



NEW BRUNSWICK DENTAL ASSISTANTS' ASSOCIATION

Annual General Meeting
May 10, 2014 at 8:30 a.m. at the Delta Beauséjour Hotel in Moncton, NB

Meeting Minutes

Present:

Pam Dupuis, President
Marie-Christine Arseneau, Vice President
Melissa Lagacy, Fredericton Rep.
Ronda Marr, Saint John Rep.
Amber Caissie, Past President
Jean-Marie Christensen, Moncton Rep.
Angela Cselenyi, Member at Large
Shelly Fletcher, CDAA Rep.
Bernice Léger, Office Coordinator

Absent :

Julien Robichaud, Member at Large

1. Call to Order

Pam Dupuis, President, calls the meeting to order at 8:32 a.m.

2. Roll Call

The sign in sheet was circulated. 93 members present.

3. Approval of the meeting agenda... Any additions or omissions?

Moved by Jean-Marie Christensen and seconded by Elizabeth Beek to accept the agenda as presented. **MOTION CARRIED**

4. Approval of the minutes of May 4, 2013*

Moved by Noëlla Cormier and seconded by Annette Kierstead to accept the meeting minutes of May 4th, 2013 as presented. **MOTION CARRIED**

5. Executive Reports:

5.1 President: Pamala Dupuis

5.1.1 Pension Plan

David Henry from Manulife made a presentation to the members on a group pension plan.

5.1.2 Mentorship

Still a work in progress. New graduates need help starting out in the workforce. Looking for mentors with 5 years experience. The program should be in place by graduation 2015.

5.1.3 Vote on by-law modifications*

Committee consisted of Jan Cowper, Pamala Dupuis, Amber Caissie, Marie-Christine Arseneau and Shelley Fletcher. A lawyer, Renée Fougère reviewed the by-laws to make sure they were done properly.

Moved by Shelley Fletcher and seconded by Twila Ferris to accept the amended by-laws as presented. **MOTION CARRIED**

5.2 Past President: Amber Caissie

5.2.1 2014-2015 Board of Directors is as follows:

Amber Caissie, Past President

Pam Dupuis, President
Marie-Christine Arseneau, Vice President
Melissa Lagacy, Fredericton representative
Shelley Fletcher, CDAA representative
Julien Robichaud, Member at Large
Jean-Marie Christensen, Moncton representative
Ronda Marr, Saint John representative
Angela Cselanyi, Member at Large

The North Shore is still vacant at this time.

5.3 Vice President: Marie-Christine Arseneau

As her first year as the vice-President, she's learning a lot! First in October, Amber, Pam and Marie-Christine met with Russ Mallard for the Strategic Planning Session to see if and how the association can grow... They had a good brainstorming session.

Marie-Christine is getting more and more involved in a few committees: The awards committee during lunch today; the scholarships; the meeting in USJRV coming up on June 7th in Grand Falls. She's here to learn and to be involved and give her best. She also likes to do volunteer work. She's involved because she wants to go beyond her profession and to say "Dental assistants are the bone of the office!" It's just the beginning.

She is also responsible for the NBDAA Facebook page.

6. Affiliate Updates:

6.1 Moncton: Jean-Marie Christensen
Increase in attendance at the meetings in Moncton.

Auction... money raise for a family in need.

DARW... prizes were given out. Ronald McDonald room... donated toothbrushes.

6.2 Fredericton: Melissa Lagacy

Each day during the DARW, a draw for \$50 and the following are the winners: Alisha McLean, Amanda Yerxa, Alysha Bartels, Terri-Leigh Anderson-Nash and Amy Danielle Abernethy.

Winners for an almost perfect attendance are: Ann Chamberlain of \$125, Kari Stairs of \$100 and Terri-Leigh Anderson-Nash of \$50.

Donations were made as follows on behalf of the guest speakers:
\$50 to the Fredericton Chalmers Hospital on behalf of Dr. Bishop;
\$50 to Liberty Lane Women's Shelter on behalf of Lynn Their, Health and Fitness.

Meetings are on Wednesdays and will be posted on the website as soon as decided.
Incentives for attendance. A door prize at each monthly meeting.

6.3 Saint John: Ronda Marr

Our monthly meetings were held the first Wednesday of each month. We were fortunate to be able to go back to the Dental Assistants College of Saint John for our meetings this year, which was great, as it is much more convenient for our members.

For September's meeting, we kept things pretty simple. We introduced our new board members. Myself as President, Pam Ptinis as Vice President, Dawn Nice as Treasurer and Emma Scott as secretary. We outlined our plans for the year and received positive

feedback. We implemented a monthly 50/50 draw, explaining that proceeds from each draw would be given to a member with perfect attendance at our final meeting of the year.

For dental assistants week, we did treat bags for each member in our local from Sussex to St. Stephen! Dawn, Pam and I hand delivered the majority of them along with a letter for their doctors to remind them to appreciate their assistants, so I hope it reminded them to be extra nice to you during that week in particular!

We had 2 goals for this year, one being improve attendance. With an average of 22 people per meeting, I believe we did that. We also wanted to supply our members with their 12 continuing education points, we achieved that as well. With the members who attended every meeting obtaining 13 points.

For 2014/2015, I have stepped down as President and Pam Ptinis has taken over. I wish her good luck and encourage our members to continue supporting our local!

Dawn Nice won the 50/50 draw of \$115.50

6.4 North Shore: Marie-Christine Arseneau (*interim*)

6.4.1 Looking for a North Shore representative

March 15 was the last meeting in the North Shore. Judy Bulman – guest speaker.

Still looking for a President for the North Shore.

6.5 USJRV: Vacant

6.5.1 Meeting in Grand Falls on June 7th - *Amber Caissie*

Guest speaker is Mr. Yves Trépanier.

7. Representative's Report

7.1 NB Dental Society: Amber Caissie

This is my second year on the NBDS board. I attended their board meeting in March in Fredericton. The board and executive director have been working hard to plan their AGM in June. NBDS AGM will take place in Grand Falls on June 5 & 6.

On Saturday June 7, the NBDAA will be holding a continuing education session for dental assistants in that area.

On the NBDAA website, you will find information about the times and speaker. After the continuing education session, 3 representatives from the board will meet with the DAs. We want to inform them on how to get the local going again in that area.

If you have any questions or comments you would like taken to NBDS, please let Amber know.

7.2 CDAA Board Member: Shelley Fletcher
Bloggers are needed.

7.3 Office Coordinator: Bernice Léger

7.3.1 2013 Audited Financial reports*

The Auditor's report had no concerning issues. Members have access to the report on the NBDAA website.

7.3.2 Budget 2014-2015

The budget was presented with a deficit of \$15,614. No issues or comments regarding the budget. Pam did inform the members that an increase in dues will

probably take place in 2016. Members agreed to have the malpractice insurance included in the fee of the dues so all members would be covered by the insurance.

7.3.3 Financial reports

The financial reports dated as of February 28, 2014 ended with a deficit of \$812 versus the deficit budgeted was \$12,089 for a difference of \$11,277.

8. **New Business:**

8.1 Next board of directors' meeting

No need for BOD after the AGM. The next meeting will be on September 27, 2014 in Sussex at 10 a.m.

8.2 Next year's AGM location and date

Will be in May 2015. Location to be determined.

9. **Adjournment**

Pam thanked everyone for attending the AGM and each board members for a job well done.

Moved by Linda McLoad and seconded by Florida Smyrl to adjourned the meeting at 10 a.m.

MOTION CARRIED