

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING REPORTS (2017 ACTIVITIES)
SATURDAY, APRIL 21, 2018
9:00AM – 10:15AM
TRAVELODGE HOTEL
106 CIRCLE DRIVE WEST, SASKATOON, 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 (Jill Nault)
 - ii) President-Elect (Karly Edwards)
- 6) Staff Reports
 - a) Executive Director
 - i) Strategic Outcome Report
 - ii) Auditor's Statement (Reference #2)
 - b) Strategic and 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
 - i) Holly Hanson, RDA
 - ii) Cara Breton, RDA
 - b) Certificates of Recognition (30-35-40-45 Years)
 - c) Awards
 - i) Saskatchewan Polytechnic Student Participation Award
 - ii) 25 Year Service Awards
 - iii) Penny Waite Award – Nina Lobb, RDA
 - iv) Susan Anholt Mentorship Award – none
 - v) Marg Steckler Award of Excellence - none
 - vi) Honorary Membership – Leslie Topola, SDT
 - vii) Honorary Life Membership – none
 - viii) Past President's Award – Jill Nault
- 12) Election of Officer – President Elect
- 13) Election of Director(s)
- 14) Installation of Officers
- 15) Appointment of Signatories
- 16) Adjournment

PRESIDENT’S REPORT: Jill Nault, R.D.A. [this report will be supplemented verbally at the AGM]

Mission: The Saskatchewan Dental Assistants’ Association provides public protection through the regulation of competent practitioners; promotes excellence in oral health care and advocates for the health and safety of dental assistants.

Vision: “Respected, Responsible, Educated Oral Health Professionals”.

I will take this opportunity to welcome members to our sixtieth annual general meeting and 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:

- An environmental scan is conducted at each meeting of council.
- Final Membership Statistics for 2017:

| | |
|------------------------------|------------------------------------|
| Practice: | 1177 |
| Restricted Practice: | 0004 |
| Temporary Restricted: | 0037 |
| Non-Practice: | 0203 |
| TOTAL: | 1421 (includes Honorary Life: 011) |
| New Registrants during 2017: | 0115 |
| Attrition from 2016 to 2017: | 0055 |

Budget:

- The 2018 budget was approved in April, 2017. Council annually approves the budget and reviews income and expenses at each meeting in relation to the budget.
- Our licence fees have remained constant in 2018.
- The Commission of Dental Accreditation grant amount is \$6.59 per capita in 2018. The cost is based on the number of site visits required annually and changes every year.

Governance:

- Council has reviewed a “Executive Director Monitoring Reports” at all meetings in accordance with the schedule.
- Sections of our policy governance are being reviewed annually according to a three-year schedule.
- Council held an in-camera session to discuss the annual review of the Executive Director.
- Council approved a second term for Jennifer Prpich, RDA during 2017.

Upcoming:

- Cara Breton, RDA of Swift Current has just completed her term as Past President. Cara has served on Council since 2011 and we thank her for her service.
- Holly Hanson, RDA of Saskatoon has just completed her second term on Council. This has created an opening for a director on Council.
- Pending elections, there may be an additional director position open.
- Our recent Compensation and Benefit Survey closed on April 3. Results will be posted in the member portal and will be incorporated into future Proposed Salary Guides.
- The CDSS has reported that they are no longer pursuing a dental aide course.

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

For those of you who do not know me, my name is Karly Edwards. I have been serving on council since 2015, first as a director, and then as President Elect. I am so thrilled to begin my term as president of the SDAA this year. This council is so impressive, forward thinking, and I couldn't be more excited about the future of Dental Assistants in Saskatchewan. Thank you.

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.

REGULATION:

1. *Ensure regulatory standards by adhering to the Regulatory Bylaws including CDAC accreditation, NDAEB examinations and standardized curriculum.*

- Partnerships with the NDAEB, Commission on Dental Accreditation of Canada (CDAC), and Canadian Dental Assisting Regulatory Authorities (CDARA).

ORAL HEALTH INITIATIVES:

2. *Encourage oral public health initiatives through collaboration within the dental professions.*

- Promoted member access to the "Saskatchewan Senior's Oral Health & Long-Term Care Strategy – Better Oral Health in Long Term Care: Best Practice Standards for Saskatchewan.
- Advertised in National Non-Smoking Campaign
- Supported the Saskatchewan Oral Health Coalition in their public health initiatives
- Promoted National Dental Hygienists Week
- Promoted the April 'Smile Drive' initiated by Canada's Tooth Fairy, whereby dental offices were encouraged to collect oral health supplies for distribution to various support agencies
- Promoted World Tobacco Free Day

3. *Raise awareness of oral care and oral health needs in First Nations and Immigrant populations.*

- Provided Oral Care Demonstration kits to assist members to make presentations in schools and daycares
- Contracted with the Canadian Diabetes Association to participate in specific events to promote oral health and sugar awareness issues.

4. *Awareness campaign with pharmacists regarding oral care issues related to specific medications such as methadone and drug that cause dry mouth.*

- As yet, no strategy has evolved for this initiative.

5. *Expand workplace opportunities including long term care, public health initiatives and expanded function.*

- SDAA has continued to support the "Dental Assistant Care Plan" proposal for Long Term Care Facilities.
- Our teaching kits for presentations to children and LTC facilities continue to be used regularly.
- Supported expanded function for RDA's in Provincial Enhanced Oral Health Services (Screening, ART).

6. *Monitor labour market supply and demand for dental assistants.*

- Monitoring shortages in profession through the activity on the Job Board, collecting month-end statistics for the Labour Market Planning and Systems Support Branch.
- In communication with various colleges to encourage the location of a dental assistant program in Saskatoon.

7. *Raise awareness of oral health issues related to sugar levels in pop, energy drinks, vitamin water, baby*

foods and other foods.

- Created sugar / drink display for promotional events
- Promoted and participated in Dental Free Day at the Dental Clinic, U of S – April 8, 2017
- Promoted and participated in Dental Free Day at Saskatchewan Polytechnic Dental Division – May 6, 2017

MEMBER WELLNESS:

- 8. Circulate the provincial needle stick policy to every dental office along with related Saskatchewan Health protocol.**
 - Needlestick policy is posted on the website and the list of PEP sites which are available throughout Saskatchewan is posted on the website.
- 9. Continue to encourage dental offices to provide benefit plans to employees.**
 - Assisting Highlights as circulated to dentists promotes benefit plans.
- 10. Increase member and employer awareness of the labour laws relative to lunch and physical breaks with the aim of keeping our membership healthy.**
 - Information on website and Accent issues.
- 11. Inform employers regarding the current licensure status, salary expectations and benefits of Registered Dental Assistants'.**
 - The Proposed Salary Guide was increased by 1.7% for 2018 and along with the 'Assisting Highlights' newsletter was circulated to all dentists in Saskatchewan.
 - Promoted SDAA Benefits; the health insurance program available to dental assistants to dentists.
- 12. Encourage positive attitudes, professionalism and mutual respect within the workplace and the oral health profession.**
 - SDAA celebrated Dental Assistants Week on March 5-11, 2017 and promoted the week to all dental offices.
 - The SDAA Benefit Plan is available to our members. Information is available at www.sdaabenefits.ca
 - Continued to advertise the CDSS **Team Assistance Program** to encourage members to deal with personal issues that may affect their work.
- 13. To lobby for training opportunities for Dental Aides, Dental Receptionists and Sterilization Technician to supplement the workforce and reduce the work-related stress on oral health teams.**
 - Saskatchewan Polytechnic has a Sterilization Technician course available.

COMPETENCIES & ETHICAL PRACTICE:

- 14. Registered Dental Assistants must be current with the 'Infection Prevention and Control Standards for the Oral Health Facility'.**
 - The SOHP "Infection Prevention and Control Standards" for Saskatchewan are posted on the SDAA website along with a refresher course and post-test.
 - A review committee has been formed.
- 15. Ensure safe and ethical practice through licensure and encouragement to report scope of practice infractions.**
 - CPR became mandatory over a three-year period.
 - 15 professional development credits per calendar year.
- 16. Provide all dental assistants in Saskatchewan access to educational programs and courses that encourage professional and personal growth that include the development of interpersonal and negotiation skills.**
 - Gingival Retraction Cord Workshop - Saskatchewan Polytechnic, May 13, 2017
 - Radiation QA for Dental Offices – January 9 – March 3, 2017
 - Radiation QA for Dental Offices – February 27 – April 21, 2017

- Radiation QA for Dental Offices – May 1 – June 23, 2017
- Orthodontic Assisting, Saskatchewan Polytechnic - Fall, 2017
- Radiation QA for Dental Offices – September 11 – November 3, 2017
- Radiation QA for Dental Offices – October 23 – December 15, 2017
- Gingival Retraction Cord Workshop, Saskatchewan Polytechnic – October 21, 2017
- SDAA/SDHA Conference (Proper Nutrition/Sugar Smart/Team Building) – Regina - April 1, 2017
- SDHA/SDAA Conference – Saskatoon – April 29, 2017
- SDAA/SDHA PD Seminar (Mental Health in the Workplace/Ergonomics/Inclusive Dentistry/Infection Control Review) – Saskatoon – September 29 & 30, 2017
- SDHA/SDAA PD Seminar – Regina – October 14, 2017

17. Ensure that members are aware of the Health Information Protection Act rules.

- Website resources.

18. Ensure that the Implant Course Part II is made available to RDA's in Saskatchewan

- Contracted Deb Markwart, RDA to develop the course.

19. Investigate a restorative module including local anesthetic for Registered Dental Assistants

- As yet, no strategy has evolved for this initiative.

EFFECTIVE ADMINISTRATION:

20. SDAA is fiscally accountable.

- SDAA operates within an approved budget.
- Council reviews Income & Expense/Budget Comparison Statement and Balance Sheet at every meeting.
- The auditor is appointed through the Annual General Meeting
- The 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.
- SDAA is now using the Telpay system to expedite payment of bills and salaries.
- Increased email contact with members, including links to annual reports etc.

21. SDAA manages through policy governance.

- All members of council have the opportunity to review and comment on the executive director evaluation.
- A complete policy review schedule has been established and enacted.

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

- Succession planning is reviewed annually.
- Council demographics as part of a term of office report are reviewed annually.

I am employed approximately 4 days per week by the SDAA. Janelle Claypool, RDA is employed as Strategic and Professional Development Co-ordinator in accordance with her work plan and time available for approximately a day a week. Kim Johnson is employed as Administrative Assistant with responsibility for all data entry. The SDAA office remains located at 603 Third St. in Kenaston.

President Jill Nault has followed in the footsteps of her predecessors and has provided excellent, forward thinking leadership for the dental assistants of Saskatchewan throughout 2017. Your council is very focused on the competencies of Registered Dental Assistants and they will continue to move the profession forward in a way that protects the public and recognizes your capabilities. It my pleasure to work with your council. We look forward to continued success in 2018 and onward!

Required Motions:

MOTION: THAT the SDAA audited financial statement for the period January 1, 2017 – December 31, 2017 be accepted as presented.

MOTION: THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2018.

STRATEGIC & PROFESSIONAL DEVELOPMENT: Jannelle Claypool, RDA

In 2017 SDAA and SDHA offered a total of four professional development events. These seminars are aimed primarily at dental assistants and hygienists in the province but they are also open to other dental professionals, and all were very well attended. The SDAA and the SDHA will continue to collaborate in planning all these events to ensure a balance of topics and relevance to both association members.

In 2018 there will be three professional development events. The SDHA Live, Learn, Love Conference was held at the Delta in Regina on March 16 & 17th, then of course we have today's AGM and Seminar and then to finish the year off, the SDAA Fall Seminar and SDHA AGM will be held September 28 & 29 at Evraz Place in Regina. Please watch the SDAA and SDHA websites for more information on upcoming events.

The SDAA remains dedicated to offering quality professional development speakers and events. We run these events as a service to our members on a cost recovery basis. The cost of registration has not increased since 2010. Unfortunately, in the past seven years the cost of everything else has increased significantly. To maintain the same level of quality in speakers, venue and meals, the fees for SDAA Professional Development events have increased slightly for some of the events.

With the Member Management system in place members have the ability to register for all SDAA seminars online through the member portal and are encouraged to do so. Payments can be made through your online banking system using the same procedure and account number as your annual licence fee payments or by mailing your cheque or money order to the SDAA. Non-members also can register for events through the SDAA website and pay through e-transfer.

This year the SDAA is collaborating with Diabetes Canada to help raise awareness about the importance of Oral Health Care. There are a few events throughout the year that the SDAA is sponsoring, and we are also hoping to get some members involved with opportunities to volunteer. The Indigenous Gathering is held on May 16-17th in Saskatoon where we would like to set up an exhibit booth to raise sugar awareness and hand out Oral Health Kits with tooth brushes and floss etc. In August, Diabetes Canada will be hosting the North Central Health Fair in Regina, this Health Fair provides the opportunity to receive education and counselling from a variety of healthcare professionals and therefore would be another great opportunity for Oral Health Care education and Diabetes prevention. Then in October, they will be hosting their annual Pediatric Day, our involvement for this event is still to be determined. Anyone who is interested in volunteering for any of these events can contact myself or the SDAA for more information.

REFERENCE #1

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING
APRIL 1, 2017
THEATRE LOBBY - CONEXUS ART CENTRE, REGINA SK**

- CALL TO ORDER 1. President Jill Nault called the meeting to order at 9:02am; welcoming members to the fifty-ninth annual general meeting. Ms. Nault introduced the members of council present.
- QUORUM 2. With 119 members in attendance, Ms. Nault declared that our quorum requirement (Administrative Bylaws; Section 9.3.2) is met by the members present.
- AGENDA 3. Ms. Nault called for additions to the agenda. There were no additions.
- MOTION #1: Jenn Zacharias – Jo-Ann Chatterson / THAT the agenda be confirmed as presented. CD.***
- MINUTES 4. The minutes of the April 30, 2016 meeting were pre-circulated. Ms. Nault called for errors or omissions. There were none declared.
- MOTION #2: Rita Mutlow – Anna Rogers / THAT the minutes of the April 30, 2016 Annual General Meeting be adopted as circulated. CD.***
- PRESIDENT 5. Ms. Nault verbally highlighted her report on activities over the past year noting that Council's main responsibility is to set direction, monitor the activities of the SDAA and direct the Executive Director.
- An environmental scan is conducted at each meeting of council.
 - Final Membership Statistics for 2016:

| | |
|------------------------------|------------------------------------|
| Practice: | 1132 |
| Restricted Practice: | 0004 |
| Temporary Restricted: | 0026 |
| Non-Practice: | 0199 |
| TOTAL: | 1361 (includes Honorary Life: 011) |
| New Registrants during 2016: | 0085 |
| Attrition from 2015 to 2016: | 0079 |
- Budget:
- The 2017 budget was approved in April, 2016. Council annually approves the budget and reviews income and expenses at each meeting in relation to the budget.
 - Our licence fees have remained constant in 2017.
 - The Commission of Dental Accreditation grant amount is \$8.37 per capita in 2017. The cost is based on the number of site visits required annually
- Governance:
- Council has reviewed a “Executive Director Monitoring Reports” at all meetings in accordance with the schedule.
 - Sections of our policy governance are being reviewed annually according to a three-year schedule.
- PRESIDENT-ELECT REPORT 6. Ms Edwards introduced herself. She reported that she has attended meetings, responded to all emails and has been in contact with the officers on an ongoing basis.

7. Ms Anholt provided the following an overview of SDAA activities, based on the strategic outcomes.

Regulation:

Ensure regulatory standards by adhering to the Regulatory Bylaws including CDAC accreditation, NDAEB examinations and standardized curriculum.

- Partnerships with the NDAEB, Commission on Dental Accreditation of Canada (CDAC), and Canadian Dental Assisting Regulatory Authorities (CDARA)

Monitor incorporation and out of province practice ownership relative to RDA practice or employment issues.

- Developed draft guidelines for Contract Relationships in partnership with SDHA and SDTA

Oral Health Initiatives

Encourage oral public health initiatives through collaboration within the dental professions.

- SDAA is an active member of the SOHP LTC committee which has presented a proposal for oral care in LTC to the Ministry of Health.
- Promoted National Dental Hygiene Week; April 9 – 15
- Promoted “Dental Day” (May 7, 2016) at Saskatchewan Polytechnic Dental Division
- Promoted and participated in the April “Smile Drive’ Initiated by Canada’s Tooth Fairy

Expand workplace opportunities including long term care, public health initiatives and expanded function.

- SDAA has continued to support the “Dental Assistant Care Plan” proposal for Long Term Care Facilities
- Our teaching kits for presentations to children and LTC facilities continue to be used regularly
- Supported expanded function for RDA’s in Provincial Enhanced Oral Health Services (Screening, ART)

Monitor labour market supply and demand for dental assistants.

- Monitoring shortages in profession through the activity on the Job Board, collecting month-end statistics for the Labour Market Planning and Systems Support Branch
- Participated on a CDSS Committee to strategize regarding labour market shortages of RDA’s
- In communication with two colleges to encourage the location of a dental assistant program in Saskatoon

Member Wellness

Circulate the provincial needle stick policy to every dental office along with related Saskatchewan Health protocol.

- Needle-stick policy is posted on the website and the list of PEP sites which are available throughout Saskatchewan is posted on the website

Continue to encourage dental offices to provide benefit plans to employees.

- Assisting Highlights as circulated to dentists promotes benefit plans

Increase member and employer awareness of the labour laws relative to lunch and physical breaks with the aim of keeping our membership healthy.

- Information on website and Accent issues

Competencies & Ethical Practice

Registered Dental Assistants must be current with the ‘Infection Prevention and Control Standards for the Oral Health Facility’.

- The SOHP “Infection Prevention and Control Standards” for Saskatchewan are posted on the SDAA website along with a refresher course and post-test. A review committee has been formed
- Continue to advocate to Saskatchewan Polytechnic for an online Sterilization Technician course

Ensure safe and ethical practice through licensure and encouragement to report scope of practice infractions.

- CPR is mandatory over a three-year period
- 15 professional development credits per calendar year

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

- Public website
- Promoted “National Non-Smoking Campaign”
- Promoted “World Tobacco Free Day”

Conduct a comprehensive competency review.

- A complete competency review was completed in 2016

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

- The Proposed Salary Guide was increased by 1.8% for 2017 and along with the ‘Assisting Highlights’ newsletter was circulated to all dentists in Saskatchewan
- Promoted SDAA Benefits; the health insurance program available to dental assistants to dentists

Encourage positive attitudes, professionalism and mutual respect within the workplace and the oral health profession.

- SDAA celebrated Dental Assistants Week on March 6-12 and promoted the week to all dental offices
- The SDAA Benefit Plan is available to our members. Information is available at www.sdaabenefits.ca
- Continued to advertise the CDSS Team Assistance Program to encourage members to deal with personal issues that may affect their work
- Held a ‘Member Forum’ at the 2016 conference to increase communication with the membership

Provide all dental assistants in Saskatchewan access to educational programs and courses that encourage professional and personal growth that include the development of interpersonal and negotiation skills.

- SDAA seminars in November and April
- Participated in the Saskatchewan Oral Health Professions – Conference held from Sept 15-17, 2016
- Orthodontic Assisting, Fall, 2016
- Radiation QA for Dental Offices – ongoing
- Gingival Retraction Cord Workshop – October 29, 2016

Ensure that members are aware of the Health Information Protection Act rules.

- Website resources

Effective Administration:

SDAA is fiscally accountable.

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

- The auditor is appointed through the Annual General Meeting
- The Auditor's Statement is approved by Council for presentation to the AGM
- The Auditor's Report is (electronically) 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
- The P.D. income is deposited directly to the main account
- Increased email contact with members, including links to annual reports etc.

SDAA manages through policy governance.

- All members of council have the opportunity to review and comment on the executive director evaluation
- A complete policy review schedule has been established and enacted

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

- Succession planning is reviewed annually
- Council demographics have been reviewed as part of the term of office annual report

Ms. Anholt reported she is employed approximately 4 days per week by the SDAA. Tracey Taylor is employed two days per week as Professional Development Co-ordinator. The SDAA office remains located at 603 Third St. in Kenaston.

Ms. Anholt thanked President Jill Nault and council for their focus on the competencies of Registered Dental Assistants and their dedication to moving the profession forward in a way that protects the public and recognizes RDA capabilities. She looks forward to continued success throughout 2017 and onward!

MOTION #3: Rhonda Schlosser – Cindy Penrod / THAT the SDAA audited financial statement for the period January 1, 2016 – December 31, 2016 be accepted as presented. CD.

MOTION #4: Brandy Denzin – Maureen Howell / THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2017. CD.

PROFESSIONAL
DEVELOPMENT REPORT

8. Ms. Taylor reported that we held our final seminar of 2016 on Saturday, November 5 at Evraz Place in Regina. The morning speaker was Angela Severance who is an American dental assistant and CAD/CAM expert, presenting CAD/CAM technology in the dental office. The afternoon had two presentations; Foot Care and the dental professional followed by information regarding the Saskatchewan Pension Plan. These seminars are also open to all dental professionals and all have been very well attended.

Ms. Taylor advised that the area of professional development will see a few changes in 2017. Due to the cancellation of the SOHP Conference, the SDAA and the SDHA will partner in offering professional development opportunities. In 2017 SDAA and SDHA will be offering a total of four professional development events. The SDAA will host two events; today's one day event which features the AGM followed by a PD seminar and September 29 – 30, 2017 at the Willows in Saskatoon. The SDHA will offer two events; April 28 – 29, 2017 in Saskatoon and October 14, 2017 in Regina. The SDAA and the SDHA will collaborate in planning all these events to ensure a balance of topics and relevance to both professions. Please watch the SDAA and SDHA websites for upcoming events.

The SDAA remains dedicated to offering quality professional development speakers and events. We run these events as a service to our members on a cost recovery basis. The cost of registration has not increased since 2010. Unfortunately, in the past seven years the cost of everything else has increased significantly. To maintain the same level of quality in speakers, venue and meals, the SDAA will review registration fees in 2017.

With the member management system in place members have the ability to register for all SDAA seminars online through the member portal and are encouraged to do so. Payments can be made through your online banking system using the same procedure and account number as your annual license fee payments or by mailing your cheque or money order to the SDAA. Non-members also can register for events through the SDAA website.

The final SOHP Conference was held in Saskatoon, September 15 – 17, 2016. Thank you to all those who took the time and volunteered throughout that very busy weekend.

ACCEPTANCE OF
REPORTS

9. Ms. Nault called for a motion to receive all reports.

MOTION #5: Laura Thinglestad – Calla Effa / THAT all reports be received. CD.

OLD BUSINESS

10. None.

NEW BUSINESS

11. A member raised concern regarding sterilization being performed by unlicensed people. A member questioned the minimal number of points allocated for mentorships. A member questioned the need for professional development requirements be annually as opposed to a three-year cycle used by the other organizations. A member asked if surplus funds could be used to subsidize professional development.

AWARDS

12. Ms. Nault noted that the competition for the Saskatchewan Polytechnic Student Participation Award will close next week. She presented:

- 25 Year Service Awards and 30, 35, 40 and 45
- The 2017 recipient of the Susan Anholt Mentorship Award is Kerrie Krieg, RDA noting that this award will be presented in Saskatoon later this month.

ADJOURNMENT

13. Ms. Nault thanked the membership for their participation in today's meeting. She declared the fifty-ninth Annual General Meeting adjourned at 9:45am.

REFERENCE 2: Saskatchewan Dental Assistants' Association

Audited Financial Statement for the year ending December 31, 2017 (with comparative figures for 2016)

| Revenue | 2017 | 2016 |
|---|------------------|------------------|
| Licensure | \$284,740 | \$271,980 |
| Member Professional Development Income | 22,020 | 19,050 |
| Other Income | 8,610 | 15,834 |
| Public and Professional Relations | 140 | 140 |
| | \$315,510 | \$307,004 |
| Expenses | | |
| Accreditation Fees | 8,956 | 6,989 |
| Advertising and Promotion | 2,849 | 9,354 |
| Amortization | 14,078 | 11,187 |
| Executive Board Meetings | 13,137 | 13,158 |
| Gifts and Honorariums | 500 | 1,060 |
| Insurance | 16,674 | 16,806 |
| Interest and Bank Charges | 1,892 | 1,677 |
| Member Professional Development | 19,181 | 19,736 |
| Practice Inspections | 625 | - |
| Office and General | 35,671 | 28,815 |
| Professional Fees | 6,713 | 5,950 |
| Rent | 6,900 | 6,900 |
| Repairs and Maintenance | 1,361 | 990 |
| Staff Travel and Training | 4,795 | 3,571 |
| Telephone | 2,892 | 2,725 |
| Wages and Benefits | 108,929 | 96,110 |
| | \$245,153 | \$225,028 |
| Loss on Sale of Tangible Expenses | (1,188) | (\$330) |
| Net Income | \$69,169 | \$81,646 |
| Current Assets | | |
| Cash | 92,916 | 93,568 |
| Term Deposits | 689,900 | 153,100 |
| Interest receivable | 1,980 | 1,718 |
| Prepaid expenses | 2,008 | 1,450 |
| Investments | - | 461,800 |
| Property, plant & equipment (tangible capital assets) | 42,912 | 47,819 |
| | 829,716 | \$759,455 |
| Current Liabilities | | |
| Deferred revenue | 10,018 | \$8,926 |
| Member Equity | 819,698 | \$750,529 |
| Members' equity – beginning of year | 770,529 | 668,883 |
| Net income | 69,169 | 81,646 |
| Members' equity – end of year | 819,698 | \$750,529 |

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