



## **ANNUAL GENERAL MEETING**

Saturday, JUNE 19<sup>th</sup>, 2010

Citadel Inn, Halifax

### **MINUTES**

#### **1. CALL TO ORDER**

##### **Chair's Remarks**

I would like to welcome you to the Citadel Inn Halifax, and bring to order this year's Nova Scotia Dental Assistants Association Annual General Meeting 2010.

We will follow the basic meeting format to keep the afternoon running smoothly. When a motion is made and the question is asked: For, Against, Abstain, we will ask for a show of hands. Please keep your hand held up until the count is completed for each section. The quorum for this Annual General Meeting will be 50% + 1. This year's quorum is 33 votes. We ask those in attendance be considerate of the meeting proceedings and stay until the end of the meeting to keep the quorum accurate. Please ensure that all cell phones and electronic devices are turned off during the meeting.

##### **Introduction of the Board of Directors**

The chair introduced the Board Members and identified their position on the Board.

##### **Announcements**

1. NSDAA's AGM 2011 will be held in Truro at the Best Western June 17<sup>th</sup> to 19<sup>th</sup>s
2. CDAA will be holding this years' AGM/Convention in Saskatoon, Saskatchewan September 9<sup>th</sup> to 12<sup>th</sup>. For more information please visit the CDAA website.
3. The washroom is located out the doors and to your right.

#### **ADOPTION OF THE AGENDA**

##### **MOTION #1** (Natalie Penney, Denise Hubley)

"I move to accept the agenda for NSDAA AGM 2010."

Motion Carried.

#### **2. PRESIDENT'S REPORT**

#### **3. NSDAA FACILITATION WITH GRANT FELTMATE**

Grant reviewed with members in attendance the process the Board had gone through over the past 8 months. The Board worked on Mission Statement, Value Proposition, Core Purpose and Potential Initiatives to enable the Association to move forward. Members present rated the potential initiatives and added others to the list. Members where then asked if there was a specific initiative they would like to be on a committee for to move the item forward. Names where added and committees formed.  
See Appendix "A".

#### **4. ADOPTION OF THE MINUTES**

##### **MOTION #2** (Louise Doucet, Dianne Cook)

"I move that the minutes of the NSDAA AGM in Bridgewater, Nova Scotia on June 6<sup>th</sup>, 2009 be accepted as distributed to members in the September 2010 Mailout."

Motion Carried

## **5. AFFILIATE REPORTS**

### **CAPE BRETON AFFILIATE – Nadine Boutilier (not present)**

Cape Breton Affiliate has had three meetings since my last report. We had a social/meeting at Pizza Delight on March 27<sup>th</sup>, where we had a disappointing three members attend. I want to thank those who did come and sorry to the ones that regretfully could not make it. There's always next year!!! Our next two meetings took place March 23<sup>rd</sup> and May 17<sup>th</sup>, (at CBBC). We had a great turnout for the last meeting with 12 students and 14 members in attendance. The school/students provided drinks and snacks and we had a great night giving out lots of door prizes to everyone. At the meeting we talked about the toothbrush drive that was going to take place on May 29<sup>th</sup>, and had lots of students volunteer. We hope to do the drive again next year. During the meeting we discussed our Association and what it can do for them. We also emphasized the importance of taking an active role. I hope to see some new faces next year at our meetings. I am sorry I could not make the AGM. I hope everyone has a super HOTTTTTT summer and see you in the fall.

### **HRM AFFILIATE – Michelle Fowler**

Another year has passed us by just as quickly as the last. The HRM affiliate had a fairly quiet year. We had four meetings that were attended by an average of 10 members. We had to move our meetings this year to the boardroom of the Halifax Professional Center due to the construction going on at NSCC-IT. The new location seemed to suit everyone just fine and it was a lovely spot to hold our annual Christmas Potluck in November. We did struggle with getting a full executive team in place this past year but I am pleased to say that for 2010/2011 we are back up to speed with all positions filled. Catherine Cooke will take over the helm as President, Joy Beeler and Rhonda Sieniewicz will be co-Vice Presidents, Tanya Butler will come in as Secretary and Judy Oakley will stay on as Treasurer. I will be moving on to the position of President for the NSDAA and will be remaining actively involved in the HRM affiliate. It is our hope to have a CE Day in the Fall so stay tuned to the NSDAA website and your mailouts for further news. As always we would like to thank Janice Bruce from Medclub for providing snacks and refreshments at all of our meetings.

### **NORTHERN NOVA AFFILIATE – Donna Ruston**

Our affiliate had a fairly quiet year, having 5 meetings with great turnouts at each meeting. This year we held our Dental Assistants Week Wine & Cheese in Amherst at the Super 8 Motel hoping to involve more of our members from that end of our affiliate. Unfortunately we had a very small turnout, but the ones who were there had a great social evening with lots of friendship, laughter & wine!

We are once again planning another Fall CE Day. This year we once again donated a couple of door prizes to the annual Northern Nova Dental Society Ski & CE Day, which rumour has it was once again a huge success. We also made monetary donations to the Friends of the Seniors Society in memory of the passing of Dr. Robert Rix as well as the passing of Soley Lynds, father to former Northern Nova Past President, Wendy Lynds. Our affiliate will be looking for a new president for next year as I have accepted the nomination of president elect for the NSDAA. I am hoping that since our affiliate is so strong, someone will step forward to do this so that our affiliate doesn't lose our voice at the Board level for the members of the Northern Nova Affiliate. I wish a safe & happy summer to all members of the NSDAA & look forward to seeing everyone again in the fall.

### **SOUTH SHORE AFFILIATE – Stephanie Mailman**

Since the last AGM the South Shore Affiliate held 5 meetings with reasonable attendance. On October 17<sup>th</sup> 2009 we held a successful CE Day at the Bridgewater Superstore. We Thank Dr Thompson and his team (Deb Hutchinson and Deanna Gionet) for their time and expertise. We had 30 in attendance. Dr Carmichael's office hosted the Annual Christmas Dinner. This year it was a great success and was held on November 20<sup>th</sup> 2009 at Boston Pizza in Bridgewater. There were lots of laughs and many door prizes. We will decide this fall which office will host for 2010. In keeping with the Christmas spirit the Affiliate always likes to make a special donation during the holidays. This year we purchased a Gold Light Bulb from Hillside Pines in Memory of Brian Bell (late husband of Sally Coleman) and also selected a tag from the Giving Tree at the Bridgewater Mall in the amount of \$50. In March it was nice to get everyone together for a supper at Pizza Delight in celebration of DAW. There was a tooth brush drive organized to promote Oral Health Month in April but had to be cancelled because we did not end up with enough volunteers to support the event. The event was not rescheduled as it was hard to co-ordinate an date with everyone's busy schedules. For the AGM this year it was announced that the Affiliate will be covering the cost of the hotel for each member, for one night of the AGM. This is offered to any member who attends the Annual Meeting. The Executive is hoping this will encourage people in our Affiliate to come and participate while making the weekend more affordable. In April I, (Stephanie Mailman) announced to the Affiliate that I will be stepping down as President. My last meeting will be held on June 21<sup>st</sup> 2010 at 7pm at the office of Dr Stacey Hughes and Dr Sarah Atkinson in Bridgewater. I hope many of our members will be able to attend as this will be a very important meeting,

discussing the future of the South Shore Affiliate. I would like to thank my fellow Board Members and Affiliate Members for the help and support over the last 3 years. I feel we have a very strong affiliate and hope there are other members ready and willing to step up and help with executive positions for the 2010/2011 year. There are meetings scheduled for September 16<sup>th</sup> and November 18<sup>th</sup>, at this time. After the meeting in June we can move forward and plan for future meetings.

#### **6. EXECUTIVE DIRECTOR'S REPORT – Lynda Foran**

To date NSDAA has a membership of 773 which includes students from NSCC-IT and CBBC. Thirteen members from 2009 notified the office they would not be renewing their membership for 2010. Thirty-three members paid the NSDAA late fee to obtain their membership.

I attended the CDAA AGM in Mississauga, Ontario in conjunction with the Third Annual ODAA Conference September 24 – 26<sup>th</sup>. This event included a corporate members meeting to identify the priorities for CDAA.

The association continues to struggle with participation at both the board and affiliate level. The Board worked with facilitator Grant Feltmate throughout the year to help give us direction and to help us understand if our expectations are realistic and what the members want. Our hope is after this AGM today, June 19<sup>th</sup>, with participation of members present we will all move forward together.

In April I participated in the toothbrush drive that NSDAA was doing around the province to promote the dental assisting profession during oral health month.

We will be changing the insertion date for the NSDAA 2011 Calendar so members will have it for the beginning of the year. **Pride yourself on your profession as you are a key member of the dental team**

#### **7. NSDAA REPRESENTATIVES REPORTS**

##### **CDAA REPORT – Marina Crawford**

The annual Meeting of the Canadian Dental Assistants Association took place on September 25-27/ 2009 in Toronto, Ontario. This year's meeting was held in conjunction with the Ontario Dental Assistants Association who was celebrating their 75<sup>th</sup> anniversary. They hosted a busy weekend of continuing education, meetings and social events. The Saturday night Presidents Dinner saw Elaine McKay from Alberta installed as President of the CDAA 2009/2010.

One of the main meetings all provinces participated in was a workshop focused on "The Pathways to Success Document". Members were asked to comment on a discussion document relating to proposed changes to the CDAA Strategic Plan (2008-2012). CDAA wanted to consult with their members so the CDAA Board of Directors and staff could have a clear idea of the needs and priorities of the Corporate Members. It was a very productive session with a lot of spirited discussions taking place. Some of the highlights to come out of this consultation were: build a financial reserve, engage executive director full time, strengthen relationships with other associations, enhance communication vehicles such as CDAA Journal, website and newsletters and develop web-based continuing education. A Pathways to Success committee was formed and the committee came up with two areas to focus their energies on: Online Dental Assisting Education and Communication. Their plan states a number of goals:

- Production of a pilot online CE course including a video and audio for the AGM in September 2010
- Update of a number of CDAA CE courses so we can put them online
- Creation of new online courses (involves research)
- Update the website so it is more user-friendly and more oriented towards the needs of our Corporate Members
- integrate new Social Media and produce different tools to provide national and international news to the Corporate Members

The CDAA Board Members have asked staff to research various aspects of membership on a National level. CDAA is to look at the figures (members, potential members, cost per province, services provided by the Provincial Association, etc.), to document the best practices in the industry, to produce a document and share the content of the research with the Corporate Members. We hope to develop an electronic survey send it to you this summer and be able to share the results at the Conference in September 2010.

The Annual Dental Assisting Regulatory Authorities meeting took place on April 21, 2010 in Ottawa, Ontario. The CDAA hosts this meeting on behalf of the DARA's to help facilitate collaboration on labor mobility issues and to discuss mutual interests regarding dental assisting regulation. Each regulatory authority provided a provincial report for their province and guest attendees, the CDAC, NDAEB, ODAA, AADQ and CDAA provided reports on behalf of their organization. A representative from HRSDC gave a presentation on the new changes to the Agreement on Internal trade Chapter 7- Labor Mobility and informed of funding possibilities for labor mobility initiatives. Several other topics were discussed such as infection control issues, additional skills for dental assistants and employers of dental assistants.

The Dental Assistant Educators of Canada (DAEC) has discussed the possibility of reintegrating with CDAA. Discussions surrounding the best way to proceed in regards to the financial and administrative support took place. It seems that DAEC is very interested in being part of CDAA in a more formal way. More meetings will be taking place to explore what kind of an agreement we can be made. The CDAA sees this partnership as being valuable to all parties.

The Past President, Lucie Fournier, asked all Board Members to vote for the candidates for the position of President and Vice President. It was her privilege to announce that, the CDAA President for the year 2010-2011 is Joan Lamswood from Newfoundland and the elected Vice- President for the year 2010-2011 is Janet Hazen from Alberta. Both ladies will be installed at the Presidents Dinner at the AGM in Saskatoon.

The Annual General Meeting will take place in Saskatoon from September 9 to 12, 2010. We expect to have a number of engaging meetings and a magnificent President's Dinner. Electronic copies of the registration form will be sent out in June as well as published on our website. We are hoping to increase attendance to our events, please make the time to join us.

### **The PDB of NS REPORT – Judy Oakley**

There were three Provincial Dental Board meetings since our last AGM, Sept 18, 2009, Jan 13, 2010 and May 28, 2010. Due to a death in my family I was unable to attend the Sept meeting.

I have been working on the Governance Policy Manual Committee; the manual was presented in sections as it was completed for the Board's consideration. At the June meeting the committee approved the final section and now the Provincial Dental Board will start to implement the recommendations and guidelines outlined in the manual.

The Board reviewed and approved the revised Dental Board License Application form that will make our Board consistent with the documentation required in all other provinces.

The complaints committee reviewed 6 cases and all were dismissed.

There were no Complaints for the Complaints Committee to review.

The Dental Practice Review was conducted for the second year and 68 dentists were sent the Self Assessment Documents and the DPC will review the audit returns.

The Mandatory Continuing Dental Education Committee : RKH Consultants Ltd. Provided the random sample for dentists and dental assistants this year 338 dentists and 361 dental assistants had CE cycles concluding Dec. 31, 2009. A confidence level of 95 % was met by auditing twenty six dentists and twenty one dental assistant. The committee met on March 26th, 2010 for the annual CE audit. The results were as follows:

This year's audit results for 21 RDA's:

Four dental assistants who had incomplete audits.

Two dental assistants had been audited in error, as they were no longer licensed in Nova Scotia - this resulted in 19 dental assistants being audited for 2009.

One dental assistant who did not complete her audit and subsequently relinquished as of April 30, 2010. She will be required to fulfill her CE upon re-licensure and is currently not in good standing.

Three out of the four dental assistants have now satisfied their CE requirements. The remaining dental assistant is short 4 credits and the committee and the registrar have notified the dental assistant that she will have until July 31, 2010 to fulfill her CE requirement.

This year's audit results for 26 DDS's:

The East Coast Endodontic Study Club was asked to re-issue credits as a result of the audit. Because of a misinterpretation the ECSC had claimed double credits "for hands on" for all of their meetings, but a portion of this was actually teaching time. The ECSC has reissued credit verification for their members. Three dentists were asked to re-verify credits received from a study club and have since done so. One dentist had an incomplete audit and required a further 25 credits to complete his audit and this is still outstanding.

The Government appointed public representative Angela Worsley will complete her term at the end of this year and a new appointee will be needed, anyone interested is asked to express their interest to: Executive Council Office, 424-4877, 1 Government Place 5<sup>th</sup> floor, 1700 Granville St.

PO 2125, Halifax, NS. [www.gov.ns.ca/exe\\_council/abc](http://www.gov.ns.ca/exe_council/abc)

### **Licensing Report:**

769 Dental Assistants renewal invoices were mailed out.

80 Dental Assistants were struck from the registry on May 1, 2010.

- 27 were struck for non-payment of License and association Fees

- 36 were struck for non-payment of License Fees
- 16 were struck for non-payment of Association fees (2 of these were struck due to error in information from NSDAA office). This was rectified quickly and the members were reinstated without penalty.

	<u>As of May 11, 2010</u>			
	Reinstated	Relinquished	File Closed	Outstanding
Non-payment of License Fees & Association Fees (22)	1	1	3	22
Non-payment of License Fees (36)	21	4	4	7
Non-payment of Association Fees (16) (2 in error)	6			10

Judy met with Dr. MacInnis prior to the Provincial Dental Board meeting on May 28<sup>th</sup> to discuss the licensing of dental assistants and the transfer of information between the 2 offices (NSDAA & PDB). This was also on the agenda at the PDB Board meeting for discussion.

There have been suggestions from the PDB on how the licensing process for dental assistants can be improved.

Michelle, Judy and Lynda will be meeting with Dr. MacInnis on June 18<sup>th</sup> to discuss the suggestions from the Board office and to bring NSDAA ideas to the table for smoothing out the process for our members.

#### **NDAEB REPORT – Judy Oakley**

Meeting was held in Ottawa October 2<sup>nd</sup>, 3<sup>rd</sup>, 2009.

Increase in fees for CPE from 750.00 to 1000.00 and 175.00 per skill for partial candidates not needing the full CPE. This will be effective in 2011.

I withdrew from the Appeals Committee, on Dave's request and was appointed to the Candidate Eligibility Committee.

Amendments were made to the Terms of reference. This was done so that committees remain stable and consistent with incoming and outgoing members.

Since October I have been busy with the Candidate Eligibility Committee, reviewing applications for both the NDAEB written and CPE. In the first quarter we reviewed 60 applications and reviewed 4 non accredited education programs to access curriculum and the eligibility for graduates of these programs. Just as a matter of interest in 2009 120 foreign trained applicants were granted exam eligibility, 24 were Dental Assistants 89 Dentists and 7 Dental Hygienist.

In 2009 - 2202 candidates wrote the NDAEB exam 1834 (83%) passed and 368 failed (18%). The CPE is broken down into the core skills and therefore is a very long and detailed evaluation. I have the Annual Report if anyone is interested in looking at the breakdown.

The next meeting is October 22 and 23, 2010 in Ottawa.

#### **SCOPE OF PRACTICE – Laurie Brenton**

On January 21st the newly formed NSDA/NSDAA Working Group on Dental Assistant Duties met, with a mandate to facilitate the expansion of DA scope of duties in two particular areas, orthodontics and prosthodontics (crown and bridge, implants). The Working Group is made up of three representatives from NSDAA (Tracy Bourque, Ann Griffiths, and Laurie Brenton) and three from NSDA (Andrew Nette-chair, Chris Baker, Stephen Roth). The Working Group met once a month and very diligently worked via email through until June consulting with stakeholders, examining existing module training in other jurisdictions, and has submitted a proposal to the NSDAA and NSDA for consideration. The concept of Module training will be presented as an option for DAs interested in broadening their skill set, improving access to care for patients, and adding to efficiency in the dental practice. The group intention was to have the proposal prepared for the spring meeting of the PDBNS, which unfortunately was a unrealistic deadline and so the initial report will be reviewed by the NSDAA members at the AGM, any additional comments from the members will be

forwarded to the working group and along with the NSDA membership's review be finalized for presentation to the PDBNS by the fall meeting.

**MANDATORY CON ED COMMITTEE – Catherine Cooke and Donna Rushton**

March 26, 2010 meeting we held our annual meeting and did the audits for the dentists and dental assistants. There were 4 extensions granted from 2009, 2 DAs and 1 DDS and 1 hygienist. This year we audited 26 dentists and 21 DAs. We discussed several requests for CE credit without much need for discussion. Of note for our members was the decision to allow credit for doing presentations at schools under Category 2b. No credit was given to a DA who was volunteering to administer fluoride to the students. A DA was able to claim credit for a photography course to learn how to work the camera they use at their office under Category 2j.

There was some discussion on whether we should have to do some kind of retesting of our skills after several years of practice. It was decided that this should be discussed by both our associations before any further action on our part. Dr Downey will be drafting a letter to send to both associations.

It was confirmed that the committee does not pre-approve CE courses, only suggest that groups look at the guidelines. There are always several requests for approval and I wanted it confirmed that we either did it for everyone or we didn't do it for anyone.

**MOTION #3** (Catherine Cooke, Tanya Butler)

“I move to accept the reports for this NSDAA AGM 2010 as presented.”  
Motion Carried.

**8. OLD BUSINESS**

**NSDHA to CDHNS**

The dental hygienists in Nova Scotia now have their own college: The College of Dental Hygienists of Nova Scotia. They are now separated totally from the Provincial Dental Board and are self regulated.

**Direction of NSDAA**

Refer to item #3

**9. NEW BUSINESS**

**Executive Director's Wages**

**Due to the lack of NSDAA Board members present at the April Board meeting this item has been deferred until their September meeting.**

**Board of Directors' Proposed Budget, December 1st, 2010, to November 30th, 2011**

The Budget was circulated to members in the April Mailout. A suggestion was made to raise the cost for advertising in the NSDAA Calendar.

**MOTION #4** (Tanya Butler, Paula McAulay)

“I move to accept the proposed budget for the period December 1<sup>st</sup>, 2010 to November 30<sup>th</sup>, 2011.”  
Motion Carried

**Board of Directors' Proposed Bylaw Changes**

**#13 Duties of Provincial Representatives who serves on Committees**

- a. Change from “One Term, Once Renewable” to “One Term, Twice Renewable” (Term = 3 years)

**#13 – 4. NSDAA Representative to NDAEB – Delete**

**MOTION #5** (Catherine Cooke, Paula McAulay)

“I move to accept the proposed Bylaw changes.”  
Motion Carried

**Election of President Elect**

Donna Rushton was nominated as President-Elect. Donna has been very active in the Northern Nova Affiliate for several years. Congratulations.

**Election of CDAA Representative**

Marina Crawford will continue as CDAA Representative.

**Election of President PDB Representative**

Judy Oakley will continue as PDB Representative

**Presentations**

Michelle Fowler was pinned as our president for 2010/2011.

An Honorary Membership was given to Pam Haley. Pam has been very active at the affiliate level for many years. Pam retired in June 2010.

Natalie Marsh, out going president, was presented with a gift of thanks. This is the second time Natalie has represented NSDAA as President.

**10. ADJOURNMENT**

The 2010 NSDAA AGM was adjourned at 4:15pm