

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
REPORTS FOR THE 2014 ANNUAL GENERAL MEETING
SATURDAY, MAY 3, 2014
9:00AM – 10:30AM
SIAST WASCANA CAMPUS
4500 WASCANA PARKWAY, REGINA, SK**

AGENDA

- 1) Call to Order
- 2) Confirmation of a Quorum
- 3) Additions to the Agenda
- 4) Adoption of Minutes of Last Meeting (Reference #1)
- 5) Council Reports
 - a) Officers
 - i) President-Elect (Cara Spetz)
(1) CDAA Update
- 6) Staff Reports
 - a) Executive Director
 - i) Auditor's Statement (Reference #2)
 - b) Professional Development Coordinator
- 7) Special Committee Reports (as required)
- 8) Acceptance of Reports
- 9) Old Business
- 10) New Business
- 11) Awards
 - a) Certificates of Appreciation
 - b) Awards
 - i) Past President's Award – Stacey Chaisson
 - ii) Honorary Life Membership – Calla Effa
 - iii) Marg Steckler Award of Excellence - Jo-Ann Chatterson
 - iv) Susan Anholt Mentorship Award – Karen Hannah
 - v) 25 Year Service Awards
 - vi) Appreciation Awards (Stacey Chaisson)
- 12) Election of Officer – President Elect
- 13) Election of Director -
- 14) Installation of Officers – President Elect, President, Past President
- 15) Appointment of Signatories
- 16) Adjournment

PRESIDENT-ELECT REPORT: Cara Spetz, R.D.A. [this report will be supplemented verbally at the AGM]

Mission: The Saskatchewan Dental Assistants ' Association provides excellence in oral health care through education, provides public protection through regulation, participates in oral health initiatives and advocates for the health and safety of dental assistants.

Vision: "Respected, Responsible, Educated Oral Health Professionals".

I will take this opportunity to update everyone about events that have taken place over the past year. Council's main responsibility is to set direction, monitor the activities of the SDAA and direct the Executive Director.

Direction/Vision:

- Council members did not make any adjustments to our vision, mission or outcomes during 2013 because we were revising our entire policy governance process/handbook.

Budget:

- The 2014 budget was approved in April, 2013. Council annually approves the budget and at each meeting reviews income and expenses in relation to the budget.
- SDAA increased our 2014 pay rates for all staff to reflect labour market standards.
- A change made by CDAA in 2012 in the Malpractice Insurance carrier has brought the insurance rate down for 2102 and 2013; however, after research we realized that the new CDAA policy offered claims-made insurance rather than occurrence-based. SDAA felt that this insurance placed dental assistants once they discontinued licensure due to a change in career or at retirement. SDAA has now purchased an occurrence-based policy which will provide long term coverage for dental assistants. Notably, based on our raised concern and after our decision was made, the CDAA has now returned to an occurrence-based policy.
- The SDAA is now paying a \$100.00 stipend for council members attending an in-person meeting.
- Our licence fees will remain the same for 2015.
- The Commission of Dental Accreditation grant amount is \$5.24 per capita in 2014. The cost is based on the number of site visits required annually and changes every year.
- SDAA

Governance:

- Council held an in-camera session to discuss the annual review of the Executive Director.
- Council reviewed all policy governance with a policy governance coach.
- Council welcomed Pam Kashuba, RDA in the fall.

CANADIAN DENTAL ASSISTANTS' ASSOCIATION: SDAA Council Update

Over the course of the past few years the SDAA has been concerned that the CDAA was not achieving the benchmarks that are required of a national association. Council did not feel that the CDAA outcomes warranted remaining in the organization at this time. As announced in your December Accent on Assisting, SDAA served notice that we would not continue our participation in 2014. Our action has forced CDAA to consider a strategy to provide real value to dental assistants in Canada. At this time SDAA will participate in stakeholder discussions and has taken a wait and watch approach until some tangible restructuring take place before reevaluating our interest in this organization.

EXECUTIVE DIRECTOR/REGISTRAR: Susan Anholt, R.D.A.

The Annual Report is our report card. The Council defines the Mission, Vision and Strategic Outcomes. Staff has the responsibility to ensure that the mission, vision and outcomes are accomplished by various staff activities. The following provides an overview of SDAA activities.

Enforcement & Ethical Practice:

1. *Ensure safe and ethical practice through documentation and reporting scope of practice infractions within the dental professions.*

- Distributed list of licensed members and "Assisting Highlights" to all dentists in Saskatchewan; February, 2013.

Practising:	1048
Restricted Practising	0005

Temporary Restricted: 0032
 Non Practising: 0215
 TOTAL: 1300 (includes Honorary Life: 011)
 New Registrants: 0088
 Attrition from 2012 to 2013: 0070

- Notification of lapsed licensure was sent to all members failing to renew their membership.
- Published list of lapsed dental assistants in “Accent on Assisting” - March 2013.
- SDAA staff has proactively contacted members, dentists, & unlicensed staff about licensure/practice issues.
- List of new registrant/licences updated through Accent on Assisting throughout year.
- Monitoring attendees at professional development courses (reviewed for unlicensed participants).
- Members annually receive two professional development reports.
- Non-practice members are advised of the rules relative to retaining their eligibility to practice during their fourth and fifth year of holding non practice status.
- Met with the SIAST Wascana Dental Assisting Students in May 2013. The student presentation covered the rules and regulations regarding their licensure and practise. SDAA makes direct reference to attitudes and work ethics.
- Continued Professional Liability Insurance (\$2m) for each member with practice status.
- Held a Disciplinary Hearing on June 1, 2013. The hearing report is posted on the SDAA website.
- All complaints are documented, addressed or referred as required. Complaints: (breakdown)

Inquiry Statistics	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003
Inquiries	8	3	3	2	1	4	1	4	4	3	2
Inquiries related to Dentist	2	1	2	0	1	2	0	0	0	0	0
Totals	8	4	5	2	2	6	1	4	4	3	2
Registrar Action:											
Complainant Failed to Pursue/Resolved	8	2	1	1	0	2	0	1	4	2	1
Cautionary/Inquiry Letters/Phone Call	7	1	0	1	1	3	0	3	2	1	1
Referred to CDSS (officially/unofficially)	1	0	0	0	0	1	0	0	0	0	0
Registrar Forwarded to PC	0	1	2	0	1	0	1	0	0	0	0
Professional Conduct Committee:											
Pending	0	0	0	0	0	0	0	0	0	0	0
Resolved	0	1	2	0	1	0	1	0	0	0	0
Action:											
<i>No Action Required</i>	0	0	1	0	1	0	1	0	0	0	0
<i>Alternate Dispute Resolution</i>	0	0	1	0	0	0	0	0	0	0	0
<i>Referred to Discipline Committee</i>	0	1	0	0	0	0	0	0	0	0	0
Discipline Committee:											
Disciplinary Hearings	1	0	0	0	0	0	0	0	0	0	0

2. Ensure that Registered Dental Assistants are current with infection prevention and control standards.

- The new “Infection Control Protocols” for Saskatchewan are posted on the SDAA website.

3. Support the CDSS Practice Inspection initiative to monitor standards and protocols.

- Provided CDSS with current licensure lists to assist with Practice Inspections.

4. **Encourage positive attitudes, professionalism and mutual respect within the workplace.**
 - SDAA celebrated Dental Assistants Week on March 3-9 and promoted the week to all dental offices.
 - SDAA has now made a SDAA Benefit Plan available to our members. Information is available at www.sdaabenefits.ca
 - Advertised the CDSS **Team Assistance Program** to encourage members to deal with personal issues that may affect their work.
 - Held '**Members Forum**' at the 2013 Conference to increase communication to the interests and needs of the profession.
5. **Provide members with access to expanded workplace opportunities including long term care and public health initiatives.**
 - SDAA has continued to pursue the "Dental Assistant Care Plan" proposal for Long Term Care Facilities.
 - A kit is now available for presentations in LTC facilities.
 - SDAA is an active member of the SOHP LTC committee which has developed a proposal for oral care in LTC which has been presented to the Ministry of Health.
 - All members are encouraged to mentor new graduates to expand the confidence for new graduates.
6. **Monitor labour market supply and demand for dental assistants.**
 - Monitor SIAST training seats and annual student survey results.
 - Monitoring shortages in profession through the activity on the Job Board.
 - Advertised in MultiBrief and other publications.

Education:

7. **Uphold national educational and regulatory standards including CDAC accreditation, NDAEB examinations and standardized curriculum.**
 - Partnerships are established with CDAA, NDAEB, Commission on Dental Accreditation of Canada (CDAC), and Dental Assisting Regulatory Authorities [of Canada] (DARA).
 - Served notice to CDAA that SDAA will not be affiliated in 2014.
8. **Provide all dental assistants in Saskatchewan access to educational programs and courses that encourage personal and professional growth.**
 - SDAA offered seminars in March, April and May.
 - Implant Orientation Course – SIAST, March 16, 2013
 - Temporary Crowns for Dental Assistants Workshop – SIAST, April 13, 2013
 - Gingival Retraction Cord Workshop - SIAST, May 4, 2013
 - Co-hosted Saskatchewan Oral Health Professions – Conference Sept 19-21, 2013
 - Gingival Retraction Cord Workshop – November 2, 2013
 - Dental Assistant Handbook available online.
 - SDAA has offered funding to SIAST for the development of the RIAT – PART 2 course.
9. **Assist Registered Dental Assistants in the development of interpersonal and negotiation skills.**
 - Programming at professional development seminars will attempt to address this need.
 - SDAA staff mentor dental assistants that contact the office.
 - Information on Harassment Legislation in Saskatchewan was printed in the Accent on Assisting, December 2013 as this seems to be a growing concern within the profession.

10. Collaborate within the dental professions relative to public oral health initiatives.

- LTC initiative.

11. Inform employers regarding the skills, current licensure status, salary expectations and benefits Registered Dental Assistants.

- The Proposed Salary Guide was increased by 4% for 2013.
- SDAA participated in the Saskatchewan Oral Health Professions Forum; one meeting held in 2013.
- Promoted SDAA Benefits; the health insurance program available to dental assistants to dentists.

12. Educate the public about the role and scope within the dental assisting profession.

- Our competency document is posted on our website.
- CDAA campaigns are funded by SDAA through the assessment in 2013.

Effective Administration:

13. SDAA is financially viable.

- SDAA operates within an approved budget.
- Council reviews Income & Expense/Budget Comparison Statement and Balance Sheet at every meeting.

14. SDAA is fiscally accountable.

- Auditor is appointed through the Annual General Meeting
- Auditor's Statement is approved by Council for presentation to the AGM.
- Auditor's Report is circulated to the membership for presentation to the AGM in accordance with The Dental Professions Act.
- A second signatory receives cheques, copies of invoices and a cheque log twice a month and applies the second signature to all cheques.
- All Officers receive an Income & Expense statement, Balance Sheet and general ledger print-out on a monthly basis.
- P.D. account income deposited to main account to ensure that all SDAA transactions undergo annual audit.
- Increased email contact with members, including links to annual reports etc.

15. SDAA manages through policy governance.

- All members of council have the opportunity to review and comment on the executive director evaluation.
- Policy Governance Workshops held at each meeting in 2013.
- New policy manual approved in October, 2013.
- Council is in the process of developing Executive Director monitoring reports.
- A new policy evaluation schedule has been established.

16. SDAA assess council for demographic balance and work towards appropriate succession planning.

- Succession planning is incorporated into ends and is reviewed annually.
- Council demographics have been reviewed as part of the term of office annual report.

I am employed approximately 4 days per week by the SDAA. Tracey Taylor is employed approximately two days per week as Professional Development Co-ordinator with primary responsibility for all professional development. She also is responsible for all data entry and mail. Tracey is assigned the responsibility of SDAA representation on the SOHP Conference team. The SDAA office remains located at 603 Third St. in Kenaston.

President Stacey Chaisson has provided excellent, forward thinking leadership for the dental assistants' of Saskatchewan throughout 2013. Our profession has increased its public profile over Stacey's tenure and her

outreach has attracted new and young directors. Their involvement speaks well for the future of the organization and I am proud to be involved with such a dynamic group. We were very sorry to have Stacey leave us in January; fortunately our President-Elect Cara Spetz has capably stepped into the position. Council has approved the continuance of Jo-Ann Chatterson in the capacity of Past President.

We look forward to continued success in 2014 and onward!

Required Motions:

MOTION: THAT the SDAA audited financial statement for the period January 1, 2013 – December 31, 2013 be accepted as presented.

MOTION: THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2014.

PROFESSIONAL DEVELOPMENT: Tracey Taylor

- Aboriginal Awareness and Motivational Interviewing with at risk populations – April 5, 2014
- Radiation Quality Assurance updates & Workplace Harassment – May 3, 2014
- Oral Cancer – An Emerging Pandemic? & Communicating with Impact – November 8, 2014
- SOHP Conference – September 11-13, 2014

The office of professional development has seen another busy year and registrations for seminars has been fairly consistent. Since the 2013 AGM we have hosted two P.D seminars; the final seminar of 2013 was to be held in November in Saskatoon but had to be postponed to April 2014 because our speaker was unable to attend due to injury. The course featured Ms. Elodie Jordens on Aboriginal Awareness in the morning followed by Dr. Rosamund Harrison presenting her research with motivational interviewing with at risk populations. On November 8, 2014 we will be back in Regina at Evraz Place for the fall seminar. This seminar will feature Jo-Ann Jones, RDH presenting 'Oral Cancer' in the morning and 'Communicating with Impact' in the afternoon. Brochures for this and other upcoming events can be found on the SDAA website and registration information will be forwarded to members shortly.

The SOHP 2014 conference committee has been very busy planning the upcoming conference. The Canadian Association of Public Health Dentistry will be joining us this year and will be co-hosting the conference. The theme for this year's session is 'Leading Innovation and Change'. This year the committee decided to have three short key note speakers; Dr. Anita Chakravarti will present "Mindfulness - Stress and Resilience" on Friday morning; Dr. Carlos Quinonez, from CAPHD will present on Friday after the lunch break and Eva Grayzel will present "Tounge-Tied: A Story NOT Silenced by Oral Cancer" on Saturday morning. A preliminary schedule of events and speakers can be found on the SOHP website at <http://saskoralhealthconference.com/> Conference fees have been increased for 2014. Dental assistants registering prior to August 11, 2014 will pay the \$185 fee which includes a \$10 levy to support the ongoing initiatives of the CAPHD. Registration will be available online and will be opening soon; register early as all fees will increase after the August 11, 2014 deadline.

SDAA has always taken a leadership role in the conference and our volunteers have always stepped up when it is time to get things done. We are once again taking on the role of planning and executing the scanning for the conference and I will be booking volunteers to scan in the near future. I would like to thank all of you who take time to volunteer, whether it is during PD sessions, annual conference, on council or doing demos in schools or LTC facilities, your hard work is noticed and appreciated. Thank you to all of you, you have been great and I look forward to working with you again. Thank you all for coming today, I hope that you will stay for the presentations following our meeting. After the coffee break there will be a short presentation on workplace harassment with Mr. Terry McKay. This afternoon we will have Dean Lefebvre presenting the Radiation Quality Assurance updates with some class time

followed by some hands on work as well. Again, thank you for being here and enjoy the rest of the day, I hope to see all of you in Saskatoon in September.

REFERENCE #1

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING
MAY 4, 2013
TWILIGHT ROOM, THE WILLOWS, SASKATOON SK**

CALL TO ORDER 1. President Stacey Chaisson called the meeting to order at 9:04 am; welcoming members to the fifty-fifth annual general meeting. Ms. Chaisson introduced the members of council present.

QUORUM 2. With 42 members in attendance, Ms. Chaisson declared that the requirement of a quorum (Administrative Bylaws; Section 9.3.2) is met by the members present.

AGENDA 3. Ms. Chaisson called for additions to the agenda. She added:

- Greetings from CDAA; Ms. Calla Effa
- Penny Waite Achievement Award
- Marg Steckler Award of Excellence

MOTION #1: Jacklyn Sies – Holly Hanson / THAT the agenda be confirmed as amended. CD.

MINUTES 4. The minutes of the September 15, 2012 meeting were pre-circulated. Ms. Chatterson called for errors or omissions. There were none declared.

MOTION #2: Chantel Breitzkreuz – Gillian Nault / THAT the minutes of the September 15, 2012 Annual General Meeting be adopted as circulated. CD.

PRESIDENT'S REPORT 5. Ms. Chaisson greeted the members present. She encouraged members to review her written report and provided a verbal report on her activities over the past six months. She reported that she has attended all council meetings, has been in constant contact with the SDAA office and has written three articles for the 'Accent on Assisting'. She also attended the SIAST implant course and was encouraged that the course was taught by a Registered Dental Assistant.

PRESIDENT-ELECT REPORT 6. Ms. Spetz addressed the meeting and welcomed everyone. She reported that since becoming president elect in September of 2012, she attended a NIRO policy governance course presented by the U of R. She has been in contact with the office regularly to address any concerns or questions that she has, and has attended all meetings of council and has taken part in the ED evaluation.

CDAA REPORT 7. Ms. Chatterson brought greetings from CDAA and spoke on the activities of CDAA over the past year. The CDAA continues to be a national voice for dental assistants' across Canada, and communicates regularly via email and conference calls with its corporate members. Through the CDAA each RDA in

Saskatchewan has access to liability insurance at a reasonable rate. The CDAA has recently launched an educational email web blast called 'MultiBrief'. She directed members to the CDAA Code of Ethics brochure on their tables and encouraged everyone to take one home. There are many challenges to being on the CDAA board but her main focus is to represent SDAA and to vote on motions that are beneficial to all dental assistants in Canada. They have completed a complete rewrite of the current bylaws that will be presented at the AGM. CDAA continues to work on revisions to governance and operation policies. CDAA has three mandates as set out by the Corporate Members: National level advocacy for the Dental Assisting profession, Knowledge Transference and Community and Capacity Building. She reported that dental assistants in Quebec have been working towards self-regulation and proudly the SDAA was there to support them. The CDAA AGM will be held in Ottawa on June 27-29, 2013. She directed members to a flip chart at the back of the room where they are invited to list ideas and feedback that she could take back to the CDAA.

GREETINGS FROM CDAA

8. Calla Effa, CDAA Vice President brought greetings from CDAA. She congratulated SDAA on being one of two provinces who are self-regulating. Ms. Effa encouraged members to read the 'Multibrief' email blast. Ms. Effa shared that she feels very privileged to serve dental assisting at the national level, and is looking forward to beginning her term as president of CDAA in June.

EXECUTIVE DIRECTOR REPORT

9. Ms. Anholt noted that the annual report is our report card. As the council defines the mission, vision and strategic outcomes, the staff has the responsibility to ensure that they are accomplished.

The first strategy was to monitor and report the scope of practice within the dental professions to ensure safe and ethical practice. The \$2 million professional liability insurance for each practising member was continued. SDAA distributed member lists, published the list of lapsed members and printed licensure updates throughout the year.

As of December 31, 2012 there were 1045 practice licences, 5 restricted practice licences, 18 temporary restricted licences, 204 non practice members, for a total of 1282, which includes 11 honorary life members.

There were 4 complaints in 2012, of which 2 complainants failed to pursue their complaint, one cautionary letter was issued and one complaint was referred to the professional conduct committee who subsequently referred that complaint to the discipline committee.

To ensure that dental assistants are current with new and evolving infection control standards, the SDAA has worked within the Saskatchewan Oral Health Professions to review and revise the Saskatchewan "Infection Prevention and Control Standards in the Oral Health Care Facility".

To support the CDSS Practice Inspection initiative we have provided the CDSS with a current licensure list to assist with practice inspections.

To foster positive attitudes, professionalism and mutual respect within the workplace SDAA has promoted National Dental Assistants Week, the display of

your 'Certificates of Registration' and usage of name tags.

In order to provide members access to expanded workplace opportunities SDAA has continued to pursue opportunities in long term care homes.

To monitor labour market supply of dental assistants and initiate recruitment activities we have monitored SIAST training seats and positions on the Job Board.

To uphold national educational and regulatory standards we continue to work with the CDAA, NDAEB, the Commission on Dental Accreditation of Canada and Dental Assisting Regulatory Authorities [of Canada].

In order to provide all dental assistants in Saskatchewan access to educational programs and courses that foster personal and professional growth, our programs and courses have been on-going and the MultiBrief email is circulated by CDAA.

To educate employers we have distributed the publication "Assisting Highlights" to all dentists in Saskatchewan which discusses the "Proposed Salary Guide", "Dental Assistants Week", "General Competencies for Dental Assistants in Saskatchewan", CDAA Benefit Program, Job Board; with a membership list and 2013 Salary Guide enclosed. This year we also featured "Five Management Practices that Kill Employee Productivity" and the "Ten Characteristics of Great Employers". We hope it helps!

In order to assist dental assistants to develop interpersonal and negotiation skills through assertiveness training we have offered programming at professional development seminars to attempt to address this need and SDAA staff has mentored dental assistants that contact our office.

To educate the public about the role and scope of the dental assisting profession, our competency document is posted on our website and CDAA campaigns are funded by SDAA through the assessment.

To ensure that SDAA is financially viable, SDAA operates within an approved budget, Council reviews the Income & Expense / Budget Comparison Statement and Balance Sheet at every meeting.

To ensure that SDAA continues to be fiscally accountable, the auditor is appointed through the Annual General Meeting. The Auditor's Report is approved by council, circulated and approved at the AGM. A second signatory receives cheques, copies of invoices and a cheque log twice a month and applies the second signature to all cheques. Additionally all officers receive a general ledger print-out on a monthly basis. The P.D. account income is transferred to the main account to ensure that all SDAA transactions undergo the annual audit.

SDAA manages through policy governance development. All members of council have the opportunity to review and comment on the executive director evaluation.

Council has been undergoing a complete policy governance workshop with Rogers Leadership Consulting to ensure that we have no policy gaps and are fully accountable.

SDAA assess council for demographic balance and work towards appropriate succession planning. Succession planning is incorporated into the ends and is

reviewed annually. Council demographics are reviewed annually.

Ms. Anholt thanked president Stacey Chaisson and noted that she continually is amazed by the insight and dedication of the women such as Stacey who step forward into leadership roles. She thanked all of the directors and the dental assisting membership for their courtesy and responsiveness to our daily communications.

Ms. Anholt reviewed the 2012 Auditor's Report.

MOTION #3: Ramona Skinner – Gillian Nault / THAT the SDAA audited financial statement for the period January 1, 2012 – December 31, 2012 be accepted as presented. CD.

MOTION #4: Jacklyn Sies – Stacy Lynnes / THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2013. CD.

PROFESSIONAL
DEVELOPMENT REPORT

10. Ms. Taylor indicated that professional development has seen a very busy year as attendance increases. The final seminar of 2012 was in November in Regina and featured speakers on Aboriginal Awareness and Tobacco Cessation. The March seminar in Regina at Evraz Place featured 'Civility in the Workplace'. The April seminar in Saskatoon offered 'Oral Cancer' in the morning and 'Communicating with Impact' in the afternoon. Today there will be presentations on SHIRP, Privacy, and 'Trends & Treatment: Esthetics as a Gateway to Oral Health'. The November 2013 course will be back here at the Willows and will consist of two presentations; 'Aboriginal Awareness' in the morning and 'Motivational Interviewing' in the afternoon.

The SOHP 2013 conference will feature 'Let's Get Engaged' at Evraz Place in Regina on September 19-21. Registration information is online at www.saskoralhealthconference.com. SDAA is again taking on the role of planning and executing all the scanning for the conference and volunteers should contact the SDAA office.

ACCEPTANCE OF
REPORTS

11. Ms. Chaisson called for a motion to receive all reports.

MOTION #5: Calla Effa – Sheryl Coleman / THAT all reports be received. CD.

OLD BUSINESS

12. None.

NEW BUSINESS

13. None.

AWARDS

14. Ms. Chaisson read the list of recipients of the 25 Year Service Awards: 33 years: Deanna Falkner, 26 Years: Marilyn Newton, 25 years: Emily Caithcart, Yvette Enns, Beatrice Fortier, Shelley Frey, Leslie Irwin, Debbie Kesslering, Leah Lozinsky, Julianne McNevin, Elaine Posehn, Nancy Roth & Deb Walker.

Ms. Robin McKay Ganshorn was presented the Penny Waite Achievement Award. Robin thanked the SDAA and expressed her gratitude for receiving this

award.

Ms. Calla Effa was the 2013 recipient of The Marg Steckler Award of Excellence. Calla addressed the meeting and thanked the SDAA for this special honour. She encouraged everyone to consider volunteering for a term on council as their own contribution to the profession of dental assisting and the association.

TERMS OF OFFICE

15. Ms. Chaisson reported that in accordance with bylaws, officers and directors are eligible to serve a second term by a majority vote of council. She announced that herself, Ms. Spetz, Ms. Chatterson, Ms. Breitreuz and Ms. Lynnes have all agreed to serve a second term in their current position.

ADJOURNMENT

16. President Ms. Chaisson declared the fifty-fifth Annual General Meeting adjourned at 10:01 am.

REFERENCE 2

Saskatchewan Dental Assistants' Association

Audited Financial Statement for the year ending December 31, 2013 (with comparative figures for 2012)

Revenue	2013	2012
Licensure	\$256,925	\$235,510
Member Professional Development Income	23,350	18,300
Other Income	7,078	5,110
Public and Professional Relations	200	120
	\$287,553	\$259,040
Expenses		
Accreditation Fees	10,606	\$8,990
Advertising and Promotion	4,266	3,642
Amortization	2,379	2,864
Council Development	7,628	-
Executive Board Meetings	13,293	15,427
Gifts and Honorariums	715	4,423
Insurance	15,962	15,591
Interest and Bank Charges	1,742	665
Member Professional Development	18,333	13,246
Memberships and Grants	45,795	32,025
Miscellaneous	446	55
Office and General	17,813	20,345
Professional Fees	16,083	4,797
Rent	6,600	6,600
Repairs and Maintenance	826	1,163
Staff Travel and Training	5,637	6,530
Telephone	2,406	2,478
Wages and Benefits	81,100	74,189
	\$251,630	213,030
Other Income (expenses)		
Loss on Sale of property, plant & equipment	-61	-37
Net Income	\$35,862	\$45,973
Assets		
Current Assets		
Cash	8,895	53,089
Term Deposits	221,000	136,000
Interest receivable	2,112	1,788
Prepaid expenses	1,250	7,459
Investments	281,900	281,900
Property, plant & equipment (tangible capital assets)	6,463	6,887
	\$521,620	\$487,123
Liabilities		
Current Liabilities		
Deferred income	\$2,370	\$3,735
Member Equity	\$519,250	\$483,388
Members' equity – beginning of year	\$483,388	437,415
Net income	35,862	45,973
Members' equity – end of year	\$519,250	\$483,388

The above is an excerpt of the complete audited financial statement of the SDAA completed by Virtus Group.