fee
Lapse March 31/18: Renewal May 1/18 – March 31/19

D. Professional Membership Renewal LAPSE of 13 – 24 Months
\$300 Professional Member Fee + \$150 Processing Fee
Lapse March 31/18: Renewal April 1/19 – March 31/20

E. Professional Membership Renewal LAPSE of 25 – 36 Months
\$300 Professional Member Fee + \$200 Processing Fee
Lapse March 31/18: Renewal April 1/20 – March 31/21

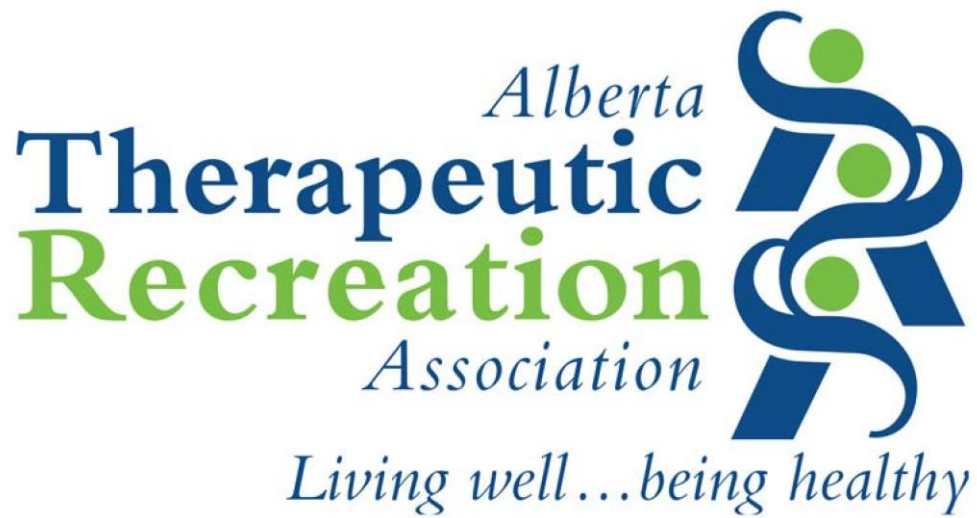
F. PROFESSIONAL MEMBERSHIP RENEWAL LAPSE of 3 CONSECUTIVE YEARS OR MORE:

IMPLICATIONS: Category B
RETAIN ACCESS to your membership online profile, email correspondence, Long Service Recognition Program and ATRA & CTRA committee participation
All other membership rights and benefits are removed until renewed.

IMPLICATIONS: Categories C, D & E
-RETAIN ACCESS to your membership online profile.
-Long Service Recognition Program starts at year one
All other membership rights and benefits are removed until renewed.



APPLY AS A NEW APPLICANT



Alberta Therapeutic Recreation Association

www.alberta-tr.org