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# *Manitoba Society of Occupational Therapists*

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*Enabling ability by  
building the  
occupational therapy  
community*

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*Annual Report 2019-2020*

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## MSOT Monday Meetups

8:00-9:00 PM

A weekly opportunity to connect and support each other in the changing environment due to COVID-19 with sharing questions, successes, challenges, and mindfulness practice.

GO TO [MSOTMONDAYS.EVENTBRITE.CA](https://msotmondays.eventbrite.ca)  
TO REGISTER FOR THESE RECURRING  
ZOOM EVENTS AND FOR MORE DETAILS

We look forwards to getting together with you!

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# About MSOT

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

## **Awareness**

*MSOT promotes occupational therapy to the public, ensuring more people understand its value and essential role in health and 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 to ability of its members by providing professional development and networking opportunities. Members have the unique advantage of sharing their diverse experiences and can benefit from exchanging new ideas, fresh insights and problem-solving assistance.*

### **Vision**

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

### **Mission**

***To support the professional interests of occupational therapists***

### **Values**

***Connect - Engaging through participation***

***Enable - Health and wellness through occupation***

***Grow - Success through continued learning***

# **MSOT 2019 – 2020 Board of Directors**

President: Randi Vandale

President-Elect: Vacant

Treasurer: Sara DePottie

Secretary: Lindsay Clendenan

Coordinator of Member Services: Lana Hochman

Coordinator of Communications: Vacant

Current Affairs/Professional Advocacy: Naomi Hatherly & Nic Ducheminsky

Awards and Nominations: Vacant

Professional Development: Ali Jansen & Kaitlin Lewandoski

Public Relations: Kara Staples

Special Events: Laura Durling

## **Corresponding members:**

CAOT Board Director: Lisa Diamond Burchuk

Student Rep (MOT2): Jenny Parisian

Student Rep (MOT1): Tatiana Raposo

MSOTRF: Daureen Nacario & Jessica Snure

Rural and Northern Connector: Ally Forest

## **Key Volunteer Positions:**

Newsletter Editor: Jessica Parshotam

Website Editor: Jayson Bennet

## **Staff:**

Executive Officer: Heidi Garcia

Administration: Carmen Funk & Sandra Nowicki

# President's Report

*The 2019-2020 MSOT board year has been busy, challenging, and full of new experiences and adaptations to respond to the pandemic restrictions and precautions. Needless to say, this year will be remembered for many to come.*

*Upon reflection, I cannot express enough gratitude for everyone who has provided support over the past year. COVID-19 has presented unpredictable challenges and opportunities, in which the board of directors, office staff, executive officer, and membership at large have continued to engage in inspiring work and collaboration to ensure MSOT is able to continue to advocate for Occupational Therapy in Manitoba. As a strong and unified profession we will continue to work together to promote and advocate for the importance of occupation. Additionally, we will support ourselves and others grieving and experiencing occupational deprivation.*

*In order to adapt to unpredictable challenges, MSOT has decided to complete a contingency plan for 2020-2021 in lieu of a full five-year strategic plan. In order to continue to thrive and grow MSOT will be focusing on the core roots of the organization such as financial and board stability. Focusing on policies, procedures, and moving to online systems will assist with efficient communication with membership, smooth board transitions, and create more time and energy to focus on important areas of advocacy and support.*

*MSOT released a membership survey prior to COVID-19 and has recently released a second membership survey to gather feedback and ideas post COVID-19 to assist in making changes and developing goals for the current and upcoming membership year. The results of both surveys will be reviewed to help inform the strategic contingency planning for the upcoming board year. Thank you to all MSOT members who answered the surveys.*

*The first membership survey responses reinforced the importance of government and leadership relations. November 2019 – March 2020 I was part of a smaller board committee focused on obtaining opinions and perspectives of all Manitoban Occupational Therapists related to the collective bargaining and re-negotiations of the union collective agreements. The committee had the opportunity to reach out to MGEU, UFCW and met formally with MAHCP unions regarding the priorities for new collective agreements on behalf of Manitoba Occupational Therapists.*

*Additionally, MSOT attended the College of Rehabilitation Sciences annual Open House to represent and promote the OT profession, explored options to support members in completing the Montreal Cognitive Assessment (MoCA) training, and reviewed several award applications throughout the year. As in previous years, MSOT continues to:*

- *Support the community through Team OT initiatives – participating in walks, runs, volunteer opportunities that is open to all OT's as an opportunity to give back to our community.*



- *Distribute our bi-monthly Newsletter*
- *Share monthly top 3 initiatives and updates with the WRHA OT leadership team. OT leadership is then asked to share these 3 points at each of their sites during their monthly meetings. If your team outside of the WRHA would like these updates, please let us know.*
- *Support student led initiatives for OT Month in October*
- *Be a member of the Mental Health and Addiction Advocacy Network*
- *Present to MOT1 & MOT2 Class*
- *Collect and distribute job postings which are distributed to members weekly*
- *Offer Occupational Therapists the opportunity to advertise in the Private Practice Directory*

*Unfortunately due to COVID-19 restrictions there were several significant provincial and national events cancelled or changed this year. The Canadian Association of Occupational Therapist (CAOT) conference held in Saskatoon this year was cancelled in-person. Heidi Garcia our MSOT Executive Officer and myself did not have the honour of representing Manitoba nationally. Additionally, our annual provincial Occupational Therapy Celebration Night normally held in spring was postponed and instead will be held virtually this fall. A second Private Practice Information Session, which is a professional development event is another MSOT initiative placed on hold due to prioritization and the importance of supporting Occupational Therapists during the pandemic transition.*

*The MSOT board adjusted focus and energy towards support and collaboration with membership through virtual “Monday Meet-ups”. Each “meet-up” provided therapists the opportunity to discuss a variety of topics and changes during the first few months of the pandemic. Personal and professional resiliency, grief, and health and safety concerns (e.g. PPE) were a few of the key topic areas discussed. The “Monday meet-ups” provided the opportunity for the board of directors to appropriately respond to membership needs and concerns during the pandemic response and transition. An additional area of advocacy focus during the pandemic was regarding the Manitoba Risk Recognition Program. MSOT advocated for the role of Occupational Therapy and the level of risk to provide services in various work environments during the pandemic.*

*New challenges and opportunities are presented as several board of director two year terms come to a*

OCCUPATION HAS NEVER BEEN MORE IMPORTANT!

MSOT MONDAY MEETUP

MAY 25 8:00-9:00

Advocating, promoting and supporting occupation and occupational therapy... what areas of advocacy are important in your sector of work?  
Let's share & join together.  
How can MSOT support your advocacy efforts?

PLEASE GO TO [MSOTMONDAYS.EVENTBRITE.CA](https://www.eventbrite.ca) TO REGISTER FOR THIS ZOOM EVENT AND FOR MORE DETAILS

*close in 2019-2020. Thank-you and congratulations to all board members for completing their position terms or continuing on the board. Without the passion, dedication, and hard work of each individual board member, MSOT would not be able to support, promote, and advocate for the Occupational Therapy profession. I look forward to meeting and working with remaining, along with many new board of directors in this upcoming 2020-2021 year!*

*Respectfully submitted,  
Randi Vandale, O.T. Reg. (MB)  
MSOT President*



## *Executive Officer's Report*

*The importance of occupation, being flexible and adaptable, and the reality of occupational deprivation has been tested to the max over the past few months. As Occupational Therapists, we have had the opportunity to highlight the value and importance of our roles and contributions. It has been such an honour to represent you, as the Executive Officer for the Manitoba Society of Occupational Therapists for another year.*

*I would like to begin by expressing gratitude for each of you that have been loyal in your membership to MSOT, to those who have encouraged colleagues to join, and for those who have re-joined after some time. Throughout the spring, I thoroughly enjoyed getting to know those therapists who engaged in the “Monday Meet-ups” in the spring as we explored ways to support ourselves and our clients, advocate for areas of need, and had an opportunity to collaborate, connect, discuss & navigate the abrupt new changes the pandemic brought.*

*At times it can be challenging to recall moments of the year prior to COVID-19, but as the Executive Officer my time in the Fall included connecting with Manitoba Education & Training and supporting school-based Occupational Therapists in on-going advocacy for students and highlighting the role of Occupational Therapists to proactively work with school staff and students to proactively prevent the use of seclusion. With the changes to unions for Occupational Therapists in unions, we shifted our attention to connect with the health care unions (MAHCP & MGEU), and then discovered there were a few lone therapists still under UFCW. We continue to build and nurture those relationships to be able to advocate on your behalf, and reach out to government with our own (though often similar) messages.*

*Furthermore, at the end of May I had the opportunity, as a representative for ACOTPA (Alliance of Canadian Occupational Therapy Professional Associations) to be part of the Occupational Therapy Canada (OTC) conversation titled **“Mapping a Way Forward for Occupational Therapy to Partner with Indigenous Peoples in the Promotion of Reconciliation and Justice”**. As a nation-wide group, we (ACOTPA) are working on concrete goals for the coming year to actively seek ways to ensure our actions demonstrate and create a safe ethical space as an organization and to give you, our members the support, resources and space to explore how to be an ally, and address the TRC (Truth & Reconciliation Commission) calls to action.*

*As the MSOT board, we have discovered a strong need to streamline our processes, and ensure the future growth and success of MSOT we need to review and develop more concrete policies & procedures. Thank you for continuing to entrust with this role, and please continue to connect – so that together we can continue grow our profession within the province.*

*Respectfully submitted,  
Heidi Garcia, O.T. Reg. (MB)  
MSOT Executive Officer*

## *Coordinator of Communications*

*The Coordinator of Communication position has been vacant for the 2019-2020 year. Please refer to the Public Relations Committee Report and the President’s Report for communications information.*



# Coordinator of Member Services

*At the end of the 2019-2020 fiscal year, there were 364 members registered with MSOT. This number represents approximately 44% of individuals registered with COTM. Numbers as of April 30<sup>th</sup>, 2020 are as follows:*

*Full members: 363*

*Out of Province: 1*

*Total: 364*

*This year MSOT saw another small member increase from 2019. As an organization we would like to thank our current members for their commitment to MSOT over the last year. MSOT is the only organization that represents the professional interests of occupational therapists in Manitoba.*

*My second year as the Coordinator of Member Services was a busy one. Much of my time was spent as an active member of the union sub-committee advocating for my colleagues in the upcoming collective bargaining meetings. My work on this sub-committee was capped off with a meeting with the president of the Manitoba Association of Health Care Professionals prior to the COVID-19 lockdown. I continued preparation of the weekly job posting e-blasts which have been identified as a benefit by members. The current President I attended the University of Manitoba College of Rehabilitation Sciences Open House to promote Occupational Therapy to prospective students in the Master of Occupational Therapy program.*

*In the 2019-2020 fiscal year I attended monthly Board of Directors meetings, Communications Group meetings, and MSOT meet-ups (which were established to provide ongoing support for membership during COVID-19). In collaboration with the MSOT President, I presented to the 2nd year Master of Occupational Therapy Program students via Zoom chat. The presentation provided new graduates with knowledge to make informed decisions regarding membership and taking on a board position.*

*Your membership is vital as it strengthens the occupational therapy community within Manitoba and provides a strong network of therapists to advocate for our profession. As Coordinator of Member Services, I would like to thank you for your continued support and membership with MSOT.*

*Respectfully submitted,*

*Lana Hochman, O.T. Reg. (MB)  
MSOT Coordinator of Member Services*

# Current Affairs & Professional Advocacy

The role of Current Affairs and Professional Advocacy is to increase awareness of the role of Occupational Therapy through involvement in and responses to current events and issues in Manitoba. This year has been drastically different for everyone due the COVID-19 pandemic, including MSOT board members. We have adapted to the changes throughout the past year and have worked hard to support and advocate for OT's in the following ways:

1. Created and shared a "Why we should vote" letter prior to both federal and provincial elections.
2. Compiled information regarding Occupational Therapy salaries within the different collective bargain agreements that represent OT's in Manitoba as well as salaries of other Allied health and health care professions to gain perspective of salary disparities in the province.
3. Assisted with creating and synthesizing data from a survey to MSOT members that aimed to learn about the perspectives of Occupational Therapists during renegotiations of collective agreements.
4. Reached out to MGEU and MAHCP unions regarding the outcome of our data collection on priorities for new collective agreements. Attended a meeting with the representative of the MAHCP union and liaised with MGEU representative Sheila Gordon.
5. Assisted with organizing weekly Monday Meetups to bring together Occupational Therapists during the first three months of the COVID-19 pandemic. Created PowerPoint presentations and led discussion regarding Advocacy for Occupational Therapy and attended and assisted with facilitating other MSOT Monday Meetups on various topics.
6. Assisted with letters regarding Private Practice Access to resources (e.g. PPE) during the COVID-19 pandemic.
7. Participated in Team OT events.
8. Compiled the "Top 10 Things MSOT Did This Year" list.
9. Created & shared OT month checklist.



As we continue to support and assist OT's in navigating the uncertainties of Advocating for Occupational Therapy throughout and beyond the pandemic, we encourage you to connect with us and share your ideas. There will always be a need to advocate for our roles in the various healthcare and community settings and we are better able to support OT's when feedback and new ideas are brought to us. We can be reached at [msot.caandadvocacy@gmail.com](mailto:msot.caandadvocacy@gmail.com).

Respectfully submitted,

Nic Ducheminsky, O.T. Reg. (MB) and Naomi Hatherly, O.T. Reg. (MB)  
Current Affairs and Professional Advocacy Co-Chairs

## Nominating and Awards Committee

The Awards and Nominations position has been vacant for majority of the 2019-2020 year.

MSOT is currently recruiting for the upcoming term. Please consider joining the Board of Directors. It is a great way to network and get involve with the OT community in Manitoba. All positions must be filled in order to enable MSOT to meet its annual objectives and goals. For more information regarding available positions, time commitments, and/or other questions, please email:

[msotawardsandnominations@gmail.com](mailto:msotawardsandnominations@gmail.com)

### Awards:

The following is a summary of the awards distributed by MSOT and MSOTRF for 2019-2020.

2019 Outstanding OT Award: Gina DeVos

### MSOTRF Awards:

- Mary Judd Award: Melissa Colbeck
- Presentation Award: Cherry Nixdorf

25 Year MSOT Member(s):TBA at OT Celebration Night

CAOT Citation Award: Art Beat Studio & Camp Masad

MSOT Student Research Award: Amy Cockrell

Team OT MVP Award: Jennifer Parisian

### Are you eager to be a leader and influencer of change?

- Do you have a passion for OT and the impact it has on fostering health and well-being? ✓
- Do you have a desire to further advocate for and promote OT services in Manitoba? ✓
- Do you have exciting or innovative ideas to support the professional development of Manitoban OTs? ✓
- Do you want to share your enthusiasm, let your voice be heard, and make a difference for OTs and OT service users? ✓

Did you answer YES to any of these questions?  
Forward your name and interest to [msotawardsandnominations@gmail.com](mailto:msotawardsandnominations@gmail.com).

Know a colleague who'd be a great fit? Share this with and encourage them to consider a board role.

*The number of clinicians nominated by MOT students for the Fieldwork Roster of Honour will be announced at the 2020 AGM event.*

## *Professional Development Committee*

*This year marks another year of returning co-chairs, Kaitlin Lewandoski & Ali Jansen for the Professional Development Committee.*

*As Co-Chairs of the Professional Development Committee, we are responsible for promoting continuing education for Occupational Therapists in Manitoba. Due to the COVID-19 Pandemic, in-person events and planning of these events were put on hold as of March 2020. Therefore, our efforts have shifted to focusing primarily on supporting MSOT members online in regards to professional development opportunities and events. The following has been completed during the 2019-2020 year:*

- Attended monthly in-person and online zoom MSOT board of directors meetings and MSOT team building nights.*
- Responsible for updating and maintaining professional development opportunities on the MSOT website. We're currently in the process of creating a list with available resources for professional development webinars/virtual options to be shared with other MSOT members on the MSOT website.*
- Inquired and explored about the potential MoCA Training group rates for MSOT members & MSOT nonmembers. Once established, we then created and sent out a MoCA survey via email (with obtained approval from COTM) to determine interest. Planning of this event has since been put on hold due to the COVID-19 Pandemic.*
- Created new MSOT Professional Development email address: [msot.pd@gmail.com](mailto:msot.pd@gmail.com). Responsible for checking MSOT PD email on a regular basis.*
- Inquired about the potential opportunity for MSOT members to attend/receive similar discounts for courses/professional development opportunities as physiotherapists who are members of the Manitoba Physiotherapy Association (MPA)*

*Due to personal obligations, we both have collectively decided to resign from the board. It has been an absolute pleasure serving as Co-Chairs of the Professional Development Committee on the MSOT board of directors. We wish the rest of the board members nothing but the best!*

*Respectfully submitted,*

*Kaitlin Lewandoski, O.T. Reg. (MB) and Ali Jansen, O.T. Reg. (MB)  
Professional Development Co-Chairs*



## Special Events Committee

*The 2019-2020 board year has been challenging, extra-ordinary, and full of moments of reflection, learning, growth and resilience.*

*Due to the global pandemic, the MSOT Specials Event Committee's main event, Occupational Therapy Celebration Night (OTCN), was cancelled in May. We will be incorporating elements of OTCN into our virtual annual general meeting on October 5th, 2020 and celebrating award winners, the new OT graduates of 2020, and this wonderful profession we are all so fortunate to be a part of!*

*The global pandemic has shifted gears for most of us. At this time, we are working with the board to determine next steps and plans for special events within the 2020 board year. Please stay tuned for more information on what's to come by checking out the MSOT newsletter or following our social media pages!*

*Respectfully submitted,*

*Laura Durling, O.T. Reg. (MB)*

*Special Events Committee Chair*



# Public Relations Committee

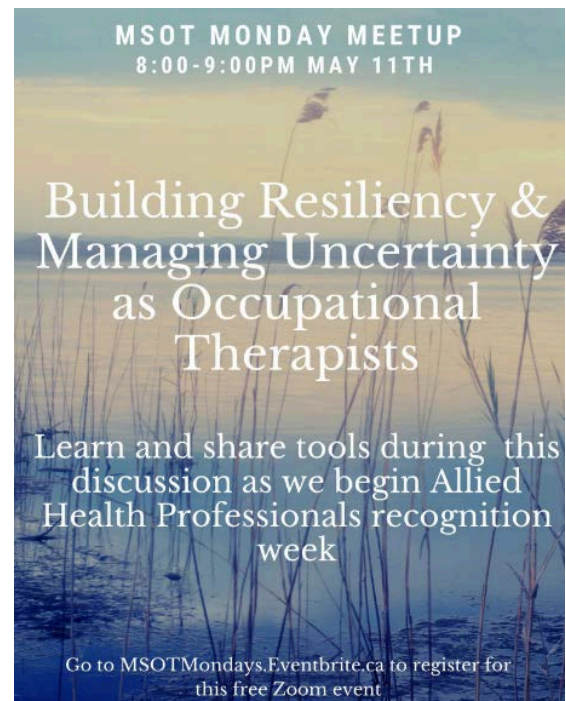
The Public Relations Committee is responsible for promoting Occupational Therapy and the role of MSOT through various events and opportunities. As the public relations Committee Chair, I have been proud to assist with the following during the 2018-2019 year:

- Updated and maintained our social media sites including Instagram, Facebook and Twitter.
- Continued to take part in the MSOT Communication Committee meetings.
- Sought member feedback via Instagram polls on what supports they needed during the challenging times brought about by COVID-19. As well as keeping followers up to date regarding the free opportunities for support and learning offered through the virtual MSOT Monday Meet-ups.
- Our social media outlets, designed to advocate for the profession of occupational therapy, connecting with OT's in Manitoba and around the world and share important MSOT information with our community, continues to increase in followers.
  - Our Instagram account now has 240 followers and 45 posts as of August 2020. That is 102 new followers and 28 new posts this year. Our top Instagram post received over 60 likes.
  - Our Facebook page has grown to 690 followers and 632 likes. As of August 2020, our most popular post reached over 9,000 people world-wide.

*Respectfully submitted,*

*Kara Staples, O.T. Reg. (MB)*

*Public Relations Committee, Chair*





# Manitoba Society of Occupational Therapists Research Fund Committee (MSOTRF)

*Mary Judd Research Award - The Mary Judd Research Award is designed to encourage and contribute to the growth of research on occupational performance and occupational therapy within Manitoba. The winner receives up to a maximum \$1,000 in financial support towards their research. This year MSOT- Mary Judd Research Award was presented to Melissa Colbeck for her study: Design for Rehabilitation: Portable workstation for mobility base users.*

*MSOT continues to encourage research projects focusing on the science of occupation and/or the practice of client-centred occupational therapy to apply for the MSOTRF- Mary Judd Research Award. Next submission deadline for this award is: The 1<sup>st</sup> Monday in November (i.e. Nov. 2<sup>nd</sup>, 2020). Information about this award can be found on the MSOT website.*

*Presentation Award - MSOT Presentation Award supports the presentation of original research findings by occupational therapists who are presenting at a national or international scientific meeting. A minimum of one award of at least \$500.00 is presented annually based on an annual review of available funds. This year MSOT Presentation Award for \$575 was presented to: Cherry Nixdorf for presentation of her research- Essential Technology Access Throughout the Continuum of Care" in Vancouver BC during the international Seating Symposium from March 4-6, 2020.*

*Next submission deadline for this award is: The 2<sup>nd</sup> Monday in January (i.e. Jan. 11<sup>th</sup>, 2021). Information about this award can be found on the MSOT website.*

*MSOT Student Research Award - This award in the amount of \$100.00 was presented to Amy Cockrell at the College of Rehabilitation Sciences (CoRS) Awards ceremony in 2019. MSOT Student Research Award is presented to the University of Manitoba Occupational Therapy student with the highest marks in the research method for evidence-based practice.*

*The following is a complete accounting of the MSOT Research Fund accurate to September 30<sup>th</sup>, 2019:*

<i>Balance- October 1<sup>st</sup>, 2018</i>		<i>\$47,350.00</i>
<i>Revenues</i>		
<i>Deposit to Account</i>		<i>\$100.00</i>
<i>Interest Earned</i>		<i>\$2,509.00</i>

<i>Expenses</i>		
<i>Payments from Account</i>		<i>\$1,658.00</i>
<i>Interfund Transfers (Administration)</i>		<i>\$497.00</i>
<i>Balance as of September 30<sup>th</sup>, 2019</i>		<i>\$47, 704.00</i>

*Please feel free to provide us with any feedback in regards to the MSOTRF activities you may have.*

*Respectfully submitted,*

*Jessica Erickson, O.T. Reg. (MB) and Daureen Nacario, O.T. Reg. (MB)*

*MSOTRF Committee Co-Chairs*

## *CAOT Update*

*It has been an interesting year for everyone. Conference 2020 was a success and provided the model for other professional association conferences having come so early on in the pandemic. We learned a lot from it about ways to make all conferences more accessible to all members in the future. It was exciting to see such a strong interest in sessions related to reconciliation and equity. The CAOT office staff worked extremely hard to make this conference happen and did a fabulous job.*

*Work is well underway for establishing the Corecom document (One Core Document for Occupational Therapists in Canada). Consultations are continuing. For further information please check out the website at <https://www.corecomcanada.com/english-home>*

*Work on Enabling Occupation ‘The Sequel’ is well underway with continued consultations. Work is progressing well with a deliverable expected at the spring CAOT 2022 conference.*

*Discussions are underway regarding a public awareness campaign: discussions with ACOTPA will be taking place on Sept 14 – we are launching a small digital campaign for OT month and will invite provincial associations to use and brand our campaign*

*CAOT continues to encourage our members to use the Mental Health Advocacy Campaign materials from our web site: (4 case studies) to raise awareness of the role of OTs in Mental Health.*



*We will continue to offer Resilience Webinars e free of charge on our web site.*

*President Farewell: Oct 16 – noon ET – Catherine will give her farewell address and Gio will discuss her vision for her presidency. We will open it up for QAs and will invite members to submit questions ahead of time.*

*The Muriel Driver Lecture is scheduled for a virtual presentation on Oct 29 – time TBD*

*Regarding the exam there have been some changes made:*

- 1. The in-person exam scheduled for September 12, 2020 will continue for those who are registered. However, September registrants have the option of postponing their exam date to either January 20 or 21, 2021, with a backup date of January 22, 2021. The January exam will be an online exam, overseen by a live, remote proctor. [Click here for details.](#)*
- 2. The in-person exam that was scheduled for November 14<sup>th</sup>, 2020 is being replaced by an online exam, overseen by a live, remote proctor. There is a choice of dates, January 20 or 21, 2021, with a backup date of January 22, 2021. Registrants currently booked for the November 14<sup>th</sup> exam will be automatically rescheduled for the January exam and will be sent an email with further instruction. [Click here for details.](#)*
- 3. Candidates considering the January online exam must read the new manual [“NOTCE Online Examination Manual: Computer-based testing and live remote proctoring”](#) before booking a seat.*
- 4. The next scheduled exam date following the January online exam is in July 2021. If you do not plan to write in January, your provincial regulatory organization may require you to be registered for the July 2021 exam in order to maintain a provisional license (exam registration period: March 21 - May 15, 2021). Please contact your provincial regulator with any questions about your provisional license.*

*I am excited to welcome Brenda Semenko to the position of Manitoba Director this October. IT has been my honour to represent Manitoba as the board director for these past 6 years. But you haven't heard the last from me yet. I will be joining the CAOT executive as secretary and look forward to working alongside Brenda.*

*Respectfully submitted,*

*Lisa Diamond-Burchuk, O.T. Reg. (MB)*

*CAOT Board Director*

## Rural and Northern Connector

*The role of the Rural and Northern Connector is still emerging. The hope of developing this relatively new position is to stay connected to Occupational Therapists practicing within the city of Winnipeg, and establish connections with Occupational Therapists outside the city to ensure MSOT is meeting their unique professional needs. Ongoing goals for the position include:*

- *Virtually attending the Board of Directors meetings*
- *Consulting with the MSOT Board of Directors to inform of successes and issues in the Northern, Interlake, Southern, and Prairie Mountain Health Regions*
- *Conducting a needs assessment survey – reaching out to Occupational Therapists practicing outside the city limits to better understand how MSOT can support them*
- *Participating in prospective outreach projects, for example those initiated by the College of Rehabilitation Sciences*
- *Advocating for increased supports, such as interest groups, for Occupational Therapists in all the Manitoba health regions*
- *Engaging in discussions with rural and northern Occupational Therapists on how events and professional development opportunities could be more accessible or relevant to them.*

*Although the COVID-19 pandemic has inspired creativity in how MSOT reaches Occupational Therapists in the province, continuing to be an advocate for and part of the conversations about supporting out-of-Winnipeg Occupational Therapists will be valuable.*

*Respectfully submitted,*

*Ally Forrest, O.T. Reg. (MB)*

*MSOT Rural and Northern Connector*

## Report from the Treasurer

*During this financial year, MSOT has provided funds to support multiple different events, awards and advertisements. The following are some of the events, awards and advertisements that were supported by MSOT: Annual General Meeting, Job Fair booth and materials for circulation, CAOT Citation Award, Professional Development Awards, OT Student Awards and Bus Benches. Some of the regular events sponsored by MSOT were not held this year because of COVID-19 restrictions, such as*

*OT Celebration night. However, these events will be held and financed in the upcoming year. One of the biggest changes to the 2019-2020 budget was the addition of seven additional hours per month for our Executive Officer, Heidi Garcia. This extra time has allowed Heidi to complete many important tasks for the advocacy of occupational therapy in Manitoba.*

*The 2020 – 2021 budget was developed by considering the actual revenue and operating costs of the budgets for the past four fiscal years, reviewing anticipated membership enrolment and fees, cutting costs from accounts that had not been used in the past three years, reviewing and considering planned events and projects with their anticipated costs, considering member priorities for funding and support of special initiatives and but clarifying and rectifying the purpose of each financial account with the MSOT bookkeeper.*

*For the 2019-2020 financial year, membership numbers remained steady and income was similar to the anticipated revenue. Currently, the expenses for the 2019-2020 year are being calculated, a definitive statement of income versus expenses will be presented at the AGM.*

*For the 2020-2021 financial year, the MSOT board of directors is focusing on re-vamping our finances and increasing financial transparency. Some of the efforts the board is working towards are to increase transparency by purchasing online accounting software for the treasurer to have access to financial records for MSOT and clarifying the roles and responsibilities of both the hired office staff and MSOT board members concerning financial matters.*

*Currently, there is an estimated \$500.00 surplus expected for this upcoming year. At this time MSOT is considered to be financially stable but there is currently very little room for any unexpected expenses. Based on the current MSOT funds and the net end of year assets for the 2019-2020 calendar year we will be able to sustain this course of system costs for at least two more years provided membership and expense costs remain the same. It is recommended that MSOT considers increasing membership fees, continue to work towards increasing its membership base and increasing advertisement costs to continue to work towards a more sustainable long term financial plan.*

*Sincerely,*

*Sara DePottie, O.T. Reg. (MB)*

*MSOT Treasurer*

## MSOT 2020-2021 Budget

Code	Income		
4-1000	Membership Fees	\$30,000.00	
4-2000	Interest Income	\$250.00	
4-3000	Advertising - Labels/Emails	\$2,000.00	
4-4000	PPG Directory	\$500.00	
4-4500	MSOT Merchandise	\$0.00	
4-5000	Sponsorship	\$1,000.00	
4-6000	Web Post	\$0.00	
4-7000	Mic. Income	\$0.00	
4-8000	Event Income - Tickets	\$1,000.00	
4-8500	Grants	\$0.00	
49900	Uncategorized Income	\$0.00	
	Reserve Fund - Carry Over		
	<i>PPG Policy Change Fund</i>	\$3,000.00	
	<i>Private Practice Group - Support</i>	\$900.00	
	<b>Total Income</b>	<b>\$38,650.00</b>	
Code	Expenses	Budget	
6-1100	Meeting Expenses	\$782.00	
6-1101	Travel		
	<i>Board Members</i>	\$750.00	
	<i>Executive Officer</i>	\$750.00	
6-1102	Board Recognition	\$200.00	
6-1103	Professional Development		
	<i>Board Members</i>	\$750.00	
	<i>Executive Officer</i>	\$0.00	
6-1510	Wages - Executive Officer	\$9,396.48	
6-5120	Source Deductions - EO	\$570.00	
6-1511	Staff Travel Expenses	\$60.00	
6-1530	Registrations / Financial Costs	\$1,200.00	
6-1540	Office / Reception Costs	\$4,200.00	
6-1550	EO Advisory	\$1,410.12	
6-1710	Advocacy & Promotion		
	<i>Campaigns</i>	\$1,000.00	
	<i>Incentive Prizes</i>	\$100.00	
	<i>Promotional Items</i>	\$100.00	
6-1720	Awards		
	<i>25 Year Membership</i>	\$100.00	
	<i>Excellence in Fieldwork</i>	\$100.00	
	<i>MSOT Book Prize</i>	\$100.00	
	<i>Outstanding OT</i>	\$100.00	
	<i>PD Grant</i>	\$200.00	
	<i>Team OT MVP</i>	\$0.00	



## MSOT 2020-2021 Budget ... continued

6-1730	Annual General Meeting	\$500.00
6-1740	OT Celebration Night	\$2,400.00
	OT Night for Grads	\$500.00
6-5185	PPG Policy Change Fund	\$3,000.00
6-5180	Private Practice Group - Support	\$900.00
6-1765	MSOT Online Cards	\$0.00
6-1760	Web/Internet Upgrade	\$0.00
6-1766	Online System Start Up	\$0.00
6-1767	Online Annual Cost	\$1,600.00
6-1768	Online Credit Card Fees	\$0.00
6-5105	Insurance	\$2,000.00
6-5110	Phone / Internet	\$444.00
6-5120	Office Supplies	\$300.00
6-5130	Postage/Courier/Printing	\$240.00
6-5140	Organizational Costs (Bank/CAOT)	\$120.00
6-5150	Professional Fees (Aduit/Legal)	\$2,000.00
6-5160	Rent	\$900.00
6-5170	Renewal	\$0.00
6-1761	Software/Support/Licensing	\$660.00
	MSOTRF Donations	\$0.00
69800	Uncategorized Expenses	\$0.00
6-5190	Bad Debt	\$0.00
<b>Total Expenses</b>		<b>\$37,432.60</b>



September 2, 2020

Manitoba Society of Occupational Therapists  
7-120 Maryland Street  
Winnipeg Manitoba R3G 1L1

Attention: Sara DePottic, Treasurer

Dear Sara:

### **ENCLOSURES**

We are enclosing:

- One bound copy and one unbound copy of your compiled financial statements of Manitoba Society of Occupational Therapists for the year ended May 31, 2020.
- One copy of your 2020 T2 Corporation Income Tax Return. We will be e-filing this return on your behalf. Please sign the enclosed efile authorization form (T183). Retain one copy of this form for your records, and return the signed original to us. There are no taxes owing or refundable.
- Our year-end journal entries and other relevant working papers are being provided to assist you in updating your accounting system. If you find after inputting our year-end entries that your general ledger does not agree to our closing balances, please contact our office so we may help you rectify the problem.

### **OTHER MATTERS**

#### **Notice of Assessments**

Upon receipt of your federal tax notice of assessment, please send or fax a copy to our office so we may review it for correctness. If there is a disagreement upon our review, we will notify you in due course.

### **CLOSING COMMENTS**

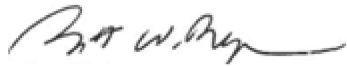
We have relied on you to provide us with the necessary information in a form sufficiently complete to enable us to prepare the financial statements. We understand that the financial statements referred to will be only for management purposes and will not be made available to other parties without our consent.

We wish to emphasize that our engagement cannot be relied upon to disclose errors, omissions or other irregularities nor will it fulfill any statutory audit requirements.



We thank you for the opportunity to be of service to you and trust everything is in order. If you have any questions or concerns, please contact us at (204) 985-6767.

Yours truly,

A handwritten signature in black ink, appearing to read "Scott Wotherspoon". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Scott Wotherspoon, CPA, CA

ONBUSINESS CHARTERED PROFESSIONAL ACCOUNTANTS INC.

Encl.

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS**

**Financial Statements**

**Year Ended May 31, 2020**



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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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To the Members of Manitoba Society of Occupational Therapists

We have reviewed the accompanying financial statements of Manitoba Society of Occupational Therapists which comprise the statement of financial position as at May 31, 2020 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Practitioner's Responsibility for the Financial Statements*

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.



Independent Practitioner's Review Engagement Report to the Members of Manitoba Society of Occupational Therapists *(continued)*

*Conclusion*

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Manitoba Society of Occupational Therapists as at May 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Winnipeg, Manitoba  
August 26, 2020



Chartered Professional Accountants Inc.

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS**  
**Statement of Financial Position**  
**May 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash <i>(Note 3)</i>	\$ 41,455	\$ 45,820
Accounts receivable	500	600
Prepaid expenses	754	754
	<b>\$ 42,709</b>	<b>\$ 47,174</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 1,775	\$ 5,767
Prepaid memberships	32,738	30,323
	<b>34,513</b>	<b>36,090</b>
<b>DUE TO RELATED PARTY <i>(Note 4)</i></b>	<b>2,495</b>	<b>3,887</b>
	<b>37,008</b>	<b>39,977</b>
<b>NET ASSETS</b>		
General fund	5,701	7,197
	<b>\$ 42,709</b>	<b>\$ 47,174</b>

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS**  
**Statement of Revenues and Expenditures**  
**Year Ended May 31, 2020**

	2020	2019
<b>REVENUES</b>		
Conferences and events	\$ 24	\$ 3,316
Interest	294	264
Memberships	28,205	33,855
Newsletter, labels and emails	1,850	1,825
Privacy policy packages	1,500	1,200
	<b>31,873</b>	<b>40,460</b>
<b>EXPENSES</b>		
Annual general meeting	380	639
Awards	-	400
Bad debts	-	600
Executive officer	9,182	4,539
Insurance	2,127	2,071
Interest and bank charges	2,275	2,703
Member services	5,539	10,441
Office	2,891	2,715
Organizational costs	1,077	1,812
Professional fees	2,247	2,151
Publicity	2,292	3,297
Renewals	225	144
Rent	900	900
Special events	58	3,810
Telephone	686	723
Travel	3,490	4,511
	<b>33,369</b>	<b>41,456</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>\$ (1,496)</b>	<b>\$ (996)</b>



**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS**

**Statement of Changes in Net Assets**

**Year Ended May 31, 2020**

	<b>2020</b>	<b>2019</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 7,197</b>	<b>\$ 8,193</b>
<b>DEFICIENCY OF REVENUES OVER EXPENSES</b>	<b>(1,496)</b>	<b>(996)</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 5,701</b>	<b>\$ 7,197</b>

**MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS**

**Statement of Cash Flows**

**Year Ended May 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Deficiency of revenues over expenses	\$ (1,496)	\$ (996)
Changes in non-cash working capital:		
Accounts receivable	100	300
Accounts payable and accrued liabilities	(3,992)	501
Prepaid memberships	2,415	30,323
	(1,477)	31,124
Cash flow from (used by) operating activities	(2,973)	30,128
<b>FINANCING ACTIVITY</b>		
Advances to related parties	(1,392)	(1,104)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(4,365)</b>	<b>29,024</b>
<b>CASH - BEGINNING OF YEAR</b>	<b>45,820</b>	<b>16,796</b>
<b>CASH - END OF YEAR (Note 3)</b>	<b>\$ 41,455</b>	<b>\$ 45,820</b>

# MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

## Notes to Financial Statements

Year Ended May 31, 2020

(Unaudited)

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### 1. NATURE OF THE ORGANIZATION

The Society was incorporated under the laws of the Province of Manitoba on November 13, 1964 as a not-for-profit corporation. The Society is exempt from income taxes pursuant to paragraph 149(1)(1) 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 insitutions, other professions, business and the public.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) and, in management's opinion, with consideration of materiality and within the framework of the following accounting policies:

#### 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.

#### Prepaid memberships

The Society collects annual membership revenues in advance of the upcoming year. They are recognized in the year they are applicable.

#### Financial instruments policy

The Society's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities and due to related party. 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

#### 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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

# MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

## Notes to Financial Statements

Year Ended May 31, 2020

(Unaudited)

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### 3. CASH

	2020	2019
Cash	\$ 41,455	\$ 45,820

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Cash includes a savings account bearing interest at 1.00% (2019 - 2.25%).

### 4. DUE TO RELATED PARTY

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

### 5. SUBSEQUENT EVENTS

The following events occurred subsequent to the fiscal year end:

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread in Canada and around the world. As at the financial statement date, the organization is mostly unaffected by the pandemic, other than taking certain health precautions in the workplace. Management believes there will be minimal impact to its financial statements.