

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

SATURDAY, APRIL 27, 2019

1:00PM – 2:15PM

DELTA REGINA – TUSCANY ROOM

1919 SASKATCHEWAN DRIVE, REGINA, SASKATCHEWAN S4P 4H2

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 (Karly Edwards)
 - ii) President-Elect (Gillian Isabelle)
- 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)
 - a) Presentation on The Dental Disciplines Act (Jill Nault)
- 8) Acceptance of Reports
- 9) Old Business
- 10) New Business
- 11) Awards
 - a) Certificates of Appreciation
 - i) Karen Hannah (2001 appointment)
 - ii) Alison Liable (2003 appointment)
 - iii) Cathy Wright (2013 appointment)
 - 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 – none
 - iv) Susan Anholt Mentorship Award – none
 - v) Marg Steckler Award of Excellence - none
 - vi) Honorary Membership – none
 - vii) Honorary Life Membership – none
 - viii) Past President's Award – none
- 2) Election of Officer – no elections required.
- 3) Election of Director(s) – n/a
- 4) Installation of Officers – n/a
- 5) Appointment of Signatories
- 6) Adjournment

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

PRESIDENT'S REPORT: Karly Edwards, R.D.A.

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 sixty-first 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. This environmental scan is used to direct the Executive Director and to keep council moving forward with current topics and issues in our communities. At the last council meeting we discussed putting a strong focus on mental health within the dental office - patients and team. These are always great discussions and I always look forward to seeing where the council will head next.

Final Membership Statistics for 2018:

Practice:	1219
Restricted Practice:	0005
Temporary Restricted:	0021
Non-Practice:	0200
TOTAL:	1445 (includes Honorary Life: 011)
New Registrants during 2018:	0089
Attrition from 2017 to 2018:	0065

I cannot stress enough how important it is for our current members to mentor new members. This is a great profession but without great mentorship, new members might get scared off by the craziness that is a dental office! We ALL know what I mean!

Budget:

- The 2019 budget was approved in February, 2018. Council annually approves the budget and reviews income and expenses at each meeting in relation to the budget.
- Our licence fees have remained constant for 2019.
- The Commission of Dental Accreditation grant amount is \$8.25 per capita in 2019. The cost is based on the number of site visits required annually and changes every year.
- SDAA has moved our Professional Liability Insurance to PROLINK. There is an increased cost but there is increased benefit. Information is available on the website and in our printed newsletter

Governance:

- Council has reviewed a "Executive Director Monitoring Reports" at all meetings in accordance with the schedule. This is when we check in with what the executive director has been up to, how she handles different situations and tasks. If there are any questions, they are always answered in a timely manner and we are always satisfied with the work our ED does. She really is great!
- Sections of our policy governance are being reviewed annually according to a three-year schedule. This is no easy task. This takes several hours of our time, and even MORE hours of our ED's time. We had a policy writer in a few years ago to help rewrite our policy, and in the last few years, council time has been dedicated to re-reading that policy and making sure it is plainly written and crystal clear!
- Council held an in-camera session to discuss the annual review of the Executive Director.
- Council approved a second term for Dawn Schmaus, Lisa Christianson and Colleen Kennedy. Council approved a second year as President and President Elect respectively myself and Gillian Isabelle.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

Education:

- SDAA contracted a curriculum developer to update the Implant Course and she has been hard at work over the last year to re-develop both the surgical and restorative sections. These courses are nearing implementation and will be offered in the fall, so keep your eyes open. With the increased use of dental implants in general practice, this course is a great addition!
- SDAA contracted the development of an *'Oral Assessment & Screening Manual'* for dental assistants working in public health.
- SDAA has contracted an educator to update the online IPC course and the 2019 version will be online soon.
- SDAA has requested that SK Polytechnic develop an online Elastomeric Separator Course and if necessary, will contract the development.
- SDAA, along with other regulators have approved a standard curriculum for Orthodontic Courses so that all courses in Canada are teaching the same competencies and gap training will not be required in the future.
- The Commission on Accreditation of Canada accreditation site visit at SAIT/USASK was completed at the beginning of this month. I was lucky enough to get to join as an observer. It was great to see the process and I look forward to hearing the results. I hope we can register some new assistants soon!

I want to thank you all for coming today. Dental Assistants are an integral part of the oral health team and it makes me so proud and happy to look out on this crowd and know how many of you take pride in your career choice. Let's keep moving the field forward and keep the pride alive!

PRESIDENT ELECT REPORT: Gillian Isabelle, R.D.A.

I regret that I am unable to attend this meeting and look forward to receiving the outcome of our discussions. I find that consulting with the council president, Karly Edwards, to be extremely helpful if I ever have any questions or need clarification on any issue.

I've read all reports and attended all meetings thus far. I found the first meeting to be a bit overwhelming as we covered a wide variety of topics, but by the time we met again in February I felt more confident and feel like I'm fitting in well with the council. I look forward to meeting with council again at the fall council meeting.

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).
- Maintain a current list of licensed Registered Dental Assistants on the SDAA website for public access.
- Notified members of mandatory WHMIS requirement.

ORAL HEALTH INITIATIVES:

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

- Continued to promote 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.
- Supported the Saskatchewan Oral Health Coalition in their public health initiatives.
- Promoted World Tobacco Free Day.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

- Meet with the Saskatchewan Oral Health Professions group to collaborate.
3. ***Raise awareness of oral care and oral health needs in First Nations and Immigrant populations.***
 - Contracted with the Canadian Diabetes Association to participate in specific events to promote oral health and sugar awareness issues.
 - Donated oral care supplies to Friendship Inn in Saskatoon.
 - Advertised for Dental Assistant Mentors for SEARCH Regina.
 - Advertised for dental assistant volunteers for the U of S Dental Student Clinic.
 - Promoted and participated in the SDHA Northern Oral Health Event at Laloche and Clearwater First Nation – September 22-23, 2018.
 4. ***Awareness campaign with pharmacists regarding oral care issues related to specific medications such as methadone and drug that cause dry mouth.***
 - This initiative has been directed to the Saskatchewan Oral Health Coalition.
 5. ***Expand workplace opportunities including long term care, public health initiatives and expanded function.***
 - SDAA has continued to promote the “Dental Assistant Care Plan” proposal for Long Term Care Facilities.
 - SDAA created the *Oral Health Screening and Assessment* course for RDA’s working in public health.
 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.
 - Council approved the new SAIT/U of S Dental Assistant Program at the University of Saskatchewan for one year based on CDAC application and approval for NDAEB Written Examination.
 7. ***Raise awareness of oral health issues related to sugar levels in pop, energy drinks, vitamin water, baby foods and other foods.***
 - Provided Oral Care Demonstration kits to assist members to make presentations in schools and daycares
 - Supported the Saskatchewan Oral Health Coalition in their public health initiatives.
 - Promoted and participated in Dental Free Day at Saskatchewan Polytechnic Dental Division – April 14, 2018.
 - Contracted with the Canadian Diabetes Association to participate in specific events to promote oral health and sugar awareness issues. Representatives attended the Indigenous Gathering in Saskatoon and North Central Health Fair in Regina. Gave away oral care supplies, brochures and lots of conversation.

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 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 2.5% for 2019 and the guide was circulated along with the ‘Assisting Highlights’ newsletter to all dentists in Saskatchewan.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

- 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 4-10, 2018 and promoted the week to all dental offices as well as email and Facebook campaigns.
 - 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 *Dispensary Assistant* course available.
 - Saskatchewan Polytechnic is offering *Radiation QA for Dental Offices*.

COMPETENCIES & ETHICAL PRACTICE:

- 14. Registered Dental Assistants must be current with the 'Infection Prevention and Control Standards for the Oral Health Facility'.**
- The 2019 SOHP "Infection Prevention and Control Standards for Oral Health Facilities" are posted on the SDAA website; the online professional development course and post-test are under revision. The review committee will remain available to answer questions.
- 15. Ensure safe and ethical practice through licensure and encouragement to report scope of practice infractions.**
- All members were notified if they required CPR during 2018.
 - Renewing members complied with the 15 professional development credits per calendar year requirement.
- 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.**
- SDAA/SDHA Conference (Nutrition/Lifestyle/Perio/Change/Radiology/Implants) – Regina – March 16 & 17, 2018
 - SDHA/SDAA Conference (Silver Diamine Fluoride/Generation Z) – Saskatoon – April 21, 2018
 - Gingival Retraction Cord Workshop - Saskatchewan Polytechnic, May 12, 2018
 - Radiation QA for Dental Offices, Saskatchewan Polytechnic – Ongoing throughout year.
 - Orthodontic Assisting, Saskatchewan Polytechnic - Fall, 2018
 - Effective Mentoring Workshop – Saskatchewan Polytechnic - October 20, 2018
 - Gingival Retraction Cord Workshop, Saskatchewan Polytechnic – October 20, 2018
 - SDAA/SDHA PD Seminar (Infection Prevention & Control/Designing Smiles/Womb to Grow/Ergonomics) – Regina – September 28 & 29, 2018
 - Dispensary Assistant Course offered online through Saskatchewan Polytechnic
 - SDHA/SDAA PD Seminar, Saskatoon – Infection Prevention Control Standards Update - October 27, 2018
- 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**
- Throughout 2018 Deb Markwart, RDA as well as subject matter experts have undertaken course development. It is currently making its way through the Saskatchewan Polytechnic delivery mechanism.
- 19. Investigate a restorative module including local anesthetic for Registered Dental Assistants**
- As yet, no strategy has evolved for this initiative.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

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 and presented 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 2 days a week as an Administrative Assistant with responsibility for all data entry. The SDAA office remains located at 603 Third St. in Kenaston.

President Karly Edwards has followed in the footsteps of her predecessors and has provided excellent, forward thinking leadership for the dental assistants of Saskatchewan throughout 2018. 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 2019 and onward!

Required Motions:

MOTION: THAT the SDAA audited financial statement for the period January 1, 2018 – December 31, 2018 be accepted as presented.

MOTION: THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2019.

STRATEGIC & PROFESSIONAL DEVELOPMENT: Janelle Claypool, RDA

In 2018 the 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 2019 there will be three professional development events. The *Live, Learn, Love Conference* was held at the Radisson in Saskatoon back in March, then of course we have today's AGM and Seminar and then to finish the year off the Fall Seminar will be held September 28th at the Saskatoon Inn. 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.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

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 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.

This year the SDAA is continuing our partnership with Diabetes Canada. This partnership provides excellent exposure for increasing oral health awareness through engagement opportunities and educational expos. There will be three events that the SDAA will be participating in, all have opportunities for volunteers! The Indigenous Gathering is being held on May 15th in Prince Albert where we will be setting up an exhibit booth about sugar awareness and handing out oral health kits with tooth brushes, floss, brochures etc. In August, Diabetes Canada will be hosting the North Central Health Fair in Regina, the Health Fair provides the opportunity to receive education and counselling from a variety of healthcare professionals and therefore is a great opportunity for the SDAA, we had over 500 people stop by our booth last year! In October, Diabetes Canada will be hosting a Pediatric Day, our involvement for this event will be similar to the other events, setting up an exhibit booth with information and supplies. Anyone who is interested in volunteering for any of these events can contact myself or the SDAA for more information.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

REFERENCE #1

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING
APRIL 21, 2018
TRAVELODGE, SASKATOON SK**

- CALL TO ORDER 1. President Jill Nault called the meeting to order at 9:00am; welcoming members to the sixtieth annual general meeting. Ms. Nault introduced the members of council present.
- QUORUM 2. With 97 members signed 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: Colleen Kennedy – Lisa Christianson / THAT the agenda be confirmed as presented. CD.***
- MINUTES 4. The minutes of the April 1, 2017 meeting were pre-circulated. Ms. Nault called for errors or omissions. There were none declared.
- MOTION #2: Calla Effa – Holly Hanson / THAT the minutes of the April 1, 2017 Annual General Meeting be adopted as circulated. CD.***
- PRESIDENT 5. Ms. Nault provided an update regarding events that have taken place over the past year. She noted that council's main responsibility is to set direction, monitor SDAA activities 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 changes annually as it is based on the number of site visits required annually and changes every year.
- Governance:
- Council has reviewed “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.

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES

Upcoming:

- Cara Breton, RDA was thanked for her service having served on Council since 2011 and just completed her term as Past President.
- Holly Hanson, RDA was thanked for her service having just completed her second term on Council. This has created an opening for a director on Council.
- 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. Members were encouraged to participate in the future.
- The CDSS has reported that they are no longer pursuing a dental aide course.

PRESIDENT-ELECT REPORT

6. Ms Edwards introduced herself, indicating that has served on council since 2015, first as a director, and then as President Elect. She stated she is thrilled to begin her term as president of the SDAA. She finds that council is so impressive and forward thinking she is excited about the future of dental assistants in Saskatchewan.

EXECUTIVE DIRECTOR REPORT

7. Ms. Anholt stated that 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:

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 the Canadian Dental Assisting Regulatory Authorities (CDARA).

ORAL HEALTH INITIATIVES:

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

- Advertised in a National Non-Smoking Campaign.
- Supported the Saskatchewan Oral Health Coalition in their public health initiatives.
- Promoted National Dental Hygienists' Week.
- Promoted World Tobacco Free Day.

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.

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.

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.
- Supported expanded function for RDAs in Provincial Enhanced Oral Health Services (Screening, ART).

Monitor labour market supply and demand for dental assistants.

- Shortages are monitored by collecting month-end Job Board statistics for the Labour Market Planning and Systems Support Branch.

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES

- SDAA has been in communication with various colleges to encourage the location of a dental assistant program in Saskatoon.

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:

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.

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.

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.

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.
- Continued to advertise the CDSS **Team Assistance Program** to encourage members to deal with personal issues that may affect their work.

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:

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.

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.

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

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES

- 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

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

- Website resources.

Ensure that the Implant Course Part II is made available to RDAs in Saskatchewan

- SDAA has contracted Deb Markwart, RDA to develop the course.

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

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

EFFECTIVE ADMINISTRATION:

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.

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 as part of a term of office report are reviewed annually.

Ms. Anholt reported on staffing, indicating that she is employed approximately 4 days per week by the SDAA. Jannelle 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

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

responsibility for all data entry. The SDAA office remains located at 603 Third St. in Kenaston.

She thanked President Jill Nault for her excellent, forward thinking leadership for the dental assistants of Saskatchewan throughout her term.

MOTION #3: Rita Mutlow – Dawn Schmaus / THAT the SDAA audited financial statement for the period January 1, 2017 – December 31, 2017 be accepted as presented. CD.

MOTION #4: Lisa Christianson – Holly Hanson / THAT Virtus Group is appointed to audit the financial statements as of yearend December 31, 2018. CD.

PROFESSIONAL
DEVELOPMENT REPORT

8. Ms. Claypool reported that 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, today's AGM and Seminar. The SDAA Fall Seminar and SDHA AGM will be held September 28 & 29 at Evraz Place in Regina.

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 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 encouraging members to volunteer. We will have an exhibit booth at the Indigenous Gathering event on May 16-17 in Saskatoon 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, where SDAA will again offer oral health care education and diabetes prevention. In October, we will be involved with their annual Pediatric Day.

ACCEPTANCE OF
REPORTS

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

MOTION #5: Bonnie Wudrich – Debra Trofimuk / THAT all reports be received. CD.

OLD BUSINESS

10. None.

NEW BUSINESS

11. None

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

- AWARDS
12. Ms. Nault announced and/or presented the following certificates:
- Certificates of Appreciation to Holly Hanson, Cara Breton and Judy Metcalfe
 - Certificates of Recognition for 30, 35, 40 and 45
 - Saskatchewan Polytechnic Student 'Outstanding Essay Prize' was announced
 - 25 Year Service Awards
 - Penny Waite Award was presented to Nina Lobb, RDA
 - Honorary Membership was presented to Leslie Topola, SDT
- PAST PRESIDENT'S AWARD
13. Ms. Edwards presented the Past President's Award to Jill Nault, RDA. Ms. Nault addressed the meeting expressing her thanks for the opportunity to serve as president and the support she has received.
- ELECTION OF OFFICER
- Ms. Breton assumed the chair and called for nominations for the position of President Elect. Colleen Kennedy nominated Gillian Isabelle. Ms. Breton made two further calls.
- MOTION #6: Colleen Kennedy – Karly Edwards / THAT Gillian Isabelle is elected to the position of president-elect, effective immediately. CD.***
- DIRECTOR
- Ms. Breton called for nominations for position of director. Lisa Christianson nominated Melissa Blow. Ms. Breton made two further calls.
- MOTION #7: Lisa Christianson – Colleen Kennedy / THAT Melissa Blow is elected as a director on the SDAA Council to begin a three-year term effective immediately. CD.***
- INSTALLATION OF OFFICERS
14. The installation of officers proceeded with Ms. Edwards indicating that she will be presenting the *Operations Management Systems* manual to Ms. Isabelle. Ms. Nault presented incoming President Edwards with the SDAA Gavel and the *Operations Management Systems* manual to assist in conducting business as the SDAA President. Ms. Breton presented incoming Past President Nault with the *Operations Management Systems* manual.
- APPOINTMENT OF SIGNATORIES
- MOTION #8: Shelly Craik – Muriel Kernohan / THAT Karly Edwards, Gillian Isabelle and Susan Anholt be appointed as signatories. CD.***
- ADJOURNMENT
15. Ms. Edwards thanked the membership for their participation in today's meeting. She declared the sixtieth Annual General Meeting adjourned at 10:05am.

**SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION
ANNUAL GENERAL MEETING BASED ON 2018 ACTIVITIES**

REFERENCE 2: Saskatchewan Dental Assistants' Association

Audited Financial Statement for the year ending December 31, 2018 (with comparative figures for 2017)

Revenue	2018	2017
Licensure	\$288,905	\$284,740
Member Professional Development Income	28,650	22,020
Other Income	9,332	8,610
Public and Professional Relations	75	140
	\$326,962	\$315,510
Expenses		
Accreditation Fees	7,341	8,956
Advertising and Promotion	14,727	2,849
Amortization	15,744	14,078
Executive Board Meetings	13,803	13,137
Gifts and Honorariums	1,202	500
Insurance	19,591	16,674
Interest and Bank Charges	2,103	1,892
Member Professional Development	29,225	19,181
Practice Inspections	5,330	625
Office and General	50,447	35,671
Professional Fees	5,749	6,713
Rent	7,200	6,900
Repairs and Maintenance	960	1,361
Staff Travel and Training	7,112	4,795
Telephone	3,006	2,892
Wages and Benefits	118,739	108,929
	\$302,279	\$245,153
Loss on Sale of Tangible Expenses	(143)	(1,188)
Net Income	\$24,540	\$69,169
Current Assets		
Cash	13,668	92,916
Term Deposits	423,000	689,900
Interest receivable	4,095	1,980
Prepaid expenses	1,500	2,008
Investments	381,900	
Property, plant & equipment (tangible capital assets)	32,115	42,912
	856,278	829,716
Current Liabilities		
Deferred revenue	12,040	10,018
Member Equity	844,238	819,698
Members' equity – beginning of year	819,698	770,529
Net income	24,540	69,169
Members' equity – end of year	844,238	819,698
Equity & Liability	856,278	829,716

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