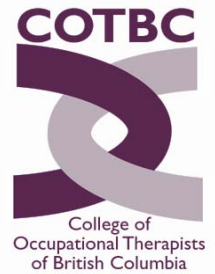


**COLLEGE OF OCCUPATIONAL THERAPISTS
OF BRITISH COLUMBIA**



ANNUAL GENERAL MEETING

Saturday, October 23, 2010
11:00 a.m. – 11:40 a.m.
Plaza 500 Hotel
500 West 12th Avenue
Vancouver, BC

A G E N D A

- I. Call to Order
- II. Adoption of the Agenda
- III. Welcome & Introduction of the Board and Guests
- IV. Approval of Minutes of Annual General Meeting, October 24, 2009
- V. Report of the Chair
- VI. Reports of the Committees
 - a. Registration Committee
 - b. Quality Assurance Committee
 - i. Continuing Competence Committee
 - ii. Standards Committee
 - c. Client Relations Committee
 - d. Inquiry Committee
 - e. Discipline Committee
- VII. Auditors Report: Financial Statements for 2009 – 2010
- VIII. Announcements
- IX. Adjournment



College of Occupational Therapists of British Columbia
Draft Minutes of the 2009 Annual General Meeting

Held October 24, 2009
Plaza 500 Hotel
Vancouver, BC

CBO/09-05.04 AGM Minutes 2009

I. Call to Order

Heather Gillespie, Chair, called the 2009 Annual General Meeting to order at 11:10 a.m. October 24, 2009 at the Plaza 500 Hotel, Vancouver, B.C. and welcomed everyone to the meeting.

The Chair confirmed 57 registrants in the full practicing category in attendance constituted a quorum pursuant to Section 32(2) of the College Bylaws. Heather Gillespie confirmed that Jennifer Glasgow will preside as Parliamentarian and Perry's Rules of Order will be followed.

II. Adoption of the Agenda

Motion: It was moved and seconded that the agenda as circulated for the 2009 COTBC Annual General Meeting is approved. **CARRIED**

III. Introduction of the Board and Guests

Heather Gillespie, Chair, introduced the following COTBC Board Members and College staff:

Vice Chair, Elected Board member, Jennifer Glasgow
Elected Board member, Jill Rihela
Elected Board member, Caroline Ehmann
Elected Board member, Jeff Boniface
Appointed Public Board member, Sherry Baker
Appointed Public Board member, Carol Williams

Kathy Corbett, Registrar
Darlene Hay, Administrative Assistant
Jill Langridge, Executive Assistant
Mary Clark, Communications
Susan Mulholland, Incoming Deputy Registrar as of January 5, 2010

Regrets: Appointed Public Board member, Vila Nova Carvalho and Tanya Boudier, Elected Board Member

IV. Approval of Minutes of Annual General Meeting, October 25, 2008

Motion: It was moved and seconded that the Minutes of the Annual General Meeting held October 25, 2008 are approved as circulated. **CARRIED**

V. Report of the Chair

Heather Gillespie's report included a presentation titled *Reflections, Personal Experience as a Board member*.

VI. Reports of the Committees

Registration Committee

Motion: It was moved and seconded that the Registration Committee Report as circulated in the 2008-2009 Annual Report is received. **CARRIED**

Quality Assurance Committee

Motion: It was moved and seconded that the Quality Assurance Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

Continuing Competence Committee

Motion: It was moved and seconded that the Continuing Competence Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

Standards Committee

Motion: It was moved and seconded that the Standards Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

Client Relations Committee

Motion: It was moved and seconded that the Client Relations Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

Inquiry Committee

Motion: It was moved and seconded that the Inquiry Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

Discipline Committee

Motion: It was moved and seconded that the Discipline Committee Report as circulated in the 2008-2009 Annual Report is received. CARRIED

VII. Audited Financial Statements for 2008-2009

Kathy Corbett, Registrar presented the 2008-2009 Audited Financial Statements.

Motion: It was moved and seconded that the auditor's report and financial statements to June 30, 2009 as presented in the 2008-2009 Annual Report is received. CARRIED

VIII. Announcements

Registrants were reminded of the following key dates:

- Consider sitting on a COTBC Committee and complete a Committee Expression of Interest form
- 2009 COTBC election, ballots due by December 1, 2009.
- Continuing Competence Declaration form is due by February 15, 2010.

IX. Adjournment

Heather Gillespie declared the Annual General Meeting adjourned at 11:40 a.m.

**COLLEGE OF OCCUPATIONAL THERAPISTS OF
BRITISH COLUMBIA**

PROXY FORM



CBO/10.-05.AGM Proxy Form

I, _____ a full registrant in good standing of the College of Occupational Therapists of British Columbia (COTBC) hereby appoint Carol Williams, Chair of the Board of the College of Occupational Therapists or failing her, Diane Graham, Vice-chair of the Board of the COTBC.

OR

_____ a full registrant of the COTBC

Name of Proxy holder

as my proxy to attend, act and vote on my behalf at the Annual General Meeting of the COTBC to be held on October 23, 2010 at 11:00 a.m. at the Plaza 500 Hotel in Vancouver, BC.

I understand that I may revoke this proxy by providing notice in writing to the Registrar and received in the COTBC office no later than October 21, 2010.

NAME: _____ Registration #: _____

SIGNATURE: _____ Date: _____

In accordance with bylaw s. 33(3) this proxy ceases to be valid following the general meeting specified in the proxy.

Return your Proxy Form by Mail or Fax to:

The Registrar
College of Occupational Therapists of BC
Suite 219 – 645 Fort Street
Victoria, BC V8W 1G2

Fax: (250) 383 – 4144

**Please ensure delivery of the
completed proxy to COTBC by:**

Thursday, October 21, 2010

**The College of Occupational Therapists of BC
& The BC Society of Occupational Therapists**

2010 Annual General Meetings

Saturday, October 23, 2010
8:00 a.m. to 3:00 p.m.

**Plaza 500 Hotel, 500 West 12th Avenue
Vancouver, BC V5Z 1M2**

Registration Form

Please join us at our Annual General Meetings, BCSOT Luncheon and Keynote Presentations. We encourage you to attend!

Name: _____ Phone #: _____

BCSOT Member #: _____ COTBC Registration #: _____

Address: _____

I plan to attend:

- 8:00 a.m. Registration, Vendor Displays and Networking (Coffee & a light breakfast will be available)
- 8:30 a.m. *Regulatory Organizations: A Strategic Instrument or an Archaic Leviathan*
- Interactive Session presented by COTBC (For more information look on the back of this form)
- 10:30 a.m. Vendor Displays & Networking
- 11:00 a.m. COTBC Annual General Meeting
- 11:40 a.m. BCSOT Annual General Meeting & Members' Forum
- 1:00 p.m. Luncheon – Exhibitors' Introductions
- 1:45 p.m. Special Presentation - "Legal Matters - the Ethics of Insurance"

Meetings adjourn by 3:00 pm

BCSOT Luncheon

- Complimentary for BCSOT Members
- Non- Members: \$47 (includes GST)

Non-Members may purchase luncheon tickets from BCSOT Office, contact info@bcsot.org

For hotel room reservations, please contact the Plaza 500 Hotel and Convention Centre, www.plaza500.com, at 1-800-473-1811 and mention BCSOT events. Single/double occupancy rooms from \$125.00 plus taxes.

BCSOT Members, please return the form to BCSOT. COTBC registrants who are not BCSOT Members should return the form to COTBC.

Please return this form no later than October 20, 2010

**BCSOT Members to:
BCSOT**
#402 - 1755 W. Broadway
Vancouver, BC V6J 4S5
Fax: 604-736-5606

**Non – BCSOT Members to:
COTBC**
#219 - 645 Fort Street
Victoria, BC V8W 1G2
Fax: 250-383-4144



The College of Occupational Therapists of BC
invites you to participate in this year's

Pre-AGM Session

Regulatory Organizations: A Strategic Instrument or Archaic Leviathan

About our keynote speaker:

Jan Robinson has over 17 years of experience in professional self-regulation. Her particular interests in regulation focus on professional competency, inter-professional collaborative practice, public performance measurement and reporting, and the global movement of professionals.

She is regularly asked to participate as a regulatory representative on committees and task forces within Canada and abroad.

Jan has published in the area of professional competence, and has conducted and published research related to barriers for access to professions, and on professional accountability.

Jan is currently a Board and Executive Committee member of the Canadian Alliance of Physiotherapy Regulators, an Executive Committee member of the Federation of Health Regulatory Colleges of Ontario (Federation), and past Chair of the Ontario Regulators for Access, an interprofessional coalition interested in improving access to professions for internationally educated professionals. Known for her innovation and ability to build strong multi stakeholder relations and partnerships, Jan is a sought after regulatory advisor and speaker provincially, nationally and internationally.

Jan Robinson,
CEO & Registrar, College of Physiotherapists of
Ontario

While occupational therapy in British Columbia celebrates its 10th Anniversary of regulation, the institution of profession-based regulation is hundreds of years old. This social contract of a profession to public well-being has had many roads of development over the years.

If you attend this session, you will have an opportunity to explore with Jan Robinson the following questions:

- Within the legislative structure that currently exists in B.C., how does the occupational therapy profession know it's on the right road?
- What kind of regulatory journey does it want to set for the future?

Please come and explore the strategic choices which can leverage the profession's regulatory mandate and make a difference to the health system.

Saturday, October 23, 2010
8:30 a.m. - 10:30 a.m.
(Registration opens at 8:00 a.m.)

Plaza 500 Hotel
500 West 12th Avenue
Vancouver, B.C.

If you wish to attend, please complete
the enclosed AGM registration form.