



# Prince Edward Island Occupational Therapy Society

## Annual General Meeting Minutes

**Date:** June 17, 2014

**Location:** Shaw's Hotel, Brackley Beach

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### **Agenda additions:**

- John Eldon Green donation and CAOT Conference 2017 added under new business.
- Additions to agenda moved by Marj Hackett.
- Seconded by Alida Love.

**Minutes from 2013 were unavailable, deferred until next Annual General Meeting**

### **Spokesperson's Report:**

- Please see report attached by Manon Gallant.
- Manon Gallant moved her report; Marie Brine seconded.

### **Treasurer's Report:**

- Heather Gauthier moved her report; Katie Anderson seconded.

### **PAC Representative Update:**

- Katie Anderson, PAC representative, gave a verbal update.

### **CAOT Board Member Update:**

- Marilee Miller, CAOT Board member, provided verbal update.

### **COTF Fund:**

- Marj Hackett and Linda Lowry-Rayner, members of the COTF committee, reported that PEIOTS needs to disburse 476.00 by September 30, 2014 in accordance with Canada Revenue Agency.
- Marj, Linda and Mary Basiletti, researched options of how to award this 476.00 and gave 5 different options for disbursement.
- Members in attendance voted and decided for this year 500.00 would be donated to a charity.

- It was decided to request submissions from society members on what Charity should receive the donation. Written requests would be submitted to an awards committee for decision. Follow up information on submissions will be emailed to all society members.
- It was discussed using survey monkey for next year to vote on how to disburse other COFT monies and the same 5 options would be utilized.
- Terms of reference in regards to awards committee would need to be created by the society executive.

#### **Society Constitution:**

- Heather Cutcliffe reviewed with members in attendance the new society constitution.
- Nominations for life membership will be posted on the website.
- Heather Cutcliffe moved the adoption of a new constitution, Manon Gallant seconded.

#### **New Business:**

- John Eldon Green passed away recently, he was a strong advocate for occupational therapy on PEI. Heather Cutcliffe moved that the society make a one time donation of 100.00 to a Dalhousie Scholarship. Judy Irwin seconded.
- CAOT conference will be held in Charlottetown in 2017 at the Delta.
- Heather Cutcliffe announced she would like to be co-chair of the event. It was announced that Manon Gallant would be co-chair for this event as well. Thank you on behalf of the society members to Heather and Manon.

#### **Meeting Adjourned at 8:00**

- Manon Gallant moved meeting adjourned; Colleen MacPherson seconded

Respectively submitted,  
Colleen MacPherson  
Secretary/Contact PEIOTS