

*Canadian Therapeutic Recreation Association  
Association canadienne de loisir thérapeutique*



*Uniting Therapeutic Recreation across Canada  
Unifiant le loisir thérapeutique à travers le Canada*

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**Canadian Therapeutic Recreation Association  
AGENDA for AGM June 11, 2010, Sheraton, Hamilton, Ontario**

	<b>Items for Discussion</b>	<b>Discussion/Action to be taken</b>
<b>1.0</b>	<b>Call to order</b>	
<b>2.0</b>	<b>Welcome and Introductions</b>	
<b>3.0</b>	<b>Approval of Agenda</b>	
<b>4.0</b>	<b>Approval of Minutes</b>	
<b>5.0</b>	<b>Old Business</b>	
<b>5.1</b>	<b>Annual Report</b>	
<b>5.2</b>	<b>Treasurer's Report</b>	
<b>5.3</b>	<b>BOD Nominations</b>	
<b>5.4</b>	<b>CTRA Conference</b>	
<b>5.5</b>	<b>Adjournment</b>	
<b>5.6</b>	<b>Next AGM date</b>	

**Canadian Therapeutic Recreation Association  
AGM Meeting Minutes for Friday May 15, 2009  
Location: Jasper Ballroom, Four Points Sheraton Hotel, Calgary Alberta**

Members present: **Tanea Goncalves, President; Dianne Bowtell, Past President; Deanna Lesage, Western Regional Director; Kathy Peters, Secretary, and 56 members in good standing of the association.**

	<b>Items for Discussion</b>	<b>Discussion/Action to be taken</b>
<b>1.0</b>	<b>Call to order</b>	Dianne Bowtell, sitting in for Tanea Goncalves, called the meeting to order at 3:00 pm
<b>2.0</b>	<b>Welcome and Introductions</b>	The Board of Directors, committee members, CTRA Members, and guests were welcomed to the Annual General Meeting.
<b>3.0</b>	<b>Approval of Agenda</b>	Motion made by Wendy Brown for Addition to agenda regarding announcement by the Canadian Coalition of Day Programs to be added under New Business – seconded by Carolyn Rein - Carried  Motion made by Wendy Brown to approve agenda with addition, seconded by Kate Harriety - Carried.
<b>4.0</b>	<b>Approval of Minutes</b>	Motion to approve Minutes from the Annual General Meeting held May 09, 2008 in St. John’s Newfoundland made by Barb Smith, seconded by Ann Robins- Carried.
<b>5.0</b>	<b>Old Business</b>	CTRA and NCTRC signed the Certification agreement.
<b>5.1</b>	<b>Annual Report</b>	The Annual Reports were made available electronically through email to members as well as at the meeting. Motion to block accepts annual report moved by Jerome Singelton, seconded by Erin Turnell – Carried.
<b>5.2</b>	<b>Treasurer’s Report</b>	Motion made by Wendy Brown to accept Treasurer’s Report as distributed in annual report, seconded by Veronica Seindahl – Carried
<b>5.3</b>	<b>BOD Nominations</b>	The <b>call for the position for Vice-President</b> was made three times from the floor by Past-President Dianne Bowtell. Wayne Bishop nominated as Vice-President 2009 – 2011 by Tanea Goncalves, seconded by Chris Richards – Carried. <b>Call for the position of Secretary</b> was made three times from the floor by Past-President Dianne Bowtell. Dianne Bowtell nominated Kathy Peters as Secretary 2009 - 2011, seconded by Kate Harriety – Carried. The <b>call for the position of Prairie Regional Director</b> was made three times from the floor by Dianne Bowtell. Laurie McAulay was nominated as Prairie Regional Director 2009 – 2011 by Sherri Nelson, seconded by Diane Leonhardt –

		<p>Carried. The <b>call for the position of Communication &amp; Public Relations Director</b> went out three times from the floor from Dianne Bowell with No Response; this position remains vacant. The <b>call for the position of Atlantic Regional Director</b> went out three times from the floor by Dianne Bowtell. Jacqueline Cook was nominated as Atlantic Regional Director 2009 – 2011 by Rhonda Booth, seconded by Jerome Singleton – Carried.</p> <p>Dianne Bowtell thanked outgoing Board Directors Suzanne Yan and Sherri Nelson for their hard work and dedication. Rhonda Booth and Kathy Peters were welcomed to the Board, Wayne Bishop was welcomed to his new position, and all those remaining in their positions were thanked for continuing efforts.</p>
<b>5.4</b>	<b>CTRA Conference</b>	<p>Dianne Bowtell sincerely thanked Lorraine Grover, CTRA 2009 Conference Chair and all the members of the Planning Committee for all their hard work in making this such a successful conference with the 205 delegates. Lorraine Grover called Carolyn Triemstra from Ontario to the floor for the <i>Passing of the Conference Briefcase</i>. Carolyn then introduced the 2010 Conference Theme as <i>The Year We Came Together</i> to be held in May of 2010. All delegates were invited to attend.</p>
<b>5.5</b>	<b>New Business</b>	<p>Wendy Brown announced that the Association of Adult Day Program Managers of Alberta feels they are in need of a National Association. They are proposing the Canadian Coalition of Adult Day Services (CCADS). The brand new Mission Statement is: <i>Creating a community of leaders promoting excellence in Adult Day Services</i>. They have a motto &amp; logo, and are working on their Values. The CCADS requires ideas and suggestions to complete their Values and thoughts regarding marketing and promotion across Canada. If any CTRA member is interested in finding out more please contact Sarah Price at <a href="mailto:sarahp@alzheimercalgary.com">sarahp@alzheimercalgary.com</a> or call her at 1.403.290.0110.</p>
<b>5.6</b>	<b>Adjournment</b>	<p>Dianne adjourned the meeting was adjourned at 3:20 pm</p>
<b>5.7</b>	<b>Next AGM date</b>	<p>May 2010</p>

## President's Report

### Position Profile

The President is the Chief Executive Officer of CTRA and presides over all meetings of the Association and of the Board of Directors. This position is elected on even calendar years.

- Responsible for general and active management of the affairs of CTRA
- Ensure all orders and resolutions of the association are carried into effect
- Ensures the Strategic Plans are fulfilled
- Ensure the Membership Task Force objectives are fulfilled.
- Maintain contracts with association employees.
- Ensures orientation to new CTRA Board Members

“Our ideas, like orange plants, spread out in proportion to the size of the box which imprisons the roots” Edward Bulwer Lytton

It is important that therapeutic recreation in Canada does not impede itself by growing in the confines of a box. Through my many years serving on the CTRA Board of Directors, I have seen that we can achieve so much if we think outside the box. We cannot be afraid to set therapeutic recreation to grow, thrive and expand itself in ways we may not yet have envisioned. An idea, however big or small, nurtured and cultivated to grow, becomes the reality of one's achievements in life is how, from my perspective, dreams come to fruition. I thank CTRA membership for allowing me to grow and serve on the CTRA BOD as President since 2008.

The work and achievement of the Canadian Therapeutic Recreation Association comes from the dedicated individuals who give their time and energy to make our organization stronger. We could not accomplish the tasks of our organization without the commitment from so many. Over the past year, I have chaired the nationwide meetings of the CTRA Board of Directors, where we as a group, have been dedicated to the accomplishment of the strategic plan of the organization. I have also brought together our Provincial Presidents Partners for meetings to share their organizational accomplishments, challenges, learning and networking opportunities in the effort to unite therapeutic recreation in Canada. As well, this year I have also been involved at an international level, attending meetings coordinated by the NCTRC where CTRA, American Therapeutic Recreation Association and National Therapeutic Recreation Society come together to discuss opportunities and challenges within our organizations.

Some of the main goals that the CTRA BOD members have been striving to achieve in the 2009-2010 term are:

- increasing membership numbers through our membership task force,
- communication of our endorsement of the National Council for Therapeutic Recreation Certification as the system of certification for membership
- continue to publicize educational opportunities for therapeutic recreation students and professionals through our education committee and the consortium of educators that evolved from our 2008 conference held in St. John's Newfoundland,
- developing a long-term plan of national conferences to ensure CTRA members have continued learning opportunities,

- recognizing those exceptional therapeutic recreation professionals and organizations who contribute to the growth of Therapeutic Recreation in Canada through our awards program,
- continuing our succession management efforts to find individuals who are interested in volunteering on the CTRA Board to enhance TR in Canada through our nominations program,
- producing the Tribune and updating our website to contribute the knowledge sharing for our members,
- ensuring our promotional materials and publications are bilingual
- uniting therapeutic recreation in Canada through CTRA BOD meetings, Provincial President Partner meetings, communication efforts from our regional directors, and our publications
- representing CTRA on an international scale through meetings coordinated by the NCTRC with American Therapeutic Recreation Association and National Therapeutic Recreation Society
- being fiscally responsible to our members in the efforts to achieve the above goals

During the past year, the CTRA Board members continue to be very busy serving our membership. I know the Board members will continue to strive to achieve the goals of the CTRA, for the growth and development of therapeutic recreation in Canada. I encourage anyone interested in adding to the profession of TR, to volunteer on the CTRA BOD or on one of our committees. From the spark of an idea, so much can and will happen! I thank you for the opportunity in serving as the CTRA president since 2008 and look forward to future opportunities after my term comes to a close in 2010.

Respectfully Submitted by  
Tanea Goncalves Forward  
CTRA President (2008-2010)

## Past President's Report

### Position Profile:

The Past President shall provide the knowledge, experience and network of previous liaisons pertinent to the ongoing progress of the Association. This position was implemented at the 2004 AGM. This position is elected every two years (i.e. 2010, 2012, 2014, etc.)

*"Strive not to be a success, but rather to be of value."* Albert Einstein

After eight years of service on the CTRA Board of Directors, it is time to say farewell to an official capacity on the Board of Directors. I advise new recruits that the demands of office can be consuming as a part time position, however the sense of contribution and the networking opportunities are equally rewarding. The position of past president was recently added to the Board to provide a point of reference for bylaws, archival value and sometimes simply to locate an essential electronic file. The position of past president provides a long range perspective that includes the past, present and future of our association. It has been at the completion of my term that I realized CTRA has grown towards achievement of another hall mark. Several years ago, our association hired a part time staff to meet the growing administrative demands. Now, the association with its rapidly growing membership base has a vision of development beyond the capacity of even the most dedicated group of CTRA board volunteers and staff. CTRA requires a paid staff position to fulfill the association's ambitious and progressive strategic plans. At our 2010 spring meeting, the board accepted the motion to hire a project manager. This position creates an exciting and challenging opportunity for an individual to demonstrate high level professional skills required by the association. This opportunity also allows CTRA to fulfill commitments to enhance membership benefits in a timely and effective manner. At the completion of my terms in three offices, Western Director, President and finally Past President, I feel fulfilled and confident that our national therapeutic recreation association will continue to provide the leadership required to advance with confidence into our collective future.

Respectfully submitted  
Dianne Bowtell  
Past President, 2008 – 2010

## Vice President's Report

### Position Profile:

The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. The Vice President attends all meetings, completes other duties as assigned and reports to the board. This position is elected every two years (i.e. 2007, 2009, 2011, etc.).

### Summary of Outcomes of Responsibilities

- Liaison with provincial and regional associations
- Attended and chaired CTRA board and Provincial/Territorial President's meetings.
- Continued to promote importance of CTRA membership in region.
- Responded to college/university student requests for information.
- Promoted CTRA through several presentations.
- Coordinated 2010 CTRA Awards Committee.
- Coordinated 2010 CTRA Board of Directors Nomination process.

This past year has been a time of remarkable momentum and growth for the Canadian Therapeutic Recreation Association. Collective action from a group of dedicated board volunteers and a savvy administrative assistant has significantly increased the capacity and focus of this growing association. With clear and succinct strategic vision I believe the future of CTRA and the profession of Therapeutic Recreation in Canada shows great promise.

With vision there must be accountability for action. Over the next year the CTRA board of directors and associated committees will be working hard to action these CTRA strategic directions. As you can imagine there is always a need for increased volunteer support. The association has many opportunities available and I would encourage CTRA members to consider joining us. We need your help.

At this point, I would also like to congratulate and pay thanks our CTRA board members who will be completing their term of office and will be moving on to other endeavours. Your dedication, support and confidence in this profession has been felt by more than five-hundred CTRA members.

Respectfully Submitted  
Wayne Bishop  
CTRA Vice President

## Treasurer's Report

### Position Profile:

The Treasurer shall have custody of the funds and securities of CTRA and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements. The Treasurer shall deposit all monies, securities and other valuable effects and disburse funds. The Treasurer shall render to the President and Directors at regular meetings of the board of directors, or whenever it may be required, an accounting of all the transactions and a statement of the financial position of the association. This position is elected every two years (i.e. 2008, 2010, 2012, etc.)

### CTRA ANNUAL REPORT 2010 FINANCIAL REVIEW

April 1<sup>st</sup>, 2009 to March 31<sup>st</sup>, 2010

#### INCOME

Membership fees	22, 379.17
Conference 2009	7, 119. 89

#### TOTAL INCOME

\$29, 499.06

#### EXPENSES

Conference 2009	4, 140.22
Postage	53.98
Telephone (Conferences – Intercall)	5, 306.92
Tribune	120.06
Banking charges	55.26
Administrative Duties	7, 704.60
Promotion	16.14

#### TOTAL EXPENSES

\$17, 397.18

Balance brought forward April 1<sup>st</sup>, 2009

14, 964.72

Income	2009-2010	29, 499.06
Expenses	2009-2010	17, 397.16

Balance Forward – April 1<sup>st</sup>, 2010

\$27, 066.60

Flora Masella  
CTRA Treasurer (2008-2010)

## Secretary's Report

### **Position Profile:**

The Secretary shall give or cause to be given, notice of all meetings. The Secretary shall attend all meetings, act as clerk and record all notes and minutes. The Secretary is the custodian of the corporate seal. This position is elected every two years (i.e. 2009, 2011, 2013, etc.)

### **Summary of Outcomes and Responsibilities:**

- Coordinated and recorded all monthly teleconference meetings for the Board of Directors, and Provincial/Territorial Presidents' meetings
- Distributed summaries of CTRA meetings to promote ongoing communication between provincial/territorial associations and CTRA
- Created and distributed 2010 Annual Report
- Other duties as assigned by the Board.

Respectfully Submitted  
Kathy Peters  
CTRA Secretary (2009-2011)

## Western Director's Report

### Position Profile:

The Western Director is responsible for British Columbia, Alberta and Yukon. Regional Directors facilitate communication between CTRA and the provinces/territories within their region. Directors contact CTRA members, provincial associations, educational facilities and affiliated organizations. Directors attend all meetings, complete other duties as assigned and report to the board. This position is elected every two years (i.e. 2008, 2010, 2012, etc.)

### Summary of Outcomes of Responsibilities

- Submit articles to the ATRAbute, BCTRA's Vision and Views, and TRlbune.
- Ensure communication of information between BCTRA, ATRA, and CTRA is timely.
- Attended the ATRA AGM in October 2009.
- Provide reports for BCTRA, ATRA, and CTRA board meetings.
- Attended the CTRA Annual General meeting in Calgary, Alberta 2009.
- Participated in CTRA monthly board meetings and the bi-yearly Provincial/Territories presidents meetings.
- Provided updates on CTRA for the Northern Region of ATRA.

### Summary of Outcomes of Responsibilities with the Membership Task Force Committee

- Chairperson of the Membership Task Force charged with the goal of increasing CTRA membership. First meeting held January 23, 2007 with monthly meetings following. The committee's objective was to increase membership within CTRA by 75% as of September 2008. Developing partnerships with provinces' associations and coordinate the membership renewal processes would make it easy and effective for joining or renewing membership in CTRA.
- The motto was *Practice Locally, Act Provincially and be Recognized Nationally*. A strong membership base rooted across Canada is an essential component of building a strong national voice.
- October 2007 ATRA signed the first membership agreement with CTRA. This allowed Alberta ATRA and CTRA members to renew their memberships together in one process.
- An agreement was successfully signed with British Columbia Therapeutic Recreation Association (BCTRA) in October 2008 and finalized in October 2009. BCTRA members now have the added benefit of both provincial and national membership by simply being a BCTRA member.
- Therapeutic Recreation Association of Atlantic Canada (TRAAC) membership passed the joint membership agreement at the March 25, 2010 annual general meeting after several years of work.
- The membership task force committee's work has had a positive impact on CTRA membership. As of 2006/2007 membership year CTRA had **208** members. In July 2008 CTRA membership was **261** and by February 2009 it increased to **491** this represents an 88 % increase.

- As of February 2010 the current members of CTRA is **550** members. The positive impact of the TRAAC joint membership agreement should be observed in 2011 with an increase of memberships.
- The goals of this committee are changing to focus more on membership criteria. As a result this committee will be discontinued once all existing joint membership agreements are finalized.
- This committee was successful due to the following dedicated members. Thank you to each of you for all your time and determination to meet the challenge of increasing membership in CTRA. Thank you Dianne Bowtell (AB), Lucy Bridgeman (QU), Jacqueline Cook (NS), Ashley Hinman (Administration Assistant), Rhonda Maclean (NS), Sherri Nelson (SK) and Kathy Peters (AB).

### **Recommendations FOR THE NEXT YEAR**

- Continue with effective and timely communication between CTRA, BCTRA, and ATRA.
- Focus on presenting information regarding CTRA at the educational institutions.
- It is recommended a member from BCTRA represent the Western Director Position as it has been held for 2 terms by a member of ATRA. Currently, BCTRA has the largest representation in CTRA since the joint membership agreement has been signed.

Respectfully Submitted  
Deanna LeSage  
CTRA Western Director (2008- 2010)

## Prairie Director's Report – **COMING SOON**

### **Position Profile:**

The Prairie Director is responsible for the following: Saskatchewan, Manitoba and North West Territories. Regional Directors facilitate communication between CTRA and the provinces/territories within their region. Directors contact CTRA members, provincial associations, educational facilities and affiliated organizations. Directors attend all meetings, complete other duties as assigned and report to the board. This position is elected every two years (i.e. 2009, 2011, 2013, etc.)

Respectfully Submitted  
Laurie McAulay  
Prairie Region Director (2007-2009)

## Central Director's Report

### Position Profile:

The Central Director is responsible for Ontario and Quebec. The regional Director facilitates communication between CTRA and the provinces within the region. Director contact CTRA members, provincial associations, educational facilities and affiliated organizations. The Director attends regular meetings, completes other duties as assigned and report to the board. This position is elected every two years (i.e. 2008, 2010, 2012, etc.)

### Summary of Outcomes of Responsibilities with the Central Direction

- Recreation therapists in Ontario continue to look into licensure in therapeutic recreation. A clear plan was outlined in Toronto in 2009, which comprises several steps. The Central director has been kept informed of developments as they occur.
- Several attempts were made by the central director to establish a more formal liaison with representatives of TRO with no definitive outcomes to report.
- The FQLI is in the very early steps of evaluating the interest, need and possibility of offering the certification exam in French for francophone practitioners. This will likely be an ongoing project for the next year or 2 as clearer distinctions need to be established in job descriptions related to recreation therapists (university degree), leisure technicians (college diploma) and special care counsellors (college diploma). The central director contributed information from the experience of CTRA in this regard. Future consultations will likely be needed.
- The FQLI has also been an active collaborator in the development of a francophone therapeutic recreation degree at the University of Moncton. The central director was kept informed of these developments.
- A very preliminary effort was made by central direction to increase CTRA membership numbers in Quebec. Discussions related to creating a Facebook group and addressing a letter to TR practitioners occurred in collaboration with the membership task force. These options will need to be further solidified in the upcoming year.

### Recommendations for the next year:

- Further attempts to formalize the relationship between the central director and TRO need to be made.
- Consultations with the FQLI regarding certification should be encouraged to facilitate the process.
- A formal plan to increase overall CTRA membership in Quebec should be developed and put into action in the year ahead.

Respectfully Submitted  
Magdalena Blaise, CTRS  
CTRA Central Director (2008-2010)

## Atlantic Director's Report

### **Position Profile:**

The Atlantic Director is responsible for New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland and Labrador. CTRA Regional Directors facilitate communication between CTRA and the provinces within their respective region. Directors contact CTRA members, provincial associations, education facilities and affiliated organizations. Directors attend all CTRA board meetings, complete other duties as assigned and report to the CTRA board. This position is elected every two years (i.e. 2009, 2011, 2013, etc.)

### **Summary of Outcomes of Responsibilities:**

- Served as interim Atlantic Representative for the Membership Task Force
- Facilitated negotiations between Therapeutic Recreation Association of Atlantic Canada (TRAAC) and the Membership Task Force on numerous drafts of the joint membership agreement
- Presented on benefits of joint membership agreement at TRAAC AGM to TRAAC membership
- Created CTRA poster presentation to promote membership at the TRAAC conference
- Donated promotional material to TRAAC delegate packages to encourage membership sign up at Atlantic conference
- Contacted Atlantic Provincial Presidents (TRAAC, NSRPH, & NLTRA) monthly for updates from them to report to CTRA BOD and provided them monthly updates from CTRA
- Brought Atlantic membership requests to BOD meetings
- Attended all CTRA board meetings and Provincial/Territorial President's meetings
- Actively participated in strategic planning of the CTRA BOD
- Attended CTRA 2009 Annual General Meeting

### **Goals for the next Year:**

- Maintain monthly communication with the Newfoundland and Labrador Therapeutic Recreation Association, Nova Scotia Recreation Professionals in Health, and the Therapeutic Recreation Association of Atlantic Canada
- Increase communication with CTRA members in the Atlantic region.
- Continue to promote and support CTRA board initiatives
- Continue to encourage CTRA member recruitment in the Atlantic Region

Respectfully Submitted  
Jacqueline Cook, CTRS  
CTRA Atlantic Director (2009-2011)

## Communications and Public Relations Director's Report

### **Position Profile:**

The Director of Communications/Public Relations submits regular reports to the CTRA Executive Committee and quarterly reports by established deadlines for the Newsletter and other duties as assigned by the CTRA Executive or Board of Directors. This is a two-year term (i.e. 2009, 2011, 2013, etc.)

The Communications and Public Relations (C & PR) Director's position is currently vacant. The CTRA Board seeks a member in good standing who is willing to commit to the position for the 2010 – 2011 year. Below is a detailed position description from the Board Manual. If you are interested in letting your name stand please make your name known at the CTRA 2010 AGM.

The Communications and Public Relations Director promotes national and international awareness of CTRA and builds relationships with CTRA members, partners and affiliates through positive communication in a variety of formats. The C & PR Director handles all public relations requests and considers opportunities presented to CTRA in the form of tradeshow, donations, and other marketing activities for the profession of Therapeutic Recreation.

1. The C & PR Director facilitates internal and external communication between the CTRA board, the members and other partner organizations.
  2. The C & PR Director develops and promotes public relations activities i.e. TR Week, Annual CTRA Conference, Media Relations.
  3. The C & PR Director ensures the objectives of the following committees are fulfilled: Tribune Newsletter, Web Page; Conference Journal, Bilingual Translation, Promotions and Marketing
  4. Director attends all meetings, complete other duties as assigned and report to the board.
  5. Director attends Board meetings and Provincial Presidents meetings reports on progress.
- Director writes an annual report on activities for the AGM Report

## Certification Director's Report

The Certification Director is responsible for all actions directed toward developing a National Certification program, will submit regular reports to the Canadian Therapeutic Recreation Association Board of Directors and complete other duties as assigned by the Board of Directors. This position is elected every two years (i.e. 2008, 2010, 2012, etc.)

- 1) With the signing of the agreement between NCTRC and CTRA at last year's annual conference in Calgary it has been a slow year in the Certification Directors portfolio
- 2) The Certification Task Force was disbanded in the fall due meeting its primary directive of creating or bringing a certification process to Canada.
- 3) The Certification Director keeps in contact with NCTRC to keep that relationship and to be informed of any changes that are happening with certification.
- 4) As the Certification Director I continue to field questions and emails about certification and help people obtain the information they require to become certified.
- 5) I have also created a FAQ about certification that has been posted on the CTRA website.
- 6) I have also talked to the CTRA president about discontinuing the role of Certification Director after this current term which is in its final year. I feel that there is not a need for a Certification Director and that it may be better used to create an Education Director or something like that as now that we have certification in place we need to focus on getting our educational institutions on board to enable practitioners to get the education they need.

Respectfully Submitted  
Chris Richard  
Certification Director (2008-2010)

## Education Liaison Committee

### **Background Information:**

This Committee was established at the May 12, 2005 Board of Directors' meeting held in Vancouver at the 2005 Conference. I was appointed the first Chairperson of this committee at the September 28, 2005 CTRA Board of Directors' Meeting.

The committee was struck to provide CTRA members and investigating potential therapeutic recreation students, current information on educational opportunities within Canada. Initially, this entails establishing and maintaining a web-based reference document for pre-students considering a career in therapeutic recreation or pursuing post-graduate studies.

### **Current Situation:**

For the past three years I have chaired this committee from a position outside of the board of directors. This year the current board of directors had discussions around this situation and has made the decision that they would look at developing a new board position that would include the portfolio of education. I view this development as very positive as it will give the committee chair a more formalized voice at the table. At this point the new position is being drafted and will be introduced in the future. This new position and the scope and mandate of this committee help reflect the evolution of TR and TR education in this country.

I view it as a great development that in five short years we have grown enough as a profession to go from first developing a committee to oversee topics related to education to increasingly formalizing that position within the structure of CTRA.

As we wait for these changes to be finalized, I am happy to operate as chair of this committee by dealing with issues and questions of relevance to the portfolio.

### **Highlights of this Past Year**

- Committee chair co-presented at the 2009 CTRA conference in Calgary with Dr. Jerome Singleton and Dr. Rick Green on TR Education (focus on articulation and continuing education opportunities)
- Hosted an educator's meeting at the 2009 CTRA conference to allow for dialogue and networking between Canadian and American educators in attendance
- Established a more formalized and thorough mailing list of individuals interested in educational issues to help disseminate information
- Continued to monitor and update TR educational opportunities in Canada. Congratulations to the University of Regina for their new degree designation in TR!
- Replied to a number of requests for information on TR education in Canada from interested students and professionals

### **Goals for the Next Year**

- Continue to respond to questions and requests for information as needed
- Share information through the TR educators email list

- Work with the CTRA Board of Directors in whatever ways needed as they develop a new portfolio related to education
- Aid the new director as they transition into the position

Respectfully Submitted  
Mark Parolin  
Educational Liaison Committee Chair

With great sadness I would like to take this opportunity to pass on news of the unfortunate loss of Dr. Gonzaga da Gama. He passed away unexpectedly June 29, 2009 while travelling in Kenya. Gonzaga was a regular contributor to the TR profession in Canada through his involvement in our national conferences. His spirit and enthusiasm will surely be missed by the many lives he touched.

## Awards Committee Report

The Canadian Therapeutic Recreation Association maintains a commitment to promoting professional standards and recognizing member's outstanding contributions to the field of Therapeutic Recreation. The annual CTRA Awards program was established in 2004 to pay tribute to the many significant contributions made each year. It serves to recognize those who have taken an active role in building CTRA and the Therapeutic Recreation profession and in Canada.

The Awards Program Committee has worked collaboratively with the Board of Directors, TR practitioners, students, and educators across Canada to establish the 2010 awards program. The focus of the 2010 awards program and ceremony is to acknowledge excellence in Therapeutic Recreation leadership, education, clinical practice and research while making significant contributions to the Therapeutic Recreation profession.

### **Summary of Outcomes and Responsibilities:**

- Launched a full CTRA Awards Program package, and communicated availability of awards to members.
- Developed certificates to honour and acknowledge the recipients of our five and ten year members.
- Investigated and secured new award merchandise.
- Conducted meetings and business electronically (by email) to minimize CTRA expenses.
- Developed a revised CTRA awards nomination package.

Respectfully Submitted  
Wayne Bishop  
Awards Committee Chair, 2010

## Nominations Committee

The Nominations Committee consists of a Chairperson and a minimum of two members whose term of office is one year, with the option of additional years at the request of the Board. The committee reports through the Vice President to the CTRA Board of Directors.

### **Summary of Outcomes and Responsibilities:**

- Established Nominations committee.
- Revised full CTRA nominations package.
- Outlined CTRA board vacancies as per the Association Bylaws, Article IV, Section 2, for distribution to the CTRA membership.
- Coordinated nominations received and mailed letters of congratulations to those nominated..
- Compiled biographical information of nominees for inclusion into the AGM Package.
- Will conduct the Election of Directors, as outlined in the Association Bylaws, Article IV, Section 2, Election of Directors, at the Annual General Meeting. This will include preparation of secret ballots and the appointment of scrutineers'.
- Ensured time lines guiding the above procedures are strictly adhered to.
- Maintained complete operational files for the Nominations Committee.

Respectfully Submitted  
Wayne Bishop  
Awards Committee Chair, 2010

## Appendix A- Declaration of Audit

Finance Department

Declaration of Audit

I, Dayna Morrow, a member in good standing of the Canadian Therapeutic Recreation Association have reviewed and audited the financial statements for the CTRA. This audit included the banking statements and transactions from the account used by the Association from

PERIOD: April 1<sup>st</sup>, 2009 to March 31<sup>st</sup>, 2010

Bank account: Royal Bank of Canada  
Viau & Robert Branch  
8689 Viau Blvd  
St. Leonard (Quebec)  
CANADA  
H1R 2T9

I found the bank statement match the transaction reports and reconcile to \$0.00 variance. All the receipts and cancelled cheques match all posted transactions. I found no mismanagement or misappropriation of association funds.

Dayna Morrow  
Vanier College  
821 avenue Sainte-Croix  
Saint-Laurent (Quebec)  
H4L 3X6

Flora Masella  
CTRA Treasurer (2008-2010)

## Appendix B- Membership Report

Total Memberships for the 2009 / 2010 Membership Year – 551  
 This represents a 45.8% increase in membership from the  
 previous year's total membership of 378

Distribution by Membership Category	2009/10	2008/09	2007/08
Full	469	352	219
Student	82	26	18
Distribution by Province			
British Columbia	227	50	39
Alberta	205	187	91
Saskatchewan	23	25	22
Manitoba	2	3	2
Ontario	60	60	48
Quebec	15	25	16
New Brunswick	3	5	3
Nova Scotia	8	15	9
Prince Edward Island	0	0	0
Newfoundland & Labrador	3	5	4
Yukon	1	1	1
North West Territories	3	2	0
Nunavut	0	1	1
Out of Country (USA)	1	1	1

Respectfully Submitted  
 Ashley Hinman  
 CTRA Administrative Assistant



# Bylaws

**ARTICLE I            NAME**

The name of the corporation shall be Canadian Therapeutic Recreation Association

**ARTICLE II            CORPORATE SEAL**

The corporate seal of the Canadian Therapeutic Recreation Association shall be in the custody of the secretary. A certified document of the Canadian Therapeutic Recreation Association shall be authenticated by two of the president, vice-president, secretary and treasurer. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Canadian Therapeutic Recreation Association.

**ARTICLE III            MEMBERSHIP**

**Section 1                Members in Good Standing**

Members in the Canadian Therapeutic Recreation Association shall be limited to persons interested in furthering the objects of the Canadian Therapeutic Recreation Association and shall consist of anyone whose application for admission as a member has received the approval of the board of directors of the Canadian Therapeutic Recreation Association.

Membership is non-transferable

A member shall be deemed to be in good standing when the conditions outlined in Article III, Section 1 have been met, and the membership fee has been paid for the current year.

Membership fees shall be established by the board of directors of the Canadian Therapeutic Recreation Association for the membership year commencing one year in advance. Such fees shall be on a yearly basis and shall be due and payable on the first day of the membership year. The membership year shall be designated as April 01 to March 31.

**Section 2                Withdrawal of Members**

A member may withdraw from the Canadian Therapeutic Recreation Association, without refund of membership fee, by delivering written resignation to the president of the Canadian Therapeutic Recreation Association. Such member shall remain liable for payment of all debts owed by that member to the Canadian Therapeutic Recreation Association. Such member may be readmitted to membership, in accordance with Article III, Section 1.

The board of directors shall have the power, by a vote of at least three-fourths (3/4) of the directors present, to suspend or expel a member with reasonable cause. No member shall be suspended or

expelled without first having been given written notice of the suspension or expulsion giving full details of the cause of the suspension or expulsion. The board of directors shall provide the suspended or expelled member with an appeal hearing and shall examine all relevant facts. The decision of the board of directors following the appeal hearing shall be final. The final decision shall be by a vote of at least three-fourths (3/4) of the Directors who are present and in person.

### **Section 3                      Meetings of Members**

The annual or any other general meeting of the members shall be held at any place in Canada as the board of directors may determine and on such day as the said directors shall appoint.

At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year. The members may consider and transact any business, either special or general, at any meeting of the members. The board of directors or the president or vice-president shall have power to call, at any time, a general meeting of the members of the Canadian Therapeutic Recreation Association. The board of directors shall call a special general meeting of members on written requisition of members carrying not less than five percent (5%) of the voting rights. Twenty-one (21) members in person at a meeting will constitute a quorum.

Thirty (30) days written notice shall be given to each voting member of any annual or special general meeting of members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken.

At all meetings of members of the Canadian Therapeutic Recreation Association, every question shall be determined by a majority of votes unless specifically provided by statute or by these by-laws. Each voting member present at a meeting shall have the right to exercise one vote. Such vote shall not be by proxy. A resolution in writing, signed by all the members entitled to vote on that resolution at a meeting of members, is as valid as if it had been passed at a meeting of the members.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Canadian Therapeutic Recreation Association shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be the last address recorded on the books of the Canadian Therapeutic Recreation Association.

## **ARTICLE IV                      BOARD OF DIRECTORS**

### **Section 1                      First Directors**

The applicants for incorporation of the Canadian Therapeutic Recreation Association shall be the first directors of the Canadian Therapeutic Recreation Association whose term of office on the board of directors shall continue until their successors are elected. At the first meeting of members, the board

of directors then elected shall replace the first directors named in the letters patent of the Canadian Therapeutic Recreation Association.

## **Section 2                      Composition**

The property and business of the corporation shall be managed by a board of ten (10) directors of whom six (6) shall constitute a quorum. There shall be a president, vice-president, secretary, treasurer and six (6) directors-at-large. The president, vice-president, secretary and treasurer shall be known as officers.

Directors must be individuals, eighteen years of age with power under law to contract. Directors shall be members of the Canadian Therapeutic Recreation Association.

Directors shall be elected at an annual meeting of members. Five (5) directors shall be elected in each year; directors shall be elected for a term of two years. The president, treasurer and three (3) directors-at-large shall be elected in even years and the vice-president, secretary and three (3) directors-at-large shall be elected in odd years.

A retiring director shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is elected.

The office of director shall be automatically vacated if a director has resigned the office by delivering a written resignation to the secretary of the Canadian Therapeutic Recreation Association; if a director ceases to be a member in good standing of the Canadian Therapeutic Recreation Association; upon death; or if at a special general meeting of members, a resolution is passed by a majority of the members present at the meeting that the director be removed from office. If any vacancy shall occur for any reason, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the Canadian Therapeutic Recreation Association.

## **Section 3                      Meetings of the Board of Directors**

Meetings of the board of directors shall be held at any time and place to be determined by the directors, provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each director. Notice by mail shall be sent at least fourteen (14) days prior to the meeting.

There shall be at least one (1) meeting per year of the board of directors. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the Canadian Therapeutic Recreation Association shall invalidate such meeting or make void any proceedings taken thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

Each director is authorized to exercise one (1) vote. Such vote shall not be by proxy. A resolution, in writing, signed by all the members entitled to vote on that resolution at the meeting of the board of directors, is as valid as if it had been passed at a meeting of the board of directors.

If all the directors of the Canadian Therapeutic Recreation Association consent thereto generally or in respect of a particular meeting, a director may participate in a meeting of the board or of a committee of the board by means of such conference telephone or other communication facilities as permit all

persons participating in the meeting to hear each other, and a director participating in such a meeting by such means is deemed to be present at the meeting.

#### **Section 4                      Remuneration**

The directors, officers and committee members shall serve as such without remuneration and no director, officer or committee member shall directly or indirectly receive any profit from his position as such; provided that a director, officer or committee member may be paid reasonable expenses incurred by him in the performance of his duties.

A reasonable remuneration for all agents and employees shall be fixed by the board of directors by resolution.

#### **Section 5                      Powers and Responsibilities**

The board of directors of the Canadian Therapeutic Recreation Association shall, subject to the by-laws and in consideration of the objects of the Canadian Therapeutic Recreation Association, consistent with good business practice fairly and justly control and manage the interests, business and affairs of the Canadian Therapeutic Recreation Association.

The board of directors of the Canadian Therapeutic Recreation Association may administer the affairs of the Canadian Therapeutic Recreation Association in all things and may make or cause to be made for the Canadian Therapeutic Recreation Association, in its name, any kind of contract which the Canadian Therapeutic Recreation Association may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do such other acts and things as the Canadian Therapeutic Recreation Association is by its charter or otherwise authorized to exercise and do. In no case shall any money be borrowed or debt contracted in the name of the Canadian Therapeutic Recreation Association without the unanimous approval of the board of directors.

The board of directors of the Canadian Therapeutic Recreation Association shall have the power to authorize expenditures on behalf of the Canadian Therapeutic Recreation Association and may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

The board of directors of the Canadian Therapeutic Recreation Association shall take such steps as they may deem requisite to enable the Canadian Therapeutic Recreation Association to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Canadian Therapeutic Recreation Association.

## **ARTICLE V            OFFICERS**

The officers of the Canadian Therapeutic Recreation Association shall be president, vice-president, secretary and treasurer. Such officers shall be directors. Officers shall be elected at an annual meeting of members. The officers of the corporation shall hold office for two (2) years from the date of appointment or election or until their successors are elected or appointed in their stead. Officers shall be subject to removal by resolution of the board of directors at any time.

The president shall be the chief executive officer of the Canadian Therapeutic Recreation Association. He shall preside at all meetings of the Canadian Therapeutic Recreation Association and of the board of directors. He shall have the general and active management of the affairs of the Canadian Therapeutic Recreation Association. He shall see that all orders and resolutions of the board of directors are carried into effect.

The vice-president shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as shall from time to time be imposed upon him by the board of directors.

The treasurer shall have the custody of the funds and securities of the Canadian Therapeutic Recreation Association and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Canadian Therapeutic Recreation Association in the books belonging to the Canadian Therapeutic Recreation Association and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Canadian Therapeutic Recreation Association in such chartered bank, or in the case of securities, with such registered dealer in securities as may be designated by the board of directors from time to time. He shall disburse the funds of the Canadian Therapeutic Recreation Association and may be directed by proper authority taking proper vouchers for such disbursements and shall render to the president and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Canadian Therapeutic Recreation Association. The treasurer shall perform such other duties as may from time to time be imposed upon him by the board of directors.

The secretary shall attend all meetings of the Canadian Therapeutic Recreation Association and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He shall give or cause to be given notice of all meetings of the members and of the board of directors. The secretary shall perform other such duties as may from time to time be imposed upon him by the board of directors. He shall be custodian of the seal of the Canadian Therapeutic Recreation Association, which he shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.

## **ARTICLE VI            EXECUTION OF DOCUMENTS**

Contracts, documents or any instruments in writing requiring the signature of the Canadian Therapeutic Recreation Association, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the Canadian Therapeutic Recreation Association without any further authorization or formality. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the Canadian Therapeutic Recreation

Association to sign specific contracts, documents and instruments in writing. The seal of the Canadian Therapeutic Recreation Association when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

#### **ARTICLE VII FINANCIAL YEAR**

Unless otherwise ordered by the board of directors, the fiscal year end of the Canadian Therapeutic Recreation Association shall be March 31.

#### **ARTICLE VIII COMMITTEES**

The board of directors may appoint committees whose members will hold their office at the will of the board of directors. The directors shall determine the duties of such committees.

#### **ARTICLE IX AMENDMENT OF BY-LAWS**

The by-laws of the Canadian Therapeutic Recreation Association not embodied in the letters patent may be repealed or amended by by-law enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the members at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry, Science and Technology has been obtained.

#### **ARTICLE X AUDITORS**

The members shall, at each annual meeting, appoint an auditor to audit the accounts of the Canadian Therapeutic Recreation Association for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor

#### **ARTICLE XI BOOKS AND RECORDS**

The directors shall see that all necessary books and records of the Canadian Therapeutic Recreation Association required by the by-laws of the Canadian Therapeutic Recreation Association or by any applicable statute or law are regularly and properly kept.

## **ARTICLE XII            INDEMNIFICATION**

Every director or officer of the Canadian Therapeutic Recreation Association or other person who has undertaken or is about to undertake any liability on behalf of the Canadian Therapeutic Recreation Association (their heirs, executors and administrators, assigns and estates) shall from time to time and at all times, be indemnified and held harmless out of the funds of the Canadian Therapeutic Recreation Association from and against:

- a) all costs, charges and expenses which such director, officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of his office or in respect of any such liability;
- b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

## **ARTICLE XIII            PARLIAMENTARY AUTHORITY**

All meetings of the Canadian Therapeutic Recreation Association shall be governed by the rules of procedure contained in the most recent edition of Robert's Rules of Order where they are not inconsistent with these by-laws, with special rules of the Canadian Therapeutic Recreation Association, or with the provisions of the Canadian Corporations Act.

In these by-laws the singular shall include the plural and the plural shall include the singular and the masculine shall include the feminine.

## **Annual General Meeting 2010 Preparation Call for Bylaw Amendments and Resolutions**

### **Bylaw Amendments**

In accordance with the CTRA Bylaws, and Policy 2.0 *Amendments of Bylaws*, the Canadian Therapeutic Recreation Association is requesting our membership to submit any proposed amendments to the existing Bylaws of the Association. The proposed amendments must:

- ❖ Be clear, and make specific reference to the Article it will affect
- ❖ Be submitted in exact wording
- ❖ Be submitted via email by **May 31, 2010**
- ❖ Be submitted by two members in good standing

If a proposed amendment does not meet the following criteria, it will be treated as though it is a Resolution to the Board. The Board will then propose the amendment to the AGM. You will be emailed a confirmation of your amendment if received prior to May 31, 2010.

### **Resolutions**

The Canadian Therapeutic Recreation Association is requesting our membership to submit any Resolutions that will assist in directing discussion at the AGM and provide direction to the Board of Directors.

Resolutions will be accepted at any time until the beginning of the AGM and will be accepted from the floor during the Resolutions or New Business portion of the meeting.

A copy of the Canadian Therapeutic Recreation Association Bylaws and a copy of the Bylaw Amendment form are available on the CTRA Web Page [www.canadian-tr.org](http://www.canadian-tr.org).

Please submit Amendments and Resolutions to:

Tanea Goncalves  
CTRA President, 2008 - 2010  
Via [president@canadian-tr.org](mailto:president@canadian-tr.org)