



CDAА Executive Director's Quarterly report
April – June 2016

Below is a detailed account of my work during the 2nd Quarter of 2016.

Operations

- Accounts with suppliers and service-providers were maintained and are up-to-date.
- I provided the Executive Director quarterly report for the period of January through March 2016 to the Board on May 12, 2016. This report was also circulated to Organizational Members on May 26, 2016.
- I prepared meeting packages for five (5) Board conference calls – April 5, April 19, May 18, June 10 and June 12, 2016. Minutes for each of these calls were approved and provided to Board members in a timely fashion.
- Home office space and virtual office space are fully functional and operating at full-capacity.
- Planning and preparations were intense over this quarter in support of the CDAА AGM 2016 and 1st Inaugural Mini-Trade Show.
- Briefing material, promotional items, and supporting research material was prepared to support both the DARA meeting (April 14, 2016) and the Canadian Oral Health Roundtable (COHR-April 14, 2016). Both myself, the President and our Board member from Quebec attended DARA. Myself and the President attended COHR.
- A strategic planning meeting was held on April 19, 2016 with the Board to discuss action items and strategic direction to be reflected in the 2017-2018 CDAА Strategic Plan. This meeting allowed me to work on a draft plan which was circulated to Organizational Members for their consideration during the AGM 2016.
- CDAА AGM 2016 was held from June 10-June 12, 2016. Briefing material to support the AGM's meetings was circulated to Board members via e-mail on May 19, 2016 and briefing binders were mailed to Organizational Members on May 29, 2016.

Human Resources

- I meet daily with the Administrative Assistant to review daily and upcoming deliverables and discuss timelines, expectations and requirements.
- No HR issues raised during Q2 of 2016, however, a discussion surrounding the high-workload currently being experienced by staff, was brought forward.

Financial

- I have submitted March and April financial statements to the Board for their approval. They have been approved by the Board without concern.
- I have submitted the CRA Payroll remittances for April through June 2016, prior to their due date to CRA.
- I have consulted regularly with the accountant, Mr. Brian Stinson on invoices, seeking clarification on budget line items, etc.



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- The Frouin Group performed the year-end audit for 2015 on March 15, 2016. Draft year-end financial statements were circulated to the Board and Organizational Members in advance of the CDAA AGM. The financial statements received Organizational Member approval during the AGM 2016 on June 11, 2016. The final statements have been received by CDAA and are pending circulation to Organizational Members.
- I have completed the income tax forms for CDAA following consultation with the auditors and the accountant. As per their contract, the Frouin Group has electronically submitted the CDAA's income tax file to CRA in advance of the June 30, 2016 deadline.

Research and Knowledge Transference

- Ms. Yvonne James and CDAA worked together to submit an abstract of the research for consideration for presentation at the upcoming Canadian Health Workforce Conference (CHWC) in Ottawa in October 2016. In April 2016, CDAA's research was accepted from among approximately 100 research proposals for presentation at the CHWC. I have registered to attend the conference and assist with Ms. James' presentation. CDAA has received a draft of the presentation for comment and approval from the Board is pending.
- During the Canadian Oral Health Roundtable (COHR) the participants, including CDAA, were asked to provide feedback on the draft Smiles for Life Module 2 curriculum. CDAA is pending receipt of feedback on the module from the provincial associations and will roll-up and submit to COHR upon receipt of provincial input.
- During the strategic planning meeting of April 19, 2016 the Board decided that in 2016 CDAA will finalize three position statements, namely: packaging/nutritional labelling of sugary drinks, first dental visit for babies by age 1, and update to the current position statement on domestic violence. Work is pending on these three topics as I am currently pulling together relevant research material to support these topics.

Advocacy

- CDAA was extended a complimentary invitation to participate at the booth of the Association des assistant(e)s dentaires du Québec (AADQ) during the Journées dentaires internationales de Québec in Montreal on May 30, 2016. I attended for the day, alongside our Québec Director, providing information on CDAA programming, initiatives and benefits.
- In late June, CDAA provided a letter to AADQ which was submitted to the Ordre des dentistes du Québec to support the case for regulation in the province, outlining the education related to x-ray training offered in our Organizational Member jurisdictions as compared to the x-ray training provided in the province of Québec.

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- I partnered with TVA (a local television station), with the financial assistance of our tradeshow sponsors, to provide public advertisements during the week leading up to CDAA's 1st inaugural tradeshow.

Renewal

- The third Provincial Conference call was held on June 22, 2016. Representatives from OMs and former OMs provided an update on the situation in their respective jurisdictions. Draft minutes resulting from this call are pending circulation to provincial representatives for their review.
- During the CDAA AGM 2016 we were joined by Mr. Ron Knowles who facilitated a discussion about what next steps to take to realize a more formal agreement with the AADA and the CDABC in order to move concretely towards each of them becoming an Organizational Member of the CDAA in the future.

Stephanie Mullen-Kavanagh
Executive Director, CDAA