



CDAА Executive Director's Quarterly report  
October - December 2015

---

Below is a detailed account of my work during the 4th Quarter of 2015.

### **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 July through September 2015 to the Board.
- I prepared meeting packages for four (4) Board conference calls – October 14 and 29, November 24, and December 16, 2015. Minutes for each of these calls were approved and provided to Board members in a timely fashion.
- The CDAA website structure and further amendments to the website's content is being completed in-house to save costs and this will continue to evolve into 2016.
- CDAA broke the lease at 110 Clarence and moved its head office to a virtual office at 45 O'Connor street, Ottawa Ontario, effective October 1, 2015. A home office was stood up at the home of the Executive Director.
- Logistics and the physical move of the office items to the home office and to storage was handled in-house by the Executive Director and volunteers to keep costs at a minimum. Items were placed in storage that are not needed for the daily operations.
- Throughout the first two weeks of October, establishing a fully-functional home office was my primary focus.
- The CDAA AGM 2016 has been confirmed for June 10-12, 2016 in Ottawa, Ontario. A contract has been completed with the Ramada Plaza le Manoir du Casino. As well, Mr. Ron Knowles has been secured to assist with the AGM discussions.

### **Human Resources**

- Official performance evaluation was performed and completed for the Executive Director, by the Board of Directors.
- I have performed and completed a comprehensive performance evaluation for the Administrative Assistant which also establishes goals and target objectives for the upcoming year.
- Renewed employment contract signed and completed for the Executive Director, Administrative Assistant and for the accountant.
- I completed the July – December 2015 Executive Director Compliance report as per my employment requirements. The report was submitted to the President of CDAA for her review and is pending approval.

CDAA Executive Director's Quarterly report  
October - December 2015

**Financial**

- I have submitted October and November financial statements to the Board for their approval. They have been approved by the Board without concern. December financials are pending given the roll-up for year end and preparations for the upcoming year-end audit 2015.
- I have submitted the CRA Payroll remittances for October, November and December prior to their due date to CRA. In December 2015, CDAA received notification from CRA that payroll remittances would only be required to be paid quarterly in 2016 due to CDAA's exemplary remittance record over the past 24-month period.
- I have consulted regularly with the accountant, Mr. Brian Stinson on invoices, seeking clarification on budget line items, etc.
- I have secured The Frouin Group to perform the 2015 year-end audit, scheduled for February 23, 2016.
- I have drafted an operating budget for 2016 and shared this with the Board of Directors on December 16, 2015. It is currently pending approval in January 2016.

**Research and Knowledge Transference**

- CDAA's joint project on the effects of hearing on dental assistants and dental hygienists, in partnership with the Canadian Foundation for Dental Hygiene Research and Education (CFDHRE), the charitable arm of the CDHA, utilizing funds from the Penny Waite Fund has received two grant applications. A peer review committee including a dental assistant has been stood up and an assessment of the applications is underway. A formal announcement of the success applicant is anticipated in early 2016, with the project to begin shortly thereafter.
- Ms. Yvonne James has completed the research project, entitled Building Capacity in Dental Assisting Research which will look at four topics expressed by Organizational Members, namely: Chemicals: *The long term negative health effects associated with the use of various chemicals and disinfectants commonly utilized within Dental Clinics*; Allergies: *The development of environmental allergies due to long term exposure to dental material*, Carpel Tunnel: *The accumulative trauma in dental assistants*. Radiation: *The long-term effects from minimal radiation exposure*. Board is reviewing the document and a finalized version is anticipated in early 2016 which will be shared with Organizational Members immediately thereafter.

**Advocacy**

- In early December 2015, following consultations with the SDAA, the Board and Organizational Members, I completed and submitted a proposal to the Department of Employment and Skills Development have the dental assisting profession categorized as a level "B" in the Government of Canada's National Occupation

CDAA Executive Director's Quarterly report  
October - December 2015

- Classification (NOC) database. A NOC content update is anticipated sometime in 2016 with a structural update slated for 2021. I have opened a direct line of communication to the responsible individuals within the Government of Canada department and will continue to provide them with resources and information to update their file in preparation for 2021.
- Subsequent to the Federal election, I provided analysis of the Cabinet appointments and the Ministerial mandate letters to the Board of Directors examining the linkages between the government's direction and the strategic business ends of the CDAA. This analysis included a review of upcoming bills and questions in the House of Commons which may be related to CDAA position statements. Monitoring of Government legislation will be on-going throughout 2016.
  - CDAA has been invited to participate by the Government of Canada in stakeholder consultations on the "Non-regulatory Initiatives to Reduce the Release into the Environment of *Food and Drugs Act* Substances and Products: Discussion Paper". This input is required by February 12, 2016.

### Renewal

- In October 2015, in conjunction with the Board of Directors, I completed an extensive presentation which myself, President Fowler and Past President Effa delivered to the Saskatchewan Dental Assistants Association at their council meeting, to impart the challenges CDAA faced in the past and the work that has been accomplished to remedy these issues. During the presentation, CDAA also shared the Strategic Business Plan with SDAA and also provided details around new and upcoming initiatives.
- In consultation with the Board of Directors and as per the direction provided by OMs during the 2015 AGM, I drafted a letter to the Alberta Association of Dental Assistants (AADA) extending an invitation to begin negotiating a new relationship between CDAA and their organization with the goal of their future participation as an Organizational Member. In November 1, 2015 CDAA received a response from the AADA indicating their willingness and enthusiasm to begin negotiations to formally join CDAA. This initiative continues to evolve with a goal of establishing a formal agreement in 2016.
- As per the CDAA Strategic Business Plan, a conference call was held on November 12, 2015 with representatives from OMs and former OMs to discuss areas of interest, provide an update on the situation in their respective jurisdictions and to establish a call schedule that is mutually beneficial to all participants. The calls will take place quarterly with the next call scheduled for February 2016.

*Stephanie Mullen-Kavanagh*  
Executive Director, CDAA