

*Canadian Therapeutic Recreation Association
Association canadienne de loisir thérapeutique*



2009 Annual Report

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

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Canadian Therapeutic Recreation Association
AGM Meeting Agenda for Friday May 15, 2009
Time: 1:15- 2:30pm
Location: Jasper Ballroom, Four Points Sheraton Hotel, Calgary Alberta

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

Canadian Therapeutic Recreation Association
AGM Meeting Minutes for May 09, 2008, Fairmont Hotel, St. John's Newfoundland

Members present: Barb Smith, Past President; Wayne Bishop, Atlantic Regional Director; Deanna Lesage, Western Regional Director; Tanea Goncalves, Certification Task Force Director; Dianne Bowtell, President; Flora Masella, Treasurer; and fifty members in good standing of the association

	Items for Discussion	Discussion/Action to be taken
1.0	Call to order	Dianne Bowtell, CTRA President called the meeting to order at 1300 hours.
2.0	Welcome and Introductions	The Board of Directors in attendance, committee members, CTRA Members and guests were welcomed to the Annual General Meeting.
3.0	Approval of Agenda	Motion made by Deb Bontus and seconded by Anne Robins. Accepted unanimously.
4.0	Approval of Minutes	Minutes from the Annual General Meeting held June 16, 2007 in Regina Saskatchewan were corrected with the addition of " forty CTRA members in good standing were present at the meetings. Motion to accept as corrected made by Wendy Brown and seconded by Lou McDougal. Accepted unanimously.
5.0	Old Business	No old business brought forward from the 2007 minutes.
5.1	Annual Report	The Annual Reports were printed in the Spring edition of the TRibune and copies were made available for all in attendance at the meeting. Motion to block accept annual report moved by Glenda Heale and seconded by Isabella Bittetto. Accepted unanimously.
5.2	Treasurer's Report	Flora Masella, CTRA Treasurer spoke to the Treasurers Report and answered questions arising. Motion to accept treasury report as distributed by Flora Masella and seconded by Heather Craig Accepted unanimously.
5.3	BOD Nominations	The call for the position for President was made three times from the floor by President, Dianne Bowtell. No Response. The one previous nominee, Tanea Goncalves unanimously accepted as the incoming President effective immediately after the Annual General Meeting. The current President will assume

		<p>the position of Past President, 2008 – 2010. The call for the position of Treasurer was made three times from the floor. The one previous nominee and current officer, Flora Masella was unanimously accepted as the returning office of Treasurer, 2006 – 2010.</p> <p>The call for the position for Western Regional Director was made three times from the floor by President, Dianne Bowtell. No Response. The one previous nominee, Deanna LeSage unanimously accepted as the returning Western Regional Director, 2006 – 2010.</p> <p>The call for the position of Central Regional Director was made three times from the floor by President, Dianne Bowtell. Motion made by Ann – Marie Sullivan to nominate Maggie Blais to the Office. Seconded by Tanea Goncalves. All in favour. Unanimously accepted.</p> <p>Dianne Bowtell, thanked all the outgoing Board of Directors, Barb Smith, Past President, Lucy Bridgeman, Central Regional Director; for their dedication. Maggie Blais was welcomed to the Board of Directors and all those officers remaining in their positions were thanked for their ongoing efforts.</p>
5.4	CTRA Conference	<p>Dianne Bowtell offered sincere thanks to Wayne Bishop, CTRA 2008 Conference Chair and all hardworking members of the Planning Committee for the very successful Conference with 190 delegates.</p> <p>Wayne Bishop, took the floor to thank each member of the Conference Committee individually. He then called Lorraine Grover, CTRA 2009 Conference Chair to the floor for the new tradition of “<i>Passing of the Conference Briefcase</i>”.</p> <p>Lorraine Grover introduced the 2009 Conference, <i>Summits of Success</i>, to be held in Calgary Alberta mid May 2009. All delegates were invited to be in attendance.</p>
5.5	Adjournment	Dianne Bowtell called the meeting to a close. The CTRA Awards Program to take place immediately
5.6	Next AGM date	May 2009, Calgary Alberta

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. (i.e. 2010, 2012, 2014, etc.)

“The best changes often start as a single, simple thought.
Think big, and discover the ways to make your dreams real. “

This quote has represented my terms in office of the CTRA Board of Directors. The notion that 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. Since joining the CTRA Board of directors as certification director in 2002, I have witnessed the tremendous growth of therapeutic recreation in Canada, CTRA and my life simultaneously. Through my experiences with the CTRA, I have personally developed in the areas of knowledge, strength, confidence and courage. I hope that these traits have enhanced my efforts and continue to support me in my current position of CTRA President.

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.

Some of the main goals that the CTRA BOD members been striving to achieve in the 2008-2009 term are:

- increasing membership numbers through our membership task force,
- developing/endorsing a system of certification for Canadian therapeutic recreation professionals through our certification task force and our communications with the National Council for Therapeutic Recreation Certification,
- increasing the 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, developing promotional packages and items for TR week to enhance 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
- being fiscally responsible to our members in the efforts to achieve the above goals

The CTRA Board members have been very busy in the past year 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 look forward in continuing my term as President on the CTRA BOD until my term comes to a close in 2010.

Respectfully Submitted
Tanea Goncalves
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.)

We keep moving forward, opening new doors, and doing new things, because we're curious and curiosity keeps leading us down new paths.

Walt Disney

This is my first year as Past President for CTRA and as CTRA's second Past President to date. It was an easy task to hand over the responsibilities of President to the very capable Tanea Goncalves. In my new role, I have new responsibilities and new paths. I have always had the biggest passion for Canada's National TR Conferences and the role of the Past President is to coordinate these conferences. Several years ago, the CTRA Board of Directors decided to take a pendulum approach to geographical location of the conference each year. The rationale was pretty simple. Travel and accommodation costs are expensive and we hoped that by reducing the distance travelled at least every other year would be an advantage for our delegates. What I have really enjoyed is travelling across our big beautiful country and meeting fellow colleagues and experiencing some extraordinary cities and surrounding areas as a side benefit of Cross Canada Conferences. My experience working with each host Conference Committee can be wrapped up in two words, enthusiasm and dedication. It seems that each conference since I started going is presented in an increasingly professional manner. I really enjoyed the recent tradition at the close of each conference, "Passing the Conference Briefcase" to the incoming Conference Committee Chairperson. The concept is like our professional standards of practice, continual upgrading through ongoing communication and evaluation.

A reasonable amount of time is spent each year with the current Host Conference Committee. The experience to date is essentially to provide accolades as they pretty much have things under control after a host agreement is in place. Our Provincial Partners have a wealth of experience to draw upon having a track record of hosting many years of provincial based conferences. What I enjoy is what I call the FUTURES. Are you aware that CTRA is actively in the process of securing conferences and host partners right up until the year 2012? That is what I call long range planning. Ontario, British Columbia and Nova Scotia have gotten themselves into position to host the next conferences. Start saving your airline points and I look forward to meeting as many of you as possible in Calgary this spring. The coincidence of hosting the 13th Annual Conference starting on May 13, 2009 was no coincidence. Brilliant and creative planning by the 2009 Conference Committee!

Respectfully Submitted
Dianne Bowtell
CTRA Past President (2008 – 2010)

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.)

FINANCIAL REVIEW

April 1st, 2008 to March 31st, 2009

INCOME

Membership fees	15,287.50
Conference 2008	5,639.82

TOTAL INCOME \$20,927.82

EXPENSES

Conference 2008	1,226.48
Awards	138.12
Postage	1,799.72
Telephone (Conferences – Intercall)	
Tribune	69.67
Banking charges	57.46
Administrative Duties	11,591.02
Certification Task Force	848.99
Promotion	579.87
Petty Cash Expense	500.00

TOTAL EXPENSES \$16,811.33

Balance brought forward April 1st, 2008 10,848.73

Income	2008-2009	20,927.32
Expenses	2008-2009	16,811.33

Balance Forward – April 1st, 2009 \$14,964.72

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.)

Being without a secretary this year, Ashley Hinman the administrative assistant for the CTRA took care of the secretary responsibilities.

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
- Participated on the Membership Task Force Committee
- Created and distributed 2009 Annual Report

Respectfully Submitted

Ashley Hinman

CTRA Administrative Assistant, 2009

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:

- Chairperson of the Membership Task Force charged with the goal of increasing CTRA membership. Focus on developing a partnership and agreement with provinces in order to coordinate the membership renewal processes to potentially occur together. An agreement was successfully signed with British Columbia Therapeutic Recreation Association (BCTRA) in October 2008. BCTRA members now have the added benefit of both provincial and national membership by simply being a BCTRA member. All CTRA members in British Columbia must now be BCTRA members. This requirement will ensure consistent members criteria in the province and is comparable to other professional associations in Canada. The membership Task Force committee has been active in negotiations with Therapeutic Recreation Association of Atlantic Canada (TRAAC) and have initiated contact with Newfoundland Labrador Therapeutic Recreation Association (NLTRA)
- Membership Task Force committee work has had a positive impact on the CTRA membership. In July 2008 CTRA had 261 members, and as of February 2009 there are 491 members. This 88% increase in membership since last year which is a direct result of the joint membership agreement signed with BCTRA and ATRA.
- Submitted articles to the ATRAbute, BCTRA's Vision and Views and TRibune
- Ensure communication of information is effective between BCTRA, ATRA and CTRA
- Attended the ATRA AGM in October 2008
- Attended and presented on the benefits of joint membership between BCTRA and CTRA at the BCTRA Education Day and AGM October 2008.
- Provide reports for BCTRA and ATRA board meetings
- Attended the CTRA Annual General meeting in St John's Newfoundland 2008
- Participated in CTRA monthly board meetings and the Provincial/Territories presidents meetings.

Goals for the Next Year:

- Continue to chair and coordinate the membership task force committee meetings ensuring communication is effective with agendas and minutes being circulated in a timely manner.
- Focus on increasing membership in CTRA by 75% with continued commitment of work with the membership task force committee. The goal is to add another province into a joint membership agreement with CTRA.
- Continue to focus on effective and timely communication between CTRA, BCTRA and ATRA.

- Coordinate efforts with the certification task force to establish a non Certified Therapeutic Recreation Specialist (CTRS) membership category within CTRA.
- Continue to support and promote CTRA Board initiatives.

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

Prairie Director's Report

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.)

Summary of Outcomes & Responsibilities:

- Liaison with provincial and regional associations (SK Association of Recreation Professionals, Manitoba Therapeutic Recreation Managers & TR Leadership Group, Regina Therapeutic Recreation Association).
- Attended monthly CTRA Board meetings and Provincial/Territorial President's meetings.
- Provided updates to Prairie Region CTRA members following CTRA Board meetings.
- Promoted CTRA membership to practitioners & students in SK and MB.
- Promoted CTRA's mandate/role with the SIAST – TR Advisory Council.
- Ongoing discussions with SARP regarding CTRA's joint membership initiative.
- Submitted Prairie Region report for the Fall Tribune.

Goals for the Future:

- Continue to maintain and strengthen links with S.A.R.P., R.T.R.A. & Manitoba members.
- Continue to work on CTRA recruitment efforts within the Prairie Region.
- Continue to ensure members in the Prairie Region are informed of association happenings.
- Continue to advocate for a joint membership agreement between CTRA & SARP.
- Continue to promote and support CTRA Board initiatives.

Respectfully Submitted
Sherri Nelson
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 Outcome of Responsibilities:

- Liaised with Concordia University
- Delivered 2 presentations to Concordia TR students: one on certification and one on clinical practice in TR. Also assisted a student presentation on facing the job market in TR post graduation.
- Encouraged students and other TR professionals to join CTRA.
- Promoted CTRA certification and membership task force to TR professionals in Quebec and Ontario.
- Sat on certification task force
- In collaboration with CTRA VP, delineated issues in TR in Quebec for the year ahead, with the goal of setting up a newsletter to encourage TR practitioners in Quebec to join CTRA.
- Outlined a plan of action for 2009-2010 in collaboration with other TR professionals in Montreal.
- Established contact with members of TRO.
- Participated in a discussion on current issues in TR organized by Ontario TR practitioners held in Toronto.
- Attended monthly board meetings.
- Submitted regular reports on status of TR in Quebec to CTRA board and newsletter.

Goals for the year Ahead:

- Establish better contact with key TR practitioners in Ontario.
- Establish network of TR practitioners in Montreal:
 - Outline CTRA achievements
 - Encourage membership to CTRA
- Continue membership on certification task force
- Continue working with Concordia to target students and new graduates to join CTRA.
- Continue promoting CTRA projects to TR practitioners.

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:

- Chairperson of the 2008 CTRA Conference Planning Committee.
- Liaison and communication with regional associations, members, non-members and educational institutions.
- Attended CTRA board meetings and Provincial/Territorial President's meetings.
- Sat on CTRA Certification Task Force as Newfoundland representative.
- Continued to promote importance of CTRA membership in region.
- Submitted regional report for the CTRA Tribune Newsletter.
- Responded to several college/university student requests for information regarding provincial and national Therapeutic Recreation associations.
- Attended CTRA 2008 Annual General Meeting.
- Promoted CTRA through several presentations.

Goals for the next Year:

- Enhance 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 support CTRA Certification Taskforce initiatives.
- Continue to encourage CTRA member recruitment in the Atlantic Region

Respectfully Submitted
Wayne Bishop, CTRS
CTRA Atlantic Director (2007-2009)

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.) *NB. This newly developed position replaced the former Special Projects Director at Large (June 2002.)

Summary of Outcomes and Responsibilities:

Many projects under the scope of this BOD position have been accomplished since I joined CTRA BOD. At the present time, things are running smoothly and on-going duties are being done in a timely manner:

- The 2009 TR Awareness Week package was made available to all our members on the website. The 2009 theme: "*Summits of Success*" is in conjunction with the 13th annual CTRA conference in Calgary, Alberta.
- There is an open communication and sharing of information with the Provincial/Territorial TR Associations, TR professionals, and students
- New TR promotional items have been purchased and can be viewed on the website

Respectfully Submitted

Susana Yan

CTRA Communications and Public Relations (2007-2009)

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.)

List of Responsibilities and Outcomes:

- Chair of the Certification Task Force (CTF) bi-monthly meetings
- Coordinator of all bi-monthly teleconference/email update meetings for the CTF
- Worked with administrative assistant, Ashley Himman to record minutes of meetings.
- Responded to emails regarding Certification
- Continued to chair sub-committee to meet with NCTRC to further investigate the possibility of endorsing their system of certification for Canadian therapeutic Recreation Professionals/ Practitioners.
- Coordinated meetings between CTF sub-committee and NCTRC
- Attended and reported progress of CTF to CTRA Board of Directors and Provincial President's during scheduled meetings.
- Organized CTF member efforts to accomplish CTF strategic plan
- Looking into having fifth face to face CTF meeting at the 2009 CTRA Conference in Calgary, Alberta.
- Was part of inviting NCTRC to 2009 conference and adding them to the AGM
- Continue to chair and coordinate CTF meetings, circulate agendas, minutes and certification communication to CTF members
- Continue to communicate and liaise with various organizations interested in National Certification efforts in Canada.
- Promote the benefits of a Canadian National Certification program.
- Working with CTRA membership committee to help develop new membership category.

It has been a very productive year for the CTF and think we are finally coming to a cross roads with a National Certification on the horizon. I would also like to acknowledge all the hard work of the CTF committee members. Without them none of this would be possible. I am looking forward to the 2009 conference and working with the CTF over the next year.

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.

The main initiative of the committee this year is the involvement of the chair in an upcoming session at the 2009 CTRA conference in Calgary. Dr. Jerry Singleton, Dr. Rick Green, Kathie Ervin and Mark Parolin will be co-facilitating a session entitled Therapeutic Recreation Education: Building North American Bridges. This session has the following objectives; 1. The participants will be able to identify and explain current issues related to articulation between community colleges and universities. 2. The participants will be able to identify and explain current continuing education opportunities. 3. The participants will be able to provide insights into how to enhance articulation agreements and to identify continuing education opportunities that need to be provided.

Over the past four years, the Education Liaison Committee has:

- Updated the Summary of TR Course/Programs previously developed by CTRA. A number of institutions with programs that have been added or changed dramatically in the past few years have been added and some programs with minimal connection to the field of TR have been removed. The most recent version of this document was placed on our website in April 2009
- Identified TR programs in Canada with a distance education component to aid interested students and working professionals in continuing their education and professional development. The most recent version of this document was placed on our website in April 2009.
- Had discussions with Andrew Ritcey with the National Council of Therapeutic Recreation Certification (NCTRC) about relationships between our organizations. At this point, Andrew has been provided with a list of contacts for TR educators at Canadian Institutions that can be used to help aid students in setting up internships. This list of contacts was also forwarded to Bob Riley at NCTRC to help add Canadian instructors to the NCTRC ListSERV which will make them better aware of any developments/changes from NCTRC
- Developed and reviewed ELC Terms of Reference in keeping with the above stated purpose
- Recruited members to participate in committee initiatives as needed
- Contacted all provincial organizations to make them aware of the committee, to establish contacts, share information and determine how to work together in moving this committee's agenda forward
- Answered questions from representatives of interested provincial organizations

- Assisted a Canadian graduate student in TR in conducting research on Canadian TR education
- Contacted post-secondary institutions in Canada to attempt to update course/program information for TR and/or related programs
- Posted committee information on the CTRA web-site
- Initiated the inaugural CTRA Student Manuscript Competition
- Informally met with TR educators at the National Conference to discuss how we can continue to network and improve communication between TR educational programs.

For the Upcoming year the committee will:

- Continue building a working relationship between the ELC and NCTRC as appropriate. As we move forward with some form of certification, this may include making CTRA members aware of educational opportunities that exist to aid them in their path to certification
- Further review and develop ELC Terms of Reference as needed, specifically in reference to how this committee and its chairperson fits within the current structure of the CTRA Board of Directors
- Continue to recruit committee members to represent various provinces and regions as well as student, educator and professional perspectives
- Continue to update information about post-secondary opportunities in TR and related areas on the CTRA web-site as needed with a focus on updating the distance education offerings that currently exist
- Answer questions from prospective students as needed
- Establish contact and share information with current students in TR and related post-secondary programs
- Liaise with CTRA Communication and Public Relations Director about sharing TR week information with student groups
- Provide networking opportunities for interested TR instructors
- Provide networking opportunities for interested TR students
- Re-establish the CTRA Student Manuscript Competition.
- Explore the possibility of other ELC National Initiatives
- Explore the feasibility of complementary student membership with CTRA with the intent of making students more aware of CTRA efforts and initiatives and to eventually increase our professional membership numbers as these students graduate and enter the workforce.

Respectfully Submitted
 Mark Parolin
 Educational Liaison Committee Chair

Awards Committee Report

The Canadian Therapeutic Recreation Association maintains a commitment to promoting professional standards and recognizing the outstanding contributions of its membership and others affiliated with the field to the Therapeutic Recreation profession. To accomplish this an Awards Program Committee was established in 2004 to pay TRIBUTE to the many contributions made each year; it also serves to recognize those who have taken an active role in building the CTRA and the Therapeutic Recreation profession and in Canada.

The Awards Program Committee members have worked collaboratively with the Board of Directors as well as TR practitioners, students, and educators across Canada to establish awards and other forms of recognition for the 2009 Awards Ceremony in Calgary, Alberta. The focus of the 2009 award program and ceremony is to further expand the Awards Program and to encourage, acknowledge and celebrate continued contributions to the Therapeutic Recreation profession.

Over the year, the Awards Program Committee has:

- Launched a full CTRA Awards Program package, and communicated availability of awards to members.
- Developed certificates to honour and acknowledge the recipients of our 5 and 10 year members.
- Investigated and secured new award merchandise to recognize recipients.
- Conducted meetings and business electronically (by email) to minimize Awards Program Committee, CTRA, and ultimately member expenses.

Summary of 2008 CTRA Awards

- **Innovative Therapeutic Recreation Practice-** Flora Masella
- **Supportive Agency-** ATRA
- **Professional of the Year-** Kim Wieppert
- **Distinguished Service-** Barb Smith

Outgoing Board of Directors:

- **President-** Dianne Bowtell
- **Past President-** Barb Smith
- **Certification Director-** Tanea Goncalves
- **Central Region Director-** Lucy Bridgeman

Honoured 10 Year Members (1998-2008):

Janet Barnes, Helene Driscoll, Janet Engen, Kim Francis, Flora Masella & Colleen Perrin

Honoured 5-9 Year Members (2003-2008):

Maggie Blaise, Mirella Castrechini, Lynn Curley, Marlene Daly, Nicole Herasimenko, Marian Impey, Linda Mackay, Maria Garyfalia Menounos, Dayna Morrow, Sherri Nelson, Lien Nguyen, Hilary Quesnel, Chris Richard, Kris Savage, Margaret Simons, Candace Tirk, Erin Turnell

CTRA Volunteers

BOD Members:

Dianne Bowtell, Barb Smith, Mirella Castrechini, Flora Masella, Tanea Goncalves, Susana Yan, Wayne Bishop, Lucy Bridgeman, Sherri Nelson, Deanna LeSage, Darlene Murphy and Ashley Hinman

Membership Task Force:

Deanna LeSage, Dianne Bowtell, Lucy Bridgeman and Kathy Peters

Certification Task Force:

Tanea Goncalves, Wayne Bishop, Maggie Blaise, Jill Buerger, Micheline Comitz, Helene Driscoll, Francis Holt-Gallant, Ellen Locke, Chris Richard, Anne Robins, Jerry Singleton, Anne Williment and Debby Wolowich

Education Liaison Committee:

Mark Parolin and Jerome Singleton

Awards and Nominations Committee:

Mirella Castrechini, Dianne Bowtell and Lucy Bridgeman

Respectfully Submitted

Tanea Goncalves

Awards Committee Chair, 2009

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:

The responsibilities of the Nominations Committee include:

- Establishing a committee consisting of the Vice President, and each of the four regional directors.
- Preparing the nominations package, outlining vacancies to occur on the Board, as per the Association Bylaws, Article IV, Section 2, for distribution to the CTRA membership.
- Coordinate the nominations received and mail a Letter of Congratulations, letter of Intent, and Bibliographical Information Sheet to each nominee.
- Compile the biographical information of nominees for inclusion into the AGM Package.
- 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.
- Ensure time lines guiding the above Procedures are strictly adhered to.
- Maintain complete operational files for the Nominations Committee.

Accomplishments

- Implemented 2009 Elections process with the assistance of the administrative assistant

Objectives

- Recruit at least one member for the Nominations Committee from membership at large.
- Develop and Implement a Recruitment Campaign for CTRA Offices and Committees

Respectfully Submitted

Tanea Goncalves

Nominations Committee Chair, 2009

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 1st, 2008 to March 31st, 2009

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
Alzheimer Society of Montreal
5165 Sherbrooke West
Montreal (Quebec)
H4A 1T6

Flora Masella
CTRA Treasurer (2008-2010)

Appendix B- Membership Report

Total Memberships for the 2008 / 2009 Membership Year – 379
This represents a 76% increase in membership from the
previous year's total membership of 219

Distribution by Membership Category	2008/09	2007/08	2006/07
Full	352	219	208
Student	26	18	16
Distribution by Province			
British Columbia	50	39	41
Alberta	187	91	74
Saskatchewan	25	22	13
Manitoba	3	2	4
Ontario	60	48	47
Quebec	25	16	20
New Brunswick	5	3	4
Nova Scotia	15	9	7
Prince Edward Island	0	0	0
Newfoundland & Labrador	5	4	7
Yukon	1	1	2
North West Territories	2	0	2
Nunavut	1	1	0
Out of Country (USA)	1	1	3

Respectfully Submitted
Ashley Hinman
CTRA Administrative Assistant, 2009



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 2009 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 5, 2009**
- ❖ 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 1, 2009.

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.

Please submit Amendments and Resolutions to:

Tanea Goncalves
CTRA President, 2008 - 2010
Via taneagoncalves@hotmail.com