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**Annual General Meeting**

**- Minutes -**

**May 25, 2013, Montreal, QC**

*Ladies and gentlemen, I, Darryl Yardley, Chair, hereby call the 2013 Annual General Meeting of the Private Practice Division of the Canadian Physiotherapy Association to order, and declare the Division Executive and a sufficient number of members are present to constitute a quorum.*

* Quorum attained: 16 in attendance: 7 members, 9 executive in full attendance

-WELCOMING REMARKS-

I would like to take this opportunity to welcome all of you to the 2013 Annual General Meeting. The Executive of PPD is accountable to the members at large who support our goals and initiatives. Proudly we share with you the activities and accomplishments of the Private Practice Division for the period of *June 2012 to May 2013.*

Note: I would like to please ask that anyone that speaks during the meeting to clearly identify themselves by name for the minutes.

At this time, I would like to introduce you to your PPD Executive Members. They are:

* Darryl Yardley, Chair
* Donna LaRocque, Past-Chair, Treasurer
* Julia Di Paolo, Secretary
* Sari Shatil, DRRC Representative
* Karim Meghji, Communications Lead
* Wendy Coombs (Neidhardt), Education Co-Lead
* Tanja Yardley, Education Co-Lead
* Suzanne Funk, Member-at-Large
* Kristine Houde, Member-at-Large

The minutes of ***last year’s*** AGM of the PPD have been circulated to each of the Members. Copies of the Minutes have also been distributed here today.

I will call for a motion to accept the Minutes of the 2012 Annual General Meeting of the PPD as circulated.

* Motion to approve by Wendy Coombs, Seconded by Donna LaRocque. No discussion. All in favour, none opposed. Motion Carried.
* New minutes approval committee Wendy Coombs and Tanja Yardley

I will call for a motion to accept the Agenda for the 2012 Annual General Meeting of the PPD as circulated.

* Motion to approve agenda Dave Wilkinson, seconded by Wendy Coombs
  + All in favour, none opposed, no abstentions – motion carried.

Chair's Report - Darryl Yardley

* Acknowledge and thank my Executive Team - s*pecial thanks to: Julia Di Paolo and Sari Shatil*
* Busy and productive year
* Thank Donna LaRocque for updating/editing the PPD Constitution currently on website *(Member Forum)* for vote
* Strategic Planning session held at IFOMPT, Quebec City
* Revised Mission, Vision and Values
* 3 Strategic Pillars:
  + Attract, Engage and Retain Members
  + Foster Business Practice Excellence and Innovation
  + Engage members through an innovative communication platform
* 2575 members - 863 members : 1640 students : 50 New Grads : 17 staff; 4 PTA members and 1 PTA students
* There were 8 teleconferences/meetings held this past year
* We have been involved in re-designing the PPD website - launched February 2013
* We have updated all educational content in our toolkit
* We have re-designed the format and structure our newsletter and e-blasts
  + 1 newsletter was distributed to the membership
  + 5 communication e-blasts were sent out
* We submitted and were excepted for the IDR
* We offered 2 courses:
  + Teleconference in partnership with CPA
  + Webinar in partnership with Evidence in Motion
* We have worked really hard at bringing business content to Congress 2013 - *4 hours of scheduled content*
  + Attended the Private Practice Section’s annual conference of the APTA
  + Attended the IFOMPT Conference in Quebec City
  + Attended and hosted IPPA Annual General Meeting
  + Face-to-face meeting with the Executive – strategic planning session
  + Talks commencing with the following groups for synergistic partnerships:
    - *Leadership Division of the CPA*
    - *Private Practice Section of the APTA*
    - *Evidence in Motion*
    - Synergies with OPA and PABC
* Projections for 2013:
  + Remain as a member-organization of the IPPA
  + Implementation of new communication strategies (*Karim Meghji to address)*
  + We are considering new and exciting ways to bring learning and continuing education courses (*Tanja Yardley to address)*
  + We will be implementing marketing strategies for non-member dues - engine: website
  + Retention plan for entry-level PTs (currently ~ 5% (2012)
* Tanya's comment: Looking to secure better benefits for PPD members to secure more benefits, with a partnership with PABC
* Motion to approve Chair’s report by Karim, seconded Kristine Houde. All in favour, no opposed. Motion Carried

I will now call upon our Treasurer, **Donna LaRocque**, to present the Financial Report:

* Treasurer's Report
  + closure of original bank account finally closed in April 2013
  + $50 000 GIC with new bank account
  + financial report is positive
  + no increase in membership dues anticipated
* Motion to accept financials Karim, seconder Tanya Yardley, all in favour, motion carried

I will now call upon our Communications Lead, **Karim Meghji**, to present the Communications Report:

* Website:
  + information diffusion
  + toolbox
  + log in - member protected
  + lounge - discussion area for members
  + dealer discount:
    - using social media streams to attract more members to our division
  + advertising by suppliers to add member-value
  + content supplied by Wendy, Donna, Tanya and previous executive members
  + future: 1 minute clips "game changers", aha moment, inspiration to engage members
* Newsletters
  + Quarterly
  + will link to website
* PPD Perks
  + outside the realm of physio
  + discounted services/rates from vendors for membership
* Thought Leaders
* Business Resources
  + we cannot endorse particular companies (rules of CPA)
  + it will be a "rate your business resource" for members to rate for each other
* Motion to accept Communication report Wendy Coombs, seconder Tanja Yardley, all in favour, none opposed. Motion Carried

I will now call upon our Education Co-Lead, **Tania Yardley**, to present the Education Report:

* Special thanks to Wendy Coombs for her hours of reviewing the articles to add to tool kit
* webinar content from APTA and former presentations from previous congress
* 1/quarter
* 8 week course coming
* sharing education content with Leadership Division
* e-commerce in the planning stages
* Motion to accept Education report Donna LaRocque, seconder Sari Shatil, all in favour, none opposed. Motion Carried

-NEW BUSINESS-

* Presentation by Darryl Yardley at Student AGM was well received
  + student content: the naked newbie
  + retain them by mentorship
  + information about contracts
* Annual Division Awards
* Ortho-Evidence
  + new tool, free for first year; only open to physio

**Nominations received for new Division members:**

* There was a call for nominations for the positions of Secretary on the Division Executive for a term of **2 years**. As a result of this call for nominations, the Committee has received a nomination from Yamini Mistry.
* A call to the assembly for further nominations for the position of Secretary on the Private Practice Division Executive was made. No nominations from the floor.
* There was a call for nominations for the positions of DRRC on the Division Executive for a term of **2 years**. As a result of this call for nominations, the Committee has received a nomination from James Braithwaite.
* A call to the assembly for further nominations for the position of Secretary on the Private Practice Division Executive was made. No nominations from the floor.
* There was a call for nominations for the positions of Chair-Elect on the Division Executive for a term of **2 years**. As a result of this call for nominations, the Committee has not received any nomination(s).
* There was a call for nominations for the positions of Treasurer on the Division Executive for a term of **2 years**. As a result of this call for nominations, the Committee has not received any nomination(s).
* As a result of the nominations:
  + Acclamation of Secretary by Yamini Mistry
  + Acclamation of DRRC by James Braithwaite
  + Vacancy of Chair-Elect will be filled by the Division Executive
  + Vacancy of Treasurer will be filled by the Division Executive (Donna LaRocque)
* Nominations closed - motion Kristine Houde, second Karim Meghji, all in favour. Motion carried.

The Division Executive would like to acknowledge the efforts and contributions of our outgoing executive:

* Julia DiPoalo (Secretary) and Sari Shatil (DRRC)

I am pleased to announce the date and location of the 2013 Annual General Meeting of the Private Practice Division of CPA. The meeting will be held on June 21st at the Shaw Conference Centre in Edmonton, Alberta.

Motion for adjournment: First, Wendy Coombs, seconded by Tanya Yardley. All in favour, none opposed. Motion carried.

-ANNUAL GENERAL MEETING ADJOURNED-