

MSOT 2021-2022 RENEWAL YEAR

Don't miss these exciting new ventures planned for the the 2021-22 membership year!

SPEAKER SERIES

NEW - Speaker series with the goal to provide members with regular professional development.

OCCUPATIONAL THERAPY PROMOTION

MSOT is involved in a Nation-wide public Occupational Therapy promotion and awareness campaign

REVAMPED NEWSLETTER

COMING SOON - e-mail/newsletter full of links to job postings, professional development, and practice resources in the MSOT members only area of the website

UNION ADVOCACY

Advocacy for wage increases during collective bargaining with local unions.

CONNECT SERIES

Regular connect and collaborate virtual sessions to optimize professional networking.

EVENTS

Yearly events to promote and celebrate the occupational therapy profession while bringing members together.

HOW TO JOIN OR RENEW?

Simply check the box during your COTM renewal to become an MSOT member and start receiving the benefits of membership!

Manitoba Society of Occupational Therapists

*Enabling ability by
building the
occupational therapy
community*

Annual Report 2020-2021



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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

MSOT 2020 – 2021 Board of Directors

President: Randi Vandale

President-Elect: Alisia Roos

Treasurer: Sara DePottie

Secretary: Vacant

Coordinator of Member Services: Vacant

Coordinator of Communications: Vacant

Current Affairs/Professional Advocacy: Nic Ducheminsky

Awards and Nominations: Lindsay Clendenan

Professional Development: Janelle Swiderek & Meagan Sparrow

Public Relations: Kara Staples

Special Events: Laura Durling

Corresponding members:

CAOT Board Director: Brenda Semenko

Student Rep (MOT2): Tatiana Raposo

Student Rep (MOT1): Austin Hesselbart

MSOTRF: Daureen Nacario & Jessica Snure

Rural and Northern Connector: Vacant

Key Volunteer Positions:

Newsletter Editor: Vacant

Website Editor: Vacant

Staff:

Executive Officer: Heidi Garcia

Administration: Carmen Funk & Sandra Nowicki

President's Report

The 2020-2021 MSOT board year has been busy and once again full of unexpected challenges. The resilient MSOT board of directors and staff continued to collaborate and adapt to supporting members and largely the Occupational Therapy profession virtually! I cannot express enough gratitude for everyone who has provided support throughout the continued inconsistencies and ever changing restrictions over the past year. Occupational disruption and deprivation have continued to be key themes over the last year. The importance of occupational engagement has become more and more important as the pandemic evolves in which, supports the value and need for a strong and unified Occupational Therapy profession.

In order to continue to adapt to unpredictable challenges with focus on strengthening the foundation of the organization, MSOT has decided to continue with a contingency plan for the 2021-2022 year. A strategic plan ranging from 3-5 years will be re-evaluated each year to determine the organizations readiness. MSOT will continue to focus on the core roots of the organization such as financial and board stability. Over the past year we have created policies, procedures, and continue to move to online systems such as Quick Books. These policies, procedures, and online systems will assist with efficient financial management, communication with membership, smooth board transitions, and create more time and energy to focus on important areas of advocacy and support.

MSOT plans to release a membership survey to gather feedback and ideas to assist with informing the need to consider changes to the contingency strategic plan, and re-evaluate goals for the current and upcoming membership year. Thank you in advance to all MSOT members who will provide feedback and opportunity for growth by completing the survey. Another huge thank-you to all new and renewed MSOT members! Without your continued support, the many initiatives MSOT engages in would not be possible.

MSOT started hosting a new monthly Speaker Series highlighting a variety of professional development topics including the use of Microsoft Learning Tools in schools, Occupational Therapy in a low vision rehabilitation setting, and enhancing cultural humility and culturally safe practices for indigenous clients in Occupational Therapy. Additionally, another new initiative completed was partnering with the College of Rehabilitation Sciences (CoRS) by supporting a group of MOT students completing their macro project. MSOT identified reconciliation and action as the focus and the students were able to create a valuable resource called "A Reflective Resource for Manitoba OTs – Enhancing Cultural Humility and Culturally Safe Practices for Indigenous Clients in Occupational Therapy".

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.
- Review several award applications throughout the year
- Distribute our new 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 Classes
- Update job postings on the website for members weekly
- Offer Occupational Therapists opportunity to advertise in the Private Practice Directory

Additionally, MSOT continues to prioritize advocacy efforts when important opportunities arise. MSOT continues to liaise with MAHCP, MGEU, and UFCW unions regarding the priorities for new collective agreements on behalf of Manitoba Occupational Therapists. This year during the proposed changes to Education in Manitoba, MSOT's Executive Officer (EO) Heidi Garcia met with the NDP Education Caucuses to discuss and advocate for the importance of Occupational Therapists working in schools.

For a second year due to COVID-19 restrictions there were several significant provincial and national events cancelled or changed this year. The Canadian Association of Occupational Therapists (CAOT) conference was cancelled in-person and held virtually instead. Additionally, for a second year we are jointly hosting MSOT's annual Occupational Therapy Celebration Night (OTCN) virtually with our Annual General Meeting (AGM) this fall.

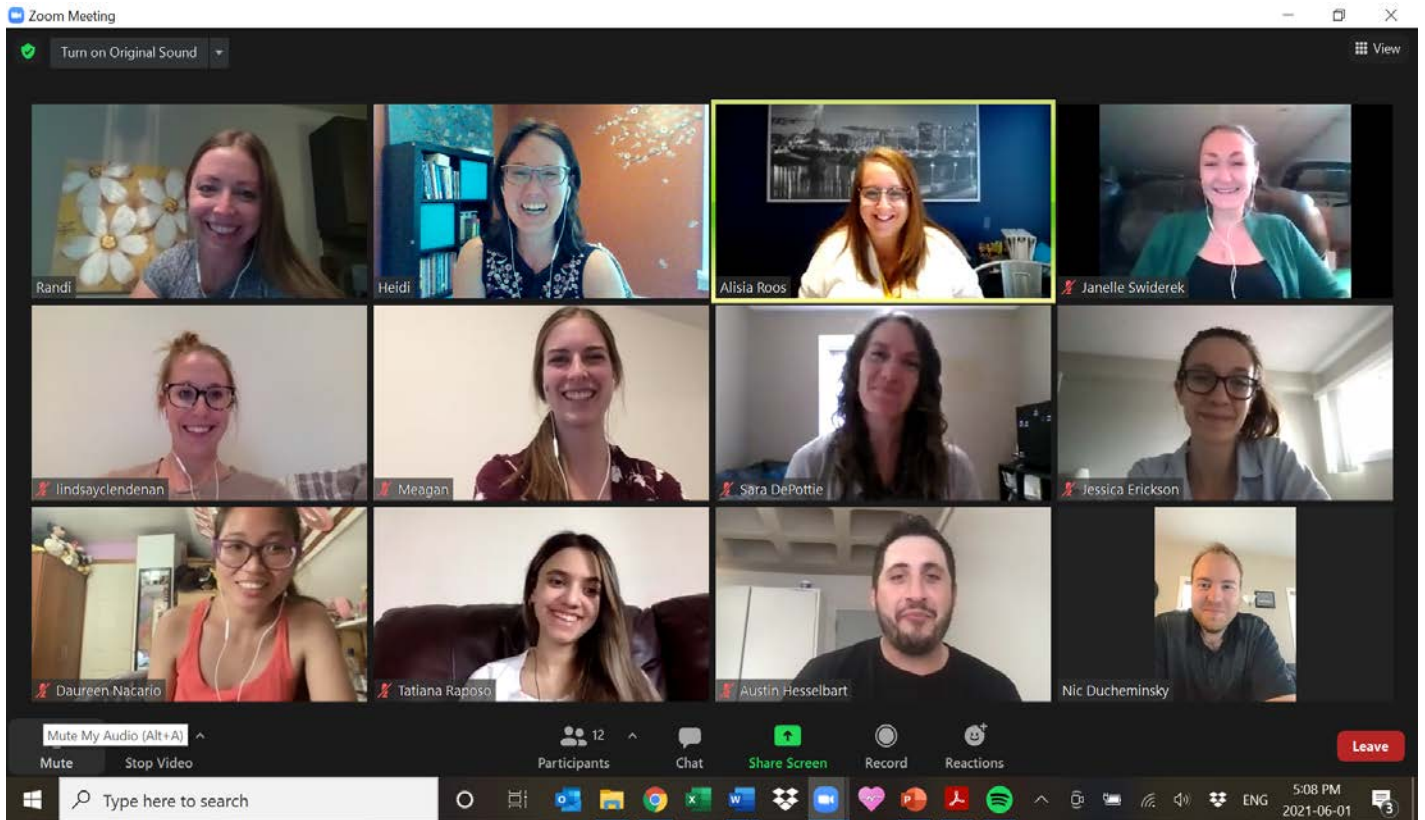
Furthermore, for a second year, challenges and opportunities are presented as several board of director two year terms come to a close in 2020-2021. Thank you and congratulations to all board members for completing their position terms or continuing on the MSOT board. Without the passion, dedication, and hard work of each individual board member, MSOT would not be able to support, promote, and advocate for the Occupational Therapy profession. At the end of 2020 I encountered a very unfortunate and unpredicted family circumstance. I cannot thank all of the MSOT board members, EO Heidi, and the MSOT office staff enough for the support and flawlessly continuing with all projects and goals underway during my short absence.

As I complete my term as president and pass the torch to Alisia Roos, I would like to thank everyone who has provided their support during these unpredictably challenging two years! I have consistently been inspired by the resiliency and dedication of all volunteers and staff to ensure MSOT is able to continue to advocate for our profession. Despite all the unforeseen challenges as a unified organization – we made it! I look forward to seeing what the 2021-2022 MSOT year has to offer.

Respectfully submitted,

Randi Vandale, O.T. Reg. (MB)

President of MSOT



Executive Officer

Over the past year, along with the MSOT Board, we have been working on strengthening the foundations of our organization so that we can continue to grow and support you. Some of the behind the scenes work has included ensuring financial stability, viability and growth as an organization, solid and consistent policies & procedures to support efficiency, and increased membership value. As the only voice for Occupational Therapists in Manitoba we want to reach all corners of our province through connecting, networking, advocacy, empowering, and supporting you in the incredible work you are doing. With more MSOT members, we can better support you!

Engage Through Participation.

We have heard our members, and made some changes to how we share information. We value the space in your inbox and currently sending weekly emails (Wednesday), with a robust mid-month e-blast monthly newsletter (instead of the "Update" newsletter MSOT previously published once every two months). We continue to add resources to the member portal with Job Postings, Professional Development opportunities, Resources and the Private Practice Business Network to provide support to you and your professional practice.

One of the most exciting projects I worked on this year was with a talented group of 2nd year Occupational Therapy students. MSOT partnered with the College of Rehabilitation Sciences and had this group of students work on a macro project that MSOT identified, and as a result we have an incredible new resource, “A Reflective Resource for Manitoba OTs – Enhancing Cultural Humility and Culturally Safe Practices for Indigenous Clients in Occupational Therapy”. This document is both in the member portal, Professional Development for Members, and on our public page as an act of encouraging and supporting reconciliation and action. All Occupational Therapists are invited to use and share this resource.

Advocacy & Support.

Thank you to all the Occupational Therapists working in schools around the province who have been engaged and involved in the advocacy efforts with the proposed changes to Education in Manitoba. I have been able to meet with the NDP Education Caucus, and leaders in the Inclusion Support Branch at Manitoba Education to advocate for the importance of Occupational Therapist working in schools.

Grow through Research, Professional Development & Awards.

We continue to streamline our policies to ensure you receive opportunities that are important to you, while supporting research within the Occupational Therapy community in Manitoba. Through new policies, and streamlining awards processes we hope to support the growth of our profession.

It has been such an honour to work with an incredibly dedicated board of directors, and working together with so many OTs in our province. Thanks for reaching out, connecting, engaging, and for your support. Finally, I am so grateful that you continue 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 2020-2021 fiscal year, there were 373 members registered with MSOT. This number represents approximately 44% of individuals registered with COTM. Numbers as of April 30th, 2021 are as follows:

Full members: 371

Out of Province: 1

Retired: 1

Total: 373 – Membership total has been **updated to 413** members once completing new graduate registration in July 2021.

This year MSOT saw another member increase from 2020. 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.

The Coordinator of Member Services role was vacant during the 2020-2021 year and therefore a full report was not submitted.



Current Affairs & Professional Advocacy

The role of Current Affairs and Professional Advocacy is to increase awareness of Occupational Therapy through involvement in and responses to current events and issues in Manitoba.

Occupational therapists continued to shine throughout COVID-19 pandemic over the past year. MSOT will continue to advocate for the hardworking Occupational Therapists in Manitoba as the healthcare system continues to evolve in the upcoming years. We have assisted in the following ways to help support and advocate for OT's:

1. Participate in on-going communication with MGEU and MAHCP representatives to discuss OT wages for the upcoming bargain proposals; advocating for increased wages that reflect years of experience and education.
2. Attend website training as part of the initiative to improve the MSOT website, making it more user friendly for Occupational Therapists.
3. Transition the OT Job Postings from weekly e-blasts to being presented on the MSOT website.
4. Update the weekly Job Postings.
5. Assist with research in advocating for the roles of OTs working in schools when the Education Reform was proposed by the Manitoba Government.
6. Participate in the MSOT Strategic Planning.
7. Compiled the "Top 10 Things MSOT Did This Year" list.
8. Created and 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.

Respectfully submitted,

Nic Ducheminsky, O.T. Reg. (MB)

Awards & Nominations

In the fall of 2020, we welcomed back and added many new fantastic individuals to the 2020- 2021 MSOT Board of Directors. We are 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. This year one focus was developing increase in board retention. A survey was completed with the current MSOT Board of Directors discussing strategies for incentives to increase board stability. The hope is for MSOT in the next year to work on new strategies and ideas to develop a more sustainable board of directors year to year.

Awards:

The following is a summary of some of the awards distributed by MSOT 2020-2021.

- 2021 Outstanding OT Award: Brenda Semenko and Lisa Reis-Tymchuk

This year we had two recipients for the Outstanding OT Award. Each nomination was reviewed and scored by the review committee which resulted in a tie of the average score.

- 25 Year MSOT Member: Kristal Laminman, Paula Makarenko, and Linda Merry Lambert
- CAOT Citation Award: Chief Derrick Henderson, Audrey Henderson and Sharon Richard of the Sagkeeng First Nation

OT Celebration Night 2021

Due to concerns with COVID-19 pandemic this annual event will be held virtually being a combined event with the 2021 Annual General Meeting. The evening will be having a guest speaker. The event will bring approximately 100 clinicians, students and family to celebrate OT in Manitoba. The event is one of the only evenings OTs from across Manitoba come together to celebrate our profession. We look forward to growing and celebrating this event in person next year.

Respectfully submitted,

Lindsay Clendenan, O.T. Reg. (MB)

Awards and Nominations Committee



ARE YOU A LEADER & ADVOCATE?

- Passionate about OT?
- Desire to further advocate for OT?
- Do you have innovative ideas?
- Desire to further promote OT?
- Enjoy networking and collaboration?
- Motivated to try something NEW?!
- Interested in leadership opportunities?

Did you answer "YES" to any of the above questions?
Please email msotawardsandnominations@gmail.com to learn more on how to join the MSOT Board of Directors!

Professional Development Committee

Both of us were new to the MSOT Board of Directors and the Professional Development Committee co-chair roles. We are grateful to the Board of Directors for their guidance and support as we learned our roles. We have sincerely enjoyed the community and networking opportunity.

As co-chairs of the Professional Development Committee, we are responsible for promoting continued education for Occupational Therapists in Manitoba. We have been proud to assist in the following during the 2020-2021 fiscal year:

- Attended monthly Board of Directors meetings, OT Celebration Night, MSOT Monday Meet-up events and other co-chair meetings throughout the 2020-2021 fiscal year
- Updated and maintained the MSOT website Professional Development webpages (open access as well as members only access) with a list of up-to-date links and info on relevant professional development opportunities.
- Created a quick guide regarding professional development support outlined in current collective bargaining agreements for MSOT members to reference.
- Assisted in revising MSOT professional development advertising procedures and policy statements in collaboration with MSOT executive officer.
- Created and distributed a Professional Development survey to MSOT members. Data was collected anonymously through this survey to inform members' preferred PD content and delivery format.
- Organized, launched and hosted MSOT Speaker Series events held virtually in the months of April, May and June. Further Speaker Series events are currently being organized for the end of 2021 and beginning of 2022.
- Shared MSOT Speaker Series recordings or supplemental info on the MSOT Member portal Professional Development Website.

We look forward to continuing to provide MSOT members with accessible opportunities for further professional development, further strengthening the OT community in Manitoba.

Respectfully submitted,

Janelle Swiderek O.T. Reg. (MB) and Meagan Sparrow O.T. Reg. (MB)

Professional Development Committee Co-chairs

MSOT Speaker Series
Occupational Therapy in a Low Vision Rehabilitation Setting: Supporting Clients to Optimize Residual Vision
Danielle Diona O.T. Reg. (MB)



Date: May 31st, 2021
Time: 6:00
Location: Zoom!
Cost:

- FREE for MSOT members
- \$10 for general public

Registration:

- Click for link to Eventbrite



MSOT SPEAKER SERIES PRESENTS:
The use of Microsoft Learning Tools as an Adaptation to Support a Variety of Students with Learning Needs
Lisa Tymchuk O.T. Reg. (MB)



Date: April 13, 2021
Time: 6:00
Location: Zoom!
Cost:

- FREE for MSOT members
- \$10 for general public

Registration: Link in bio



Special Events

The Special Events co-chair roles have been vacant for the second half of the 2020-2021 year. Please refer to the Awards and Nominations Committee Report and the President’s Report for event information.

MSOT SPEAKER SERIES PRESENTS

A REFLECTIVE RESOURCE FOR MANITOBA OTS

Enhancing cultural humility and culturally safe practices for Indigenous clients in occupational therapy

Student occupational therapists
U of M MOT2

June 21st, 2021
6:00pm
Location: Zoom
Cost:

- FREE for MSOT members
- 10\$ for general public

Registration: Link in bio




Monday, October 5th, 2020
via Zoom

ANNUAL GENERAL MEETING & OCCUPATIONAL THERAPY CELEBRATION NIGHT


<https://msotagm.eventbrite.ca>

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 have assisted with the following during the 2020-2021 year:

- Updated and maintained our social media sites including Instagram, Facebook and Twitter. MSOT social media outlets are 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. Posted content has included (to name a few):
 - Virtual MSOT Monday Meet-Ups, MSOT presented PD “Speaker Series”, grant and award deadlines, MSOT Board of Directors vacancies, opportunities for engagement and prizes such as the December Self-Care Challenge and membership renewal give-aways, and OT in the news.
- MSOT social media accounts continue to steadily increase in followers.
 - Our Instagram account now has 372 followers and 92 posts as of August 2021. That is 132 new followers and 47 new posts this year.
 - Our Facebook page has grown to 705 followers and 640 likes.
 - Our Twitter account has 710 followers.
- Sought new ways to offer user friendly access to resources through our social media platforms, such as adding Linktree to our Instagram profile.
- Continued to take part in the MSOT Communication Committee meetings.

DID YOU KNOW MSOT HAS BEEN ON FACEBOOK FOR 10 YEARS?



Follow us on social media and participate in our contest by March 28, 2021 to be entered to win a FREE MSOT Membership!
Facebook - @TheMSOT
Instagram - @mb.society.of.ot

HOW DO YOU JOIN OR RENEW?
SIMPLY CHECK THE BOX DURING YOUR COTM RENEWAL TO BECOME AN MSOT MEMBER!

Respectfully submitted,

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

Public Relations Committee, Chair

Manitoba Society of Occupational Therapists Research Fund (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 Emerald Savary for her research project: Wheelchair Skills Area Flashcard Project.

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 1st Monday in November (i.e. Nov. 1st, 2021). 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 \$500.00 was presented to: Katie Young for presentation of her research- Occupational Therapy Role in Managing Chronic Pain in Primary Care at the CAOT virtual conference (May 16th-19th, 2021).

Next submission deadline for this award is: The 2nd Monday in January (i.e. Jan. 10th, 2022). 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 Maya Kirstein at the College of Rehabilitation Sciences (CoRS) Awards ceremony in 2020. MSOT Student Research Award is presented to the University of Manitoba Occupational Therapy student with the highest mark in the research method for evidence-based practice.

The following is a complete accounting of the MSOT Research Fund accurate to September 30th, 2020:

Balance- October 1 st , 2019		\$47,704.00
Revenues		
Deposit to Account		\$100.00
Interest Earned		\$3,188.00
Expenses		

Payments from Account		\$1,575.00
Fees (Administration)		\$680.00
Balance as of September 30 th , 2020		\$48,737.00

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

The role of the CAOT board member is to act as a liaison between CAOT and MSOT as well as to ensure issues and concerns identified at the provincial level are relayed to the national level and vice versa.

This has been my first year as CAOT board member. Thank-you to outgoing CAOT board member, Lisa Diamond Burchuk, for all of her prior work in this position and for orienting me to my new role.

CAOT and MSOT board meetings were attended virtually this year. Common issues discussed in both groups included supporting OT's during this year of pandemic, where many therapists were deployed to other areas of practice and others moved to some degree of virtual practice. The necessity of advocating for and providing OT services to those suffering from long COVID symptoms has also been recognized, as well as the effects of altered occupational performance on individuals and communities as a result of the pandemic.

CAOT continues to partner with MSOT in awarding a Citation Award as a way of acknowledging the contributions to, or accomplishments of, agencies, programs or individuals to the health and well-being of Canadians. The 2021 Citation Award will be presented at the Occupational Therapy Celebration Night on October 4, 2021.

Respectfully submitted,

Brenda Semenko, O.T. Reg. (MB)

Rural and Northern Connector

The role of the Rural and Northern Connector was vacant for the 2020-2021 year and therefore a report was not submitted.

Treasurer

The 2020 – 2021 year was a difficult year for everyone! Many of our occupational therapists were deployed and due to restrictions many MSOT events did not happen. Despite everything, MSOT continued to put more money toward advocating and supporting occupational therapists through this tough time. All the amazing things our board has done, that you have read about in this package, were possible because of your membership dollars! Things like continuing supporting occupational therapists and students with awards and starting our new professional development online series. We were also able to run social media campaigns like the OT Self-Care challenge, providing members with ways to take care of themselves. Due to the pandemic, we have purchased a yearly Zoom subscription that has allowed us to provide resources and connections to occupational therapists who are not in Winnipeg.

The biggest thing that we invested in the past year that has had countless positive rewards for occupational therapists, has been our Executive Officer Heidi! We were able to give her more hours last year which allowed her to do even more advocacy for you during these tumultuous times. We are also excited to announce that, thanks in a big part to the \$10 increase in dues, Heidi's hours have been increased to 20 hours a month for the 2021-2022 financial year!!! Which is a big difference from the 7 hours a month she was able to do when she started. We are excited about everything she has been able to do for MSOT and occupational therapists in Manitoba.

I am excited to say that over the past five years MSOT's finances have improved and we are in a relatively stable place. When I started on the board there had been several years of running large deficits. For the past two years, we have managed to run smaller deficits (under \$1000), but the goal has always been to run surpluses and to start replenishing our savings. This year we have a surplus of somewhere around \$12,173.00!!!!!!!!!!!!!!!!!!!!!! This surplus is in a large part due to excess funds from events that did not happen over the past year from COVID and an increase in advertising revenue related to COVID (ex. Government Advertisements and more virtual professional development). We plan to move this money into savings to recoup our savings and to have emergency funds to help manage in future years.

The budget for the 2021-2022 year has a couple of differences from previous years. Our events budget is slightly smaller since we are planning to have a virtual AGM and OTCN night this year. We have a higher budgeted income due to the \$10 increase in dues. There is more money allocated to professional development events and more money for additional hours from our executive officer. I have also made an effort to increase the budget for expenses that have traditionally gone over budget in the past. For example, insurance costs, website costs, audit costs. Finally, with our switch to having credit card payment options over the past year, I have made a budget line to account for fees that we pay for every credit card transaction (approximately 2% of our total income).

Going into the next year my focus will be on writing out procedural documents and timelines for the treasurer position and the office so that a future transition to a new treasurer will go smoothly and our trajectory of financial stability is maintained.

Sincerely,

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

MSOT Treasurer

MSOT 2021 - 2022 Budget

Code	Income	Budget
4-1000	Membership Fees	\$40,000.00
4-2000	Interest Income	\$250.00
4-3000	Advertising - Labels/Emails	\$2,500.00
4-4000	PPG Directory	\$1,000.00
4-4500	MSOT Merchandise	\$0.00
4-5000	Sponsorship	\$0.00
4-6000	Web Post	\$0.00
4-7000	Mic. Income	\$0.00
4-8000	Event Income - Tickets	\$200.00
4-8500	Grants	\$0.00
4-9900	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
	Total Income	\$47,850.00
Code	Expenses	Budget
Board & Committee		
6-1100	Meeting Expenses	
	<i>General Expenses</i>	\$315.00
	<i>Zoom Expenses</i>	\$310.00
6-1101	Travel	
	<i>Board Members</i>	\$0.00
	<i>Executive Officer</i>	\$0.00
6-1102	Board Recognition	\$400.00
6-1103	Professional Development	
	<i>Board Members</i>	\$650.00
	<i>Executive Officer</i>	\$650.00
Compensation / Salaries		
6-1510	Wages - Executive Officer	\$13,440.00
6-5120	Source Deductions - EO	\$744.00
6-1511	Staff Travel Expenses	\$60.00
6-1530	Registrations / Financial Costs	\$1,621.50
6-1540	Office / Reception Costs	\$4,324.32
6-1550	ED Advisory	\$1,019.40
Membership		
6-1710	Advocacy & Promotion	\$1,000.00
6-1720	Awards	
	<i>Outstanding OT</i>	\$120.00
	<i>25 Year Membership</i>	\$150.00
	<i>PD Bursary</i>	\$200.00
	<i>Team OT MVP</i>	\$10.00
	<i>Student Book Prize</i>	\$150.00
	<i>Student Excellence in Fieldwork</i>	\$110.00
	<i>Student Research Award</i>	\$100.00
6-1725	Member Recruitment Initiatives	\$375.00

MSOT 2021-2022 Budget ... continued

<i>Events</i>		
6-1730	Annual General Meeting	\$200.00
6-1740	OT Celebration Night	\$2,200.00
6-1750	Professional Development Events	\$800.00
<i>Private Practice Group</i>		
6-5185	PPG Policy Change Fund	\$3,000.00
6-5180	Private Practice Group - Support	\$900.00
<i>On-line Expenses</i>		
6-1765	MSOT Online Cards	\$0.00
6-1760	Website Costs	\$350.00
6-1766	Online System Start Up	\$0.00
6-1767	Online Annual Cost	\$1,600.00
6-1768	Transaction Fees	
	<i>COTM Credit Card Transaction Costs</i>	\$1,200.00
	<i>QuickBooks Transaction Costs</i>	\$1,200.00
6-1769	Email Domain Cost	\$450.00
<i>Organizational Costs</i>		
6-5105	Insurance	\$1,500.00
6-5110	Phone / Internet	\$444.00
6-5120	Office Supplies	\$300.00
6-5130	Postage/Courier/Printing	\$120.00
6-5140	Organizational Costs (Bank/CAOT)	\$300.00
6-5150	Professional Fees (Aduit/Legal)	\$1,200.00
6-5160	Rent	\$900.00
6-5170	Renewal	\$0.00
6-1761	Software/Support/Licensing	\$660.00
	MSOTRF Donations	\$0.00
<i>Other Costs</i>		
6-9800	Uncategorized Expenses	\$0.00
6-5190	Bad Debt	\$0.00
Total Expenses		\$41,538.22

Total Projected Income	\$47,850.00
Total Projected Expenses	\$41,538.22
Projected Yearly Difference	\$ 6,311.78



September 8, 2021

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

Attention: Sara DePottic, Treasurer

Dear Sara:

ENCLOSURES

We are enclosing:

- One unbound copy of your compiled financial statements of Manitoba Society of Occupational Therapists for the year ended May 31, 2021.
- One copy of your 2021 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

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.

ONBUSINESS Chartered Professional Accountants Inc.

25 St. Anne's Road
Winnipeg, Manitoba R2M 2Y1
p. 204.985.6767 f. 204.255.6045
onbusiness.ca

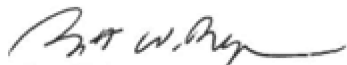
Unit H - 2450 Main Street
Winnipeg, Manitoba R2V 4H5
p. 204.667.8292 f. 204.667.8352

104 - 32 Brandt Street
Steinbach, Manitoba R5G 2J7
p. 204.326.3849 f. 204.326.3469



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 stroke at the end.

Scott Wotherspoon, CPA, CA

ONBUSINESS CHARTERED PROFESSIONAL ACCOUNTANTS INC.

Encl.

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Financial Statements

Year Ended May 31, 2021

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

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, 2021 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, 2021, 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 17, 2021



Chartered Professional Accountants Inc.

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS
Statement of Financial Position
May 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash (<i>Note 3</i>)	\$ 21,025	\$ 41,455
Accounts receivable	875	500
Prepaid expenses	754	754
	\$ 22,654	\$ 42,709
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 1,850	\$ 1,775
Prepaid memberships	-	32,738
	1,850	34,513
DUE TO RELATED PARTY (<i>Note 4</i>)	2,930	2,495
	4,780	37,008
NET ASSETS		
General fund	17,874	5,701
	\$ 22,654	\$ 42,709

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Revenues and Expenditures

Year Ended May 31, 2021

	2021	2020
REVENUES		
Conferences and events	\$ 34	\$ 24
Interest	142	294
Memberships	36,168	28,205
Newsletter, labels and emails	3,200	1,850
Privacy policy packages	2,975	1,500
	42,519	31,873
EXPENSES		
Annual general meeting	118	380
Awards	200	-
Executive officer	11,517	9,182
Insurance	2,125	2,127
Interest and bank charges	2,232	2,275
Member services	7,604	5,539
Office	1,555	2,891
Organizational costs	396	1,077
Professional fees	2,126	2,247
Publicity	967	2,292
Renewals	-	225
Rent	900	900
Special events	198	58
Telephone	893	686
Travel expense (recovery)	(485)	3,490
	30,346	33,369
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 12,173	\$ (1,496)

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Changes in Net Assets

Year Ended May 31, 2021

	2021	2020
NET ASSETS - BEGINNING OF YEAR	\$ 5,701	\$ 7,197
EXCESS OF REVENUES OVER EXPENSES	12,173	(1,496)
NET ASSETS - END OF YEAR	\$ 17,874	\$ 5,701

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Statement of Cash Flows

Year Ended May 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 12,173	\$ (1,496)
Changes in non-cash working capital:		
Accounts receivable	(375)	100
Accounts payable and accrued liabilities	75	(3,992)
Prepaid memberships	(32,738)	2,415
	(33,038)	(1,477)
Cash flow used by operating activities	(20,865)	(2,973)
FINANCING ACTIVITY		
Advances from (to) related parties	435	(1,392)
DECREASE IN CASH FLOW	(20,430)	(4,365)
CASH - BEGINNING OF YEAR	41,455	45,820
CASH - END OF YEAR (Note 3)	\$ 21,025	\$ 41,455

MANITOBA SOCIETY OF OCCUPATIONAL THERAPISTS

Notes to Financial Statements

Year Ended May 31, 2021

(Unaudited)

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 may collect 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, 2021

(Unaudited)

3. CASH		
	2021	2020
Cash	\$ 21,025	\$ 41,455

Cash includes a savings account bearing interest at 0.80% (2020 - 1.00%).

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.