

**ANNUAL GENERAL MEETING
MINUTES**

**Wednesday, May 12, 2021
Held by Videoconference in Ontario**

1. **WELCOME** – Katherine Plested, President, R/TRO
2. **CALL TO ORDER and CONFIRMATION OF QUORUM** – Katherine Plested, R/TRO

The meeting was called to order at 12:14 pm. To ensure that we would have quorum, the Board of Directors met May 11, 2021 to pass an amendment to the by-laws to change quorum from 15% of eligible voters (Professional and Registered Professional) to 10%. Therefore, quorum for the AGM is 91 members, representing the TRO membership (907 members). It was determined that quorum was achieved.

***MOTION:** By majority consent, the 2021 AGM has been duly and properly called and constituted and is now open.*

***Moved:** Colleen Stoneman, R/TRO*

***Seconded:** Judy Beitz, R/TRO*

CARRIED

3. **APPROVAL OF 2021 AGM AGENDA** – Katherine Plested, R/TRO

***MOTION:** To approve the 2021 AGM agenda as presented.*

***Moved:** Nicole Robertson, R/TRO*

***Seconded:** Valya Roberts*

CARRIED

4. **MOTION TO APPROVE THE MINUTES OF THE LAST AGM** – Katherine Plested, R/TRO

***MOTION:** To approve the minutes of the Annual General Meeting of Therapeutic Recreation Ontario held via videoconference in Ontario.*

***Moved:** Tara Hill, R/TRO*

***Seconded:** Carly Fryer, R/TRO*

CARRIED

5. INTRODUCTIONS – Katherine Plested, R/TRO

Katherine thanked the current TRO board of directors for their support, hard work and contributions. She also expressed her thanks to the TRO staff for their hard work and dedication.

The current TRO Board of Directors:

- Shannon McCallum, R/TRO, President-elect
- Erin Apothecary Reid, R/TRO DIP
- Tina Tytko, R/TRO
- Katherine Plested, R/TRO, President
- Katherine Lee, R/TRO, Secretary
- Sonia Roul, R/TRO (resigned February 2021)
- Heidi Slotegraaf, R/TRO
- Vicki Di Giovanni, R/TRO
- Monica Almas, R/TRO
- Jessica Korchowicz, R/TRO DIP
- Sue Verrilli, R/TRO, Past President
- Nancy Kahl, R/TRO DIP

TRO Staff:

- Shae Cameron, Membership Coordinator
- Susanne Hasulo, Communications Coordinator
- Stacey Sestric, Registration Designation Administrator and Conference Registrar
- Rozalyn Werner-Arcé, Executive Director

5. PRESIDENT'S REMARKS

Katherine remarked on member's resilience over the past year, where despite the challenges, members have learned and grown. TRO has worked to support the members and she hopes they have taken advantage of and found the resources useful. TRO has also worked to advocate for the profession to the provincial government. We look forward to launching the Diversity and Inclusion Working Group.

6. ELECTION OF NEW BOARD MEMBERS and INTRODUCTION TO THE 2021-2022 TRO BOARD

– Sue Verrilli, R/TRO

A call for nominations for the following positions was made to the membership:

- President-Elect
- 4 Board Director-at-large positions

We received nominations for 5 board directors and no president-elect. Therefore, to ensure that the board has a full slate of directors, the following motion was proposed to the membership:

Motion: *“That the membership accepts all five nominations as Directors-at-Large, and upon approval of the new by-laws, that a Vice President be appointed by the board of*

directors.”

Moved: Sue Verrilli, R/TRO

Seconded: Amanda Parent, R/TRO

CARRIED

The following nominees were acclaimed as directors of the 2021-20222 board of directors:

Blair Chard, R/TRO: Director-at-Large
Jenna Davis, R/TRO: Director-at-Large
Debbie-ann Fender, R/TRO: Director-at-Large
Katherine Lee, R/TRO: Director-at-Large
Alexis More, R/TRO: Director-at-Large

Members are invited to view their videos as posted on the TRO website.

2021/2022 slate of directors:

Shannon McCallum, R/TRO, President
Erin Apothecary, R/TRO DIP
Blair Chard, R/TRO
Jenna Davis, R/TRO
Vicki Di Giovanni, R/TRO
Debbie-ann Fender, R/TRO
Alexis More, R/TRO
Jessica Korchowiec, R/TRO DIP
Katherine Lee, R/TRO
Heidi Slotegraaf, R/TRO
Tina Tytko, R/TRO
Katherine Plested, R/TRO, Past-President

MOTION: To accept the 2021-2022 slate of directors as presented.

Moved: Lauren Waite, R/TRO

Seconded: Kayla Sparling

CARRIED

Katherine Plested recognized and thanked outgoing board members; Monica Almas, R/TRO, Nancy Kahl, RTRO, Sue Verrilli, R/TRO for their service.

7. FINANCIAL REPORT – Sue Verrilli, R/TRO and Sue Talmey, CPA, CMA

Sue Talmey, Director of Finance and Administration at Durham Association for Family Resources and Support (DAFRS), the firm that manages the TRO financials, gave an overview of the 2020 financials. A summary of the TRO’s unaudited financial statements for the fiscal years are available on the TRO website.

Total revenues for the period were \$278,504 compared to \$356,466 for the 12-month

period ended December 31, 2019. The virtual conference in 2020 accounts for much of the change along with a Federal COVID wage subsidy.

Total expenses were \$237,652 compared to \$353,331 for the 12-month period ended December 31, 2019.

Results show a surplus of \$40,852 for the year, compared to a surplus of \$3,135 for the 12 month period ended December 31, 2019. Our approved budget was for a deficit of \$3,970 so we are pleased to report results came in significantly over budget for the year.

The Statement of Financial Position shows an increase in net assets to \$185,641 from \$144,789 at December 31, 2019, with the surplus for the year creating the increase in net assets.

MOTION: To accept the TRO unaudited financial statements for the year ending December 31, 2020, which were prepared by Sue Talmey, CPA, CMA.

Moved: Siobhan McSharry, R/TRO

Seconded: Nancy Vander Veken, R/TRO

CARRIED

MOTION: That TRO conduct a review engagement of our financials for the year ending December 2021.

Moved: Judy Beitz, R/TRO

Seconded: Michelle Doïdige

CARRIED

MOTION: TRO appoint DAFRS to conduct the review engagement for the year ending 2021.

Moved: Claire Hutchinson, R/TRO

Seconded: Bruce Moulton, R/TRO

CARRIED

8. REPORT FROM THE CHAIR OF THE BY-LAWS COMMITTEE – Sue Verrilli, R/TRO

Sue Verrilli reported on the work of the committee explaining the reasons for re-writing the by-laws and walked the membership through the changes, specifically to four major changes:

- **Two membership classes** – Professional and Associate, to allow for greater flexibility as the association grows and evolves. Categories, such as Registered Professional, Students, etc. will be created within the two classes and do not need to be identified in the bylaws.
- **Reduce quorum from 15% to 10%** – In the past, we have had AGMs where we have not been able to meet quorum. Therefore, TRO has not met our legal requirements, nor have members been able to exercise their right to vote.
- **Appointment of the Officers** – Officers are the President, President-elect, Past-President and Secretary. The recommended change allows the Board to plan for succession and, we hope, will encourage members to consider becoming a future president.
- **Changing committee structure** - allows for greater flexibility

MOTION: *“That the proposed new By-law No. 1 that was circulated to the membership on November 9, 2020 and April 12, 2021 be approved.”*

Moved: Sue Verrilli, R/TRO

Seconded: Tara Hill, R/TRO

CARRIED

8. ANNUAL BOARD and COMMITTEE UPDATE – Katherine Plested, R/TRO

One of the duties of the board is to report to the membership on all the work done on behalf of the membership so they are informed and have a good sense of how effectively their membership dollars are used. A video annual board update was shared with the membership highlighting the accomplishments of the past year. It will be posted on the TRO website.

9 AGM Draw – Katherine Plested, R/TRO

Samantha Anderson was the winner of the draw for a free 2021 Conference registration, thanks to Diamond sponsor, **Ex N’ Flex**.

10 ADJOURNMENT – Katherine Plested, R/TRO

MOTION: *To adjourn the annual general meeting at 12:54 pm*

The meeting was adjourned at 12:54 pm.

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