



2012-2013 Annual Report
of the
Manitoba Society of
Occupational Therapists

enabling ability

Table of Contents

About MSOT	3
Board of Directors and Committee Chairs	3
President's Report	4
Executive Officer's Report	6
MSOT Committee & Coordinator Reports	
Coordinator of Communications	8
Coordinator of Member Services	10
Current Affairs/Professional Advocacy Committee	11
Nominating and Awards Committee	12
Professional Development Committee	13
Public Relations Committee	14
Special Events Committee	14
MSOT Research Fund Committee	15
CAOT Report	16
Financial Statements	18
Treasurer's Report	26

enabling ability

The Manitoba Society of Occupational Therapists (MSOT) plays a vital role in building, promoting and strengthening the OT profession while supporting the individual growth and development of occupational therapists by providing:

Awareness MSOT actively promotes occupational therapy to the public, ensuring more people understand its value and essential role in health & wellness.

Advocacy MSOT is the advocate for Manitoba's occupational therapists, providing the strong voice essential to building positive work environments for today's therapists and their clients.

Professional Development & Networking MSOT is proud to enable the ability of its members by providing professional development & networking opportunities. Members have the unique advantage of sharing their diverse experiences & can benefit from exchanging new ideas, fresh insights & problem solving assistance.

2012 - 2013 BOARD OF DIRECTORS & COMMITTEE CHAIRS

Bronwyn Ring, President

Katie Kitchen, President-Elect

Pearl Soltys, Executive Officer

Kathy Kelly, Treasurer

Desiree Day, Secretary

Julie DeGroot, Coordinator of Communications

Jessica Nagamori, Coordinator of Member Services

*Alana Hoosegood, Current Affairs/Professional Advocacy
Committee Chair*

Megan Hunt, Nominating & Awards Committee Chair

Brad Snyder, Professional Development Committee Chair

Karley Van Den Bussche, Special Events Committee Chair

Jacquie Ripat, MSOTRF Committee Chair

Tonya Wagner, MOT Student Representative

Lynn Vuongphan, MOT Student Representative

Vision Statement

*To be a valued health
and wellness resource
for Manitobans*

Mission Statement

*Our Mission is to support
the professional interests
of occupational therapists*

Mandate

Connect - *Engaging
through participation*

Enable - *Health and
wellness through
occupation*

Grow - *Success
through continued
learning*

President's Report

The Manitoba Society of Occupational Therapists (MSOT) continued to work diligently over the 2012/2013 fiscal year to expand awareness of occupational therapy, increase community engagement and meet members professional development and advocacy needs. Some of the initiatives taken on by the Board of Directors this year include hiring, orienting and collaborating with our new Executive Officer Pearl Soltys; negotiation and advocacy to bring the CAOT conference to Winnipeg in 2015; creation of the Team OT initiative and representation at various community events; development of a request for proposal for website redesign, increased use of social media, and creation of new promotional strategies. Without the hard work, patience and enthusiasm of the incredible volunteers on the Board of MSOT, we would have not made any of this happen. I thank all of them for their talent, passion and work ethic.

Below is a brief overview of the highlights from 2012 - 2013.

Major Activities:

Executive Officer Recruitment

Pearl Soltys was hired as MSOT's part-time Executive Officer, (nine hours per month). Formal announcement was made at October 2012 AGM. Pearl's official start date was January 1, 2013. This has been an exciting step for MSOT and we are thrilled to have a paid part time EO to assist in optimising our resources, providing continuity and public representation for the society and helping meet our strategic goals. Pearl has been a fabulous addition to the MSOT team!

Communications/Technology:

Social Media: This fiscal year MSOT has increased its use of social media (<http://www.facebook.com/TheMSOT>), and twitter to promote MSOT initiatives, celebrate OT accomplishments, increase awareness amongst members and non-members, and link individuals to the MSOT website. Facebook site currently has 247 'likes', and continues to gain views on a regular basis.

Development of Request for Proposals for Website Upgrade: As the internet continues to evolve as a primary venue for advertising and social networking, it becomes more important for MSOT to use the website as a tool to raise awareness of OT issues in Manitoba, and increase the profile of OT. MSOT hopes to use the membership approved dollars to update the website in order to provide user-friendly access to the various resources and tools that MSOT has for its members. Potential upgrades may include a member log-in, discussion forums, links to social media, improved access to job postings, newsletters, and professional development opportunities. Five local design companies were approached with the RFP. The communications committee continues to look for a web designer who can meet the parameters set out by the board, within the budget outlined at the 2011 AGM.

Professional Development

There is an ongoing focus on providing continuing educational opportunities for members. This has recently included planning and facilitating MSOT's second research and innovation day in collaboration with the Winnipeg Regional Health Authority OT leadership group.

Currently the Professional Development Committee is exploring hosting another SAEBO course in the Fall of 2013.

MSOT spent several months advocating for and working with CAOT to bring the conference to the province. We are extremely excited to announce that we will be hosting the CAOT 2015 conference here in Winnipeg!

Networking/Advocacy

MSOT continues to represent members on various influential committees including the Winnipeg Regional Health Authority (WRHA) OT leadership group, Master of OT Program Committee / School of Medical Rehabilitation / University of Manitoba, and the Winnipeg Technical College Rehabilitation Assistant Advisory Committee.

Presentations to MOT 1 & 2 students at the University of Manitoba

Representation at 2013 School of Medical Rehabilitation Open House

Liaising with various stakeholder groups to secure MSOT booths at conferences in upcoming years (Autism Society of Manitoba, Block Building Therapies).

TEAM OT representation at the National Trek for Tourettes, Manitoba Marathon and Alzheimer's Society Walk.

MSOT planned and facilitated our second annual OT Celebration Night, to pay respect and recognition to all the accomplishments of Occupational Therapists in MB.

MSOT represented OT's during OT Month on local television talk show and radio programming and with various organisations throughout the province through social media, and hosted several networking and professional development events.

None of this would have been accomplished without the hard work and immense dedication of our office staff, volunteer board and membership dollars. As I pass the torch to the incoming President Katie Kitchen, I would like to thank all members and volunteers once more for your contributions of time and money. I had the honour of working with and for so many incredible individuals, and it was such a wonderful opportunity to grow both personally and professionally. As long as there are passionate, committed Occupational Therapists in this province, MSOT will continue to grow, and develop innovative initiatives to meet the needs of Occupational Therapists in Manitoba, and our clients.

Respectfully submitted,



Bronwyn Ring, O.T. Reg. (MB)
President, MSOT



enabling ability

Executive Officer's Report

At the writing of this report, I am about halfway into a year of being the Executive Officer for MSOT. It's been an incredible learning experience and one that I am very grateful to have had the opportunity to participate in. It's a good thing it's so much fun because we have a lot of work to do!

The new Executive Officer position is intended to act as a laser to harness the energy and passion that the MSOT Board of Directors and volunteers have for our mission by shedding more light (through research and analysis), reflecting (gathering consultation and discussion with stakeholders) and finally, helping the Board of Directors to most efficiently target actions to meet its strategic goals.

My goals for the Executive Officer position include:

1. Provide needed operational support to the Board to expedite attainment of the Strategic Goals
2. Allow Board and committee members to focus time and attention more directly on strategic issues through decreasing time spent learning practices and procedures
3. Assist in optimizing available resources to make time spent more rewarding for individual volunteers
4. Provide comprehensive oversight to a growing list of urgent legislative and profession-specific issues that will position MSOT to be proactive in shaping the future practice environment
5. Give MSOT a public "face": increasing the organization's recognisability with a clear point of contact for inclusion in networking opportunities as well as acting as a public spokesperson

The job is great fun but it is not without its challenges. Chief among them is the limited amount of time that MSOT can afford to spend on EO services. My contract is for 9 hours each month. That means that MSOT is still highly dependent on the wonderful volunteers who commit their time to both governing and delivering the services members expect from MSOT.

Some of the things I have done so far, in collaboration with the Board of Directors, include:

Developed a draft Advocacy Strategy to get Board input on priority targets and methods

Oversaw the shift to a third party email program that promotes the MSOT brand and is more easily customized to allow members to filter messages

Assisted with the contract negotiation for CAOT Conference 2015

Worked with the Coordinator of Member Services to craft timely messages concerning membership renewal

Announced and participated in Team OT, the first of a series of new initiatives to engage members and promote the profession

In the months to come, I expect to be involved with assisting the recruitment of volunteers, helping to develop more promotional material for the MSOT website, further developing the Team OT initiative and creating an online press area as well as assisting the Board with comprehensive policy review. I am also hoping to engage more directly with members and encourage you to contact me if you have a question or a suggestion or are looking for ideas of how to get involved.

All things considered, the position is much more fun than work. I am thrilled to be able to collaborate with the Board and volunteers on fulfilling the mandate that MSOT members have given us. The mission and vision of MSOT continue to inspire me and I very much look forward to directing more of my efforts to this cause.

In closing, I would like to extend heartfelt thanks to my incredible Board of Directors. Without their very generous support and encouragement, this job would not be possible.

Respectfully submitted,

Pearl Soltys, O.T. Reg. (MB)



Treasurer's Report

The Treasurer's Report can be found following the Financial Statements on page 26 .

MSOT Committee *and* Coordinator Reports

Coordinator of Communications

Guided the development of an MSOT Advocacy Strategy to help direct the EO's efforts

Recently, a new MSOT Website Editor (Mitchell Jeffrey) was recruited however I have maintained a co-editor position while Mitch transitions into his new role.

Coordinated MSOT multichannel communications to make sure that important communications to members were developed and distributed using the most appropriate media in a timely manner.

The Communications Coordinator played a primary role in developing and posting materials for the MSOT Facebook page. The page has been recognized nationally as a model for OT professional association social media and at the time of writing this report, had 252 followers.

Assisted the transition to a new email format that will make it easier for members to filter and file MSOT emails and facilitates regular updates and improvements to email communication with members.

Developed promotional materials for MSOT events and for external OT community events such as University of Manitoba School of Medical Rehabilitation Open House.

Used member feedback to assist the selection of promotional products, prizes and gifts for MSOT and external OT community events.

Coordinated a photo shoot using volunteer occupational therapists and simulated clients to create an album of MSOT-owned photos, depicting real-life Manitoba occupational therapy vignettes (and OTs!), for use in MSOT promotion and communications.

Originated the concept and assisted the development of the Team OT initiative. Still in development, the Team OT project is a two part effort to both engage MSOT members directly in promoting the profession and using materials gathered at these events (photos, interviews) to create an online resource for media and public to understand more about how occupational therapists contribute to the community and operationalize the vision to be a valued health and wellness resource for Manitobans.

Participated extensively in the planning and implementation of OT Month activities including the development of an OT Month event calendar. Facilitated the development of new partnership with SMR students to more closely integrate MSOT and SMR resources and efforts towards OT month activities.

Continued work on the MSOT Website Redevelopment project including careful analysis of user feedback and survey results and two rounds of requests for proposals from qualified vendors to ensure that MSOT can obtain the best value for the expense that members approved at the 2011 AGM. The website work has been delayed due to the need to scale back expectations and more closely focus requirements to match the budget, however, significant progress has been made and I am confident that the final product will not only be what MSOT members need and want, it will also be what we can afford.

Secured two high-profile media coverage events (on Breakfast Television), one with the MSOT president (Bronwyn Ring) during last years' OT month, as well one more recently where I discussed 5 ways to prepare your child for kindergarten from an OT perspective.

Plans for the coming year include participating in the development of policies and priorities for advocacy and media relations and facilitating the refinement of the EO role in these, as well as continuing work on quality improvement in MSOT communications to members by continuing to develop social media communications and the MSOT website.

Respectfully submitted,

Julie DeGroot, O.T. Reg. (MB)
Coordinator of Communications, MSOT



enabling ability

Coordinator of Member Services

At the end of 2012-2013 fiscal year, there were 296 members registered with MSOT.

Numbers as of May 31/13:

Full members: 292

Out of Province: 1

Life Members: 3

Total: 296

This total number represents 45% of individuals registered with COTM; a percentage which continues to steadily decline. For the 2013-2014 fiscal year, MSOT is poised to see further regression in membership numbers due to a planned increase in professional dues to COTM. However, the consistent decline in membership demonstrates a trend that requires examination and action in order to increase support for MSOT.

For these reasons, MSOT has begun seeking and planning for opportunities to improve the financial aspect of membership, and restore the attraction of becoming, being and remaining an MSOT member. This year, in my second year as Coordinator of Member Services, the Board welcomed a new Executive Officer position. I advocated for the Executive Officer's duties to include researching the feasibility of payment instalments and pro-rated fees.

In addition to advocating for improved membership options, during the 2012-2013 fiscal year, I attended monthly Board of Directors meetings, worked with MSOT administrative staff and Board members to ensure timely completion of various Board and coordinator tasks, and was available to address member, non-member and Board queries. I also participated in MSOT's Open Door Potluck and other OT community events to celebrate National OT Month in October 2012, represented MSOT at the SMR Open House, attended and assisted with OT Celebration Night, and attended the 2013 CAOT conference in Victoria, British Columbia.

Finally, I assumed responsibility as the MSOT Newsletter Editor. Within this role, I participated in Communications Committee meetings, was available to answer submission questions, and published the MSOT newsletter, *Update*, bi-monthly.

MSOT is the only organization that serves to promote the Occupational Therapy profession in Manitoba. As Coordinator of Member Services, I welcome all Occupational Therapists to join this evolving and dynamic organization; your membership is vital to the progression and advocacy of Occupational Therapy in this province. Thank you, members, for your continued support.

Respectfully submitted,

Jessica Nagamori, O.T. Reg. (MB)
Coordinator of Member Services, MSOT



Current Affairs/Professional Advocacy Committee

2012-2013 has been an exciting time for occupational therapists in Manitoba! I am inspired by the new creative ideas and roles occupational therapists are involved with throughout the province. This year, I had the opportunity to become the Current Affairs and Professional Advocacy chair, which has been vacant for a year, after spending a year on the Professional Development Committee.

OT & Primary Care

In January 2013, I became involved with the OT and Primary Health Care Network group, working closely with Marlene Sterne, Leanne Leclair, and Pam Wener. An article addressing how OTs can support family physicians working in primary health care and within primary health care networks has been developed. Ongoing efforts are underway to educate physicians on how interprofessional team members can help family physicians address needs and gaps in their practice. This is all part of the Province of Manitoba's goal to ensure every Manitoban has access to a family doctor by 2015. Stay tuned over the next few years to see how the role of OT expands in primary health care settings.

OT & MSOT Interest Groups

This year has been exciting with the development of a new interest group – "OT and Vulnerable Persons Interest Group." This innovative group meets monthly to discuss resources and challenges of working with vulnerable clients. I look forward to the great work that this group will be doing in the upcoming year and the expansion of the OT role among vulnerable populations in our community.

I also had the opportunity to act as a liaison between MSOT and the Private Practice Group. This group continues to do great work and advance OT practice in the community.

OT & Mental Health & Homelessness

In June 2013, I was fortunate to participate as an MSOT representative in the panel discussion "Perceptions and Assumptions Regarding Homelessness and Mental Health" at PsychHealth at Health Sciences Centre. This panel discussion was organized by the Intercultural Ethics Working Group of the Regional Ethics Council. What a wonderful opportunity to network and build interprofessional relationships with other health care professionals to support clients who experience homelessness and mental health issues.

I look forward to another exciting year of innovate practice and acts of advocacy among OTs in Manitoba!

Respectfully submitted,

Alana Hosegood, O.T. Reg. (MB)
MSOT Current Affairs/Professional Advocacy Committee Chair



Nominating and Awards Committee

NOMINATIONS:

In the fall of 2012, we welcomed the following individuals to the 2012-2013 MSOT Board of Directors:

Vice President Elect: Katie Kitchen
Treasurer: Kathy Kelly
Current Affairs and Professional Advocacy: Alana Hosegood
MOT 1 Student Representative: Tonya Wagner
MOT 2 Student Representative: Liz Forbes

We are currently recruiting for the following positions for the upcoming term:

Secretary
Current Affairs/Professional Advocacy
MSOTRF Chair
Nominating and Awards
Professional Development
Public Relations
Special Events
Newsletter Editor



Consider joining the Board of Directors for this upcoming term! It is a great way to get involved with the OT community in Manitoba, meet other OTs and colleagues and ensure that your voice is heard. It is essential that these positions are filled in order to enable MSOT to meet its annual objectives and goals. Information about each position, time commitments/ involvement and questions can be directed to: msotnominations@gmail.com.

AWARDS:

The following is a summary of the awards distributed by MSOT and MSOTRF for 2012 - 2013:

Book Prize (Fall 2012): Cindy Yamamoto. Given to the MOT Student with the second highest standing in the final year of the MOT Program at the University of Manitoba.

MSOT Student Research Award: Andrea Thiessen. Given to the MOT student with the highest mark in Research Methods.

2013 Outstanding OT Award: Emily Etcheverry

Mary Judd Research Award: Heather Skelton for her project entitled, "Fine Motor/ Visual skills as an Indicator of School Readiness- Correlations with data from the Early Development Instrument."

Professional Excellence in Fieldwork: Melissa Nicol

MSOT 25 year members: Barbara Borton and Tamsin Favreau

20 clinicians nominated by students for the Fieldwork Roster of Honour

MSOTRF Presentation Award: No submissions for 2013

For more information about the MSOT Awards, please go to the website at: <http://www.msot.mb.ca/awards.aspx>. For additional questions, please contact msotawards@gmail.com

OT CELEBRATION NIGHT 2013:

This annual event was held on May 16, 2013 at the Winnipeg Convention Centre. This year it was attended by over one hundred OTs from across Manitoba; including OT students, clinicians and friends/family.

For those who may not be aware, this event was “re-branded” in 2012 and expanded from what was previously known as *New Grads Reception and Awards Night*. This event is one of the only evenings that OTs from across Manitoba come together to celebrate our profession. It is also a great opportunity to meet with new and old colleagues, recognize the outstanding work and efforts made by OTs and congratulate our new graduates and soon to be colleagues. This year a new feature was added to the program, *Q & A with Influential OTs from Manitoba*. We greatly appreciate the participation of our members who provided questions to be asked and our participants who provided knowledgeable and inspirational answers. The influential OTs interviewed in the 2013 Q & A session were: Dr. Juliette Cooper, Donna Collins and Dr. Marcia Finlayson.

Respectfully submitted,

Megan Hunt O.T. Reg. (MB)
MSOT Nominating and Awards Committee Chair



Professional Development Committee

This year, the Professional Development Committee organized four guest lecturers during OT Month in October 2012. Various students and clinicians from the Health Sciences Centre attended lectures about awareness of homelessness, seating and the bariatric client, aging in place, best practices and trends in office ergonomics and occupational therapy and leadership. All of the lunch and learn sessions provided students and clinicians with useful information and provided a forum for some great networking. We encourage you to attend OT Month activities in the Fall of 2013.

In the spring of 2011, MSOT hosted a very successful Saebo workshop. The Professional Development Committee has been collaborating with Saebo to plan and organize another workshop for the fall of 2013. The workshop is an innovative course designed to gain practical hands on experience and training in the use of Saebo’s Functional Dynamic Orthoses which will enable participants to incorporate the latest evidence based treatment approaches for UE neurological rehabilitation for those individuals who are appropriate. This overwhelmingly well received course consists of both lecture and lab activities with actual patient volunteers. The course will review current research findings related to the treatment of the hemiparetic UE, teach participants to identify which patients with a variety of diagnoses will benefit from using Seabo, teach participants how to correctly fit and adjust the orthoses, as well as teach how to establish patient specific treatment plans that can be immediately incorporated into clinical practice.

We look forward to offering continued professional development opportunities in the coming year. You can keep current on professional development activities by visiting the MSOT website at www.msot.mb.ca/professional_development_workshops.aspx

Respectfully submitted,

Brad Synder, O.T. Reg. (MB)
MSOT Professional Development Committee Chair

Public Relations Committee

There is currently no chair of this very important committee as Katie Kitchen has assumed the role of President Elect. Please refer to the President's Report and the Coordinator of Communications Report for public relations information. Public Relations is proud to be part of the ad-hoc MSOT Communications Committee, which works as a collaborative effort to facilitate and ensure effective communication to the MSOT membership. Monthly meetings are held, in addition to monthly Board of Director meetings, to discuss communications initiatives.

Respectfully submitted,
Bronwyn Ring, O.T. Reg. (MB)

enabling ability

Special Events Committee

Another year has come and gone and the MSOT Board of Directors could not be prouder to have taken part in so many wonderful events in our local and national occupational therapy communities. MSOT took part in special events that included the areas of academics, achievements, and awareness.

Academics:

- In October 2012 the biannual "Innovation and Research Day" took place at Deer Lodge Center. Therapists from across the province came learn about the great research taking place in our province. The next IRD is set to take place in fall 2014.
- May 2013 marked the annual CAOT national conference in Victoria, British Columbia. Two of our Board of Directors, as well as many Manitobans, had the opportunity to attend the conference and the pre-conference workshops.
- MSOT has been working with SAEBO to secure a date and location for the highly sought-after splinting course. Keep your eyes peeled for dates in the fall.

Awareness:

- October is National Occupational Therapy Month. Many activities took place during this month, including an MSOT potluck & meet-and-greet with the BOD, numerous lunch-and-learns, and a very exciting spot on Breakfast Television. We look forward to seeing how Manitoban OTs will choose to celebrate this year.
- The 2013 year brought the start of "Team OT"; a group of individuals who took part in local events including the Manitoba Marathon, the Alzheimer's Memory Walk, and the Trek for Tourettes. The "team" is open to all and is intended to promote occupational therapy while bringing awareness to many worthwhile causes. Members who would like to have a "Team OT" presence at an event they are passionate about are asked to post their requests on our facebook wall.

Achievements:

- Manitoban OTs never fail to make our province proud with all their achievements. Congratulations to Marcia Finnlayson, 2013 Muriel Driver Lecturer; Dr. Juliette Cooper, 2013 Woman of Distinction, and all the others who are representing Manitoba. We applaud you.

-The 2nd Annual “OT Celebration Night” was a huge success! Over 100 OTs attended the event which included wonderful prizes and a round-table discussion with some of our provinces influential OTs. Hope to see you there next May.

With the official joined announcement from MSOT and CAOT, we could not be happier that there is another special event coming our way in the spring of 2015: The CAOT National Conference. We are very excited to be a part of this event!

Lastly, mark your calendars for the AGM which will take place on Tuesday, October 29th, 2013 at the Deer Lodge Centre. Please remember, if you are unable to attend, please complete the proxy form so that your voice can be heard.

Respectfully submitted,

Karley Van Den Bussche, O.T. Reg. (MB)
MSOT Special Events Committee Chair



Manitoba Society of Occupational Therapists Research Fund (MSOTRF) Committee

This year, we had three submissions for the MSOTRF \$1000 Mary Judd Research Award. We were pleased to be able to present this award to Heather Skelton for her project, “Fine Motor/Visual Motor Skills as an Indicator of School Readiness - Correlations with data from the Early Development Instrument”. The next Mary Judd research award deadline is the first Monday of November; this year it will fall on November 4, 2013. Unfortunately we did not have any applicants for the \$500.00 MSOTRF presentation award. This award is great opportunity for MSOT members to support their ability to present their work at a national or international conference. The next application deadline for the presentation award is the second Monday of January, this year January 13, 2014. Please note that application information for both of these awards is available on the MSOT website. Finally, we were pleased to present Andrea Thiessen with the MSOT Student Research Award at the School of Medical Rehabilitation Awards ceremony in December 2013.

MSOT once again partnered with SMR and WRHA to host the second OT research and innovation day on October 31, 2012 at Deer Lodge. This one day event drew 93 registrants who were treated to the opportunity to hear about and share the great research that is going on in Manitoba by occupational therapists. Through the course of 22 presentation, presenters covered areas such as practice guidelines for working with people with dementia, new interventions in working with persons with stroke, discharge planning with bariatric clients, OT role with persons with HIV, and OT role in primary mental health care settings, clinical reasoning of occupational therapists, screening tools for identification of development risk in young children, power mobility guidelines for persons with low vision, and ways to improve outcomes in Emergency Departments to name a few topics. The day was extremely well received by the attendees, who valued the opportunity to hear about their colleagues’ research, and felt inspired to engage in research in the future. Feedback indicated that this event should be held every second year; we will plan to hold this again in the fall of 2014.

(MSOTRF) Committee *continued*

The following is a complete accounting of the MSOT Research Fund accurate to September 30, 2012 and verified by COTF's auditor:

Balance, October 1, 2011	\$47,047
<u>Revenues:</u>	
Deposits to account	1,570
Interest earned	1,386
<u>Expenses:</u>	
Payments from account	2,500
Interfund Transfer (Administration)	100
<u>Change in fair value of investments as classified available-for-sale:</u>	
Change in fair value of investments as classified available-for-sale	554
Balance, September 30, 2012	\$47,957

Lastly, thank you to committee members Leanne Leclair, Lisa Forbes, and Corie Haslbeck, and to our MSOT members who conducted peer review of our grant applications. I welcome your comments or suggestions regarding any of the activities of MSOTRF.

Respectfully submitted,

Jacquie Ripat, O.T. Reg. (MB)
MSOTRF Committee Chair

CAOT Report

The Canadian Association of Occupational Therapists Board of Director's met twice in person and once via teleconference for the 2012-2013. CAOT continues to be an active organization with tremendous work coming out of head office in Ottawa. Below is a summary of the CAOT Board activities for the past year:

At the November Board meeting, there was a third Lobby Day on Parliament Hill. Board members met with members of Parliament (MPs) from across Canada during the Lobby Day to: generate excitement and interest in occupational therapy; raise awareness about the profession; and promote messages provided to government in the CAOT pre-budget submission. The meetings led to a number of MPs requesting further information on occupational therapy.

Policy Updates

Canadian Not-for-profit Corporations Act (CNCA)

The CAOT Board received a report regarding the required changes to CAOT bylaws, rules and regulations and policies to comply with the CNCA. The Board approved revisions to the bylaws using input from a series of member forums held across Canada to solicit member feedback regarding membership in the Association. Members were asked to vote on the revised bylaws at the 2013 annual general meeting in Victoria, British Columbia.

Revision of CAOT by-laws is the first step to comply with the Canada Not-for-Profit Corporations Act (CNCA). CNCA came into force in October 2011 and replaces the Canada Corporations Act. A significant impact of CNCA relates to membership categories. Under CNCA, all members are eligible to vote and any member class can veto the decision of another class if the vote affects member benefits. Revised bylaws were approved at the annual general meeting (AGM) for CAOT to offer only one member class open to individuals meeting requirements for individual membership. Existing CAOT non-voting

members will be offered opportunity to become a CAOT associate or affiliate, with no change in service benefits from the Association. CAOT will now continue with the next steps to comply with CNCA. These bylaws were presented at the 2013 Annual General Meeting in Victoria BC. Additional changes to the CAOT bylaws will be necessary in 2014 to comply with CNCA. For further information regarding proposed bylaw changes and the rationale for the revisions, please see the November 2012 article published in the Occupational Therapy Now.

Reports

The report of the Professional Issue Forum on *Addressing the Rising Tide of Dementia in Canada* was approved. A position statement will be developed on this topic.

The report of the Professional Issue Forum on *Workplace Safety and Occupational Therapy* was approved. A position statement on this topic will be developed.

The following position statements were approved:

Occupational Therapy and Primary Care

Enabling Health Literacy Occupational Therapy was approved.

The joint position statement on *Use of Title in Occupational Therapy*

Finances and Budget

The financial picture of CAOT continues to be strong. As a result of the fiscal health of the organization, CAOT has purchased a building to serve as the new headquarters of CAOT, which has outgrown its existing space. COTF will continue to share space with CAOT in this new building.

In addition to approving the operating budget, the Board approved several special projects including funding for the following initiatives:

- The strategic budget proposal for the 2013-2014 CAOT fellowship.
- The strategic budget proposal for the Occupational Therapy Now strategic planning session
- The operational budget initiative for the professional issue forum on third party funding for occupational therapy.
- The operational budget initiative for the professional issue forum on occupational therapy and the criminal justice system.
- The strategic budget proposal for the membership database upgrade.
- The strategic budget proposal for CarFit was approved by the Board

Additionally, the 2013-2014 COTF donation agreement was approved. CAOT strongly supports the ongoing development of COTF to fund Canadian research in occupational therapy.

There will be no fee increase for CAOT fees for the 2013-2014 year.

Accreditation

Following an initial pilot of the academic accreditation standards, the Board approved revised accreditation standards for Occupational Therapist Assistant and Physiotherapist Education Accreditation programs for a further pilot period of two years, ending September 30, 2014.

Concluding Remarks

As has been previously announced, the 2015 CAOT National Conference will be hosted in Winnipeg! This is earlier than expected and will require a significant number of volunteers to take on many roles, large and small. I encourage people to consider putting their name forward as a volunteer, whether it is for a Chair position or to act as a room monitor during the Conference.

It continues to be an honour to represent Manitoba at the CAOT Board of Directors. It is a truly remarkable organization and has accomplished much in improving the recognition of occupational therapy on the national stage. I am entering my final year as the MB Board Director and as a result, there will be a call for nominations forthcoming this winter. I strongly encourage everyone to consider putting their name forward as a nominee. The experience has been very worthwhile. It provides an opportunity to see a big picture of occupational therapy in Canada and to be part of setting the future direction.

Respectfully submitted

Natalie MacLeod Schroeder
CAOT Board Director MB

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Financial Statements

Year Ended May 31, 2013

(Unaudited)

REVIEW ENGAGEMENT REPORT

To the Members of Manitoba Society of Occupational Therapists

We have reviewed the statement of financial position of Manitoba Society of Occupational Therapists as at May 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Society.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.

We draw attention to Note 2 to the financial statements which describes that Manitoba Society of Occupational Therapists adopted Canadian Accounting Standards for Not-for-Profit Organizations on June 1, 2012 with a transition date of June 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at May 31, 2012 and June 1, 2011 and the statements of revenues and expenditures, changes in net assets and cash flows for the year ended May 31, 2012 and related disclosures. We were not engaged to report on the restated comparative information, and as such, it is neither audited nor reviewed.

Winnipeg, Manitoba
August 21, 2013



Chartered Accountants Inc.



MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Financial Position

May 31, 2013

(Unaudited)

	May 31 2013	May 31 2012	June 1 2011
ASSETS			
CURRENT			
Cash (Note 5)	\$ 18,668	\$ 12,710	\$ 17,035
Trade receivable	50	25	-
Prepaid expenses	744	530	436
	\$ 19,462	\$ 13,265	\$ 17,471
LIABILITIES AND NET ASSETS			
CURRENT			
Trade payables	\$ 3,143	\$ 5,951	\$ 5,802
Government remittances (Note 6)	112	-	-
Due to related party (Note 7)	3,797	-	-
	7,052	5,951	5,802
NET ASSETS			
General fund	12,410	7,314	11,669
	\$ 19,462	\$ 13,265	\$ 17,471

ON BEHALF OF THE BOARD

Director

Director

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Revenues and Expenditures

Year Ended May 31, 2013

(Unaudited)

	2013	2012
REVENUES		
Interest	\$ 214	\$ 147
Memberships	29,558	22,716
Newsletter, labels and emails	686	415
Privacy policy kits	900	300
Sponsorship	200	-
	31,558	23,578
EXPENDITURES		
Annual general meeting	2,184	2,862
Awards	100	379
Current affairs	142	1,889
Executive officer expenses	7,481	6,097
Insurance	1,539	1,564
Interest and bank charges	-	(61)
Member services	3,580	3,157
Organizational costs	4,854	2,414
Private practice (refunds)	(242)	664
Professional fees	4,109	3,673
Publicity	219	2,619
Renewals	701	837
Rent	900	900
Special events	460	(411)
Telephone	435	1,350
	26,462	27,933
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 5,096	\$ (4,355)

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Changes in Net Assets

Year Ended May 31, 2013

(Unaudited)

	2013	2012
NET ASSETS - BEGINNING OF YEAR	\$ 7,314	\$ 11,669
Excess (deficiency) of revenues over expenditures	5,096	(4,355)
NET ASSETS - END OF YEAR	\$ 12,410	\$ 7,314

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Cash Flows

Year Ended May 31, 2013

(Unaudited)

	2013	2012
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenditures	\$ 5,096	\$ (4,355)
Changes in non-cash working capital:		
Accounts receivable	(25)	(25)
Accounts payable and accrued liabilities	(2,808)	149
Government remittances	112	-
Prepaid expenses	(214)	(94)
	(2,935)	30
Cash flow from (used by) operating activities	2,161	(4,325)
FINANCING ACTIVITY		
Advances from related party	3,797	-
INCREASE (DECREASE) IN CASH FLOW	5,958	(4,325)
CASH - BEGINNING OF YEAR	12,710	17,035
CASH - END OF YEAR (Note 5)	\$ 18,668	\$ 12,710

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Notes to Financial Statements

Year Ended May 31, 2013

(Unaudited)

1. NATURE OF ORGANIZATION

The Society was incorporated under the laws of the Province of Manitoba on November 13, 1964 as a non-profit corporation. The Society is exempt from income taxes pursuant to paragraph 149(1)(l) of the Income Tax Act. Its primary purpose is to promote the profession of occupational therapy and represent the interests of its members to governments, educational institutions, other professions, business, and the public.

2. FIRST TIME ADOPTION OF ACCOUNTING STANDARDS FOR NOT-FOR-PROFIT ORGANIZATIONS

During the year, the Society adopted Canadian Accounting Standards for Not-for-Profit Organizations (ASNFP). These financial statements are the first prepared in accordance with these standards. The changes have been applied retrospectively, resulting in no changes to beginning equity or restatement of certain assets and liabilities.

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations (ASNFP).

Contributed services

No amount has been reflected in the financial statements for contributed services since no objective basis is available to measure the value of such services. Nevertheless, a number of volunteers have contributed significant amounts of their time in the Society's activities.

Revenue recognition

The Society derives substantially all of its revenue from the sale of memberships. Membership fees are recognized as revenue over the period that memberships apply to. Other revenues are recognized when received or receivable.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-For-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from these estimates.

4. FINANCIAL INSTRUMENTS

The Society's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, it is the opinion of the directors that the Society is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Notes to Financial Statements

Year Ended May 31, 2013

(Unaudited)

5. CASH	2013	2012
Cash	\$ 18,668	\$ 12,710

Cash includes a savings account bearing interest at 1.55% (2012 - 1.75%).

6. GOVERNMENT REMITTANCES PAYABLE OTHER THAN INCOME TAX

The following government remittances were payable at year end:

	2013	2012
Employee deduction remittances	\$ 112	\$ -

7. RELATED PARTY TRANSACTIONS

Amounts due to a related party (through common control) are non interest bearing and have no specific terms of repayment.

8. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Treasurer's Report

I am pleased to provide the Treasurer's Report for the 2012 - 2013 financial year. The Board of Directors has accomplished its financial goals as presented at the 2012 AGM - to financially support the regular activities and Board priorities of MSOT.

The MSOT 2013 - 2014 budget development occurs as a result of:

- Reviewing current costs of monthly expenses and anticipated project costs to meet the strategic objectives of the Board of Directors, and
- Reviewing the current and anticipated membership fees and other sources of income.

This is my third term on the MSOT Board of Directors. I am constantly amazed by the energy and enthusiasm of this committed group of individuals to the promotion of Occupational Therapy in Manitoba and the drive to meet the needs of the membership.

I would like to welcome our Executive Officer to her new role and thank Sharon, Carmen and Sandra for their ongoing support to MSOT and this position.

I also wish to extend my thanks to you, the OT's in Manitoba, for your continued support of the MSOT.

Respectfully submitted,

Kathy Kelly, O.T. Reg. (MB)
Treasurer, MSOT