



**Prince Edward Island Occupational Therapy Society**  
**Annual General Meeting Minutes**

Meeting Minutes  
 PEI Occupational Therapy Society  
 Date: November 4, 2020  
 Time: 5:42-6:09 pm  
 Location: Pourhouse, 189 Great George Street., Charlottetown

# Agenda Item	Decision / Action	Responsibility
<b>1. Call To Order</b>	Daniel McLeod called the meeting to order at 5:42PM	
<b>2.0 Agenda Approval</b>	Agenda accepted by Heather Cutcliffe	
<b>3.0 Approval of Minutes</b>  <b>4.0 Presentation of Reports</b>	AGM minutes from 2017-2018 approved by Alida Love and seconded by Katie Verhulst  a. Spokesperson and Website/social media report by A. McDonnell. Please see attached report. -Allyson moved her report and was seconded by Heather Gauthier.  b. Lindsay Reid, ACOTPA representative gave a verbal update, please see attached report. Report moved by Lindsay, seconded by Dawna Woodside  c. Paula Shaw, on behalf of Jennifer Neill, reviewed her report- please see attached copy -Motion moved by Paula and seconded by Charlotte Groeneneg	



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**5.0 New Business**

- d. Yvonne Thompson, on behalf of Marilee Miller, CAOT Board member provided verbal update.  
-Motion moved by Yvonne and seconded by Heather Cutcliffe.
  
- a. Registration fees discussed. Moved to keep fees at current rate. Members kindly reminded to pay fees by cash, check or e-transfer.
  
- b. New Executive introduced:  
Allyson's term as spokesperson has concluded, Daniel M. assume role and duties.  
Lindsay's term as ACOTPA representative has concluded, Allyson M. to assume role and duties.  
Jenifer Neill's term as treasurer has concluded, Paula Shaw to assume role and duties.  
Melissa Myers term as secretary has concluded, Lindsay Reid to assume role and duties.
  
- Non-voting/ ad-hoc members:  
Marilee Miller's term as CAOT board member has concluded, Yvonne Thompson to assume role and duties.  
Devin Hornby to join PEIOTS as adhoc member.  
Heather Cutcliffe to pull back from direct role within the PEIOTS but will remain available as needed (particularly to advise on policy issues).  
Ad hoc member Colleen MacPherson has resigned her position on the



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	<p>PEIOTS. Colleen acknowledged for many years of service to the PEIOTS serving on the executive as well as adhoc committees. Colleen's time and dedications is much appreciated by the PEIOTS.</p> <p>c. OT Social. There was interest in moving forward with an OT social in celebration of OT month. Group hopeful for a summer social, when social restrictions are expected to be less restricted.</p> <p>d. Subcommittees discussed;</p> <ul style="list-style-type: none"> <li>- Education- discussed possibility of forming a sub-committee to look into educational opportunities for members.</li> <li>- Group insurance advocacy- Allyson provided update. Allyson was encouraged by the response from the Trustees however is still waiting a final decision.</li> </ul>	
<p><b>6. Meeting Adjourned at 6:09</b></p>	<p>Daniel moved meeting adjourned at 6:09 PM. Michelle Higgins seconded.</p>	



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Respectively Submitted,

Lindsay Reid  
Secretary PEIOTS