



CDHA Annual General Meeting (AGM)

Saturday September 28, 2024

12:00 – 1:00 pm ET

Virtual

DRAFT MINUTES

1. Welcome and Introduction

President Francine Trudeau welcomed CDHA members to the Annual General Meeting on the 61th Anniversary of CDHA. The meeting was called to order at 12:03 pm ET

The head table was introduced:

Francine Trudeau	President
Alexandra Sheppard	Incoming President
Ondina Love	Chief Executive Officer
Kristina Paddison	Recording Secretary

2. Confirmation of Quorum

This meeting achieved a quorum, and over 1,500 members registered for the AGM.

3. Approval of the Agenda

The agenda was distributed in advance of the meeting.

MOTION: To approve the agenda of September 28, 2024 as presented.

Moved: Wendy Stewart

Seconded: Cindy Holden

CARRIED

4. Approval of Previous Minutes dated October 21, 2023

The minutes were distributed in advance of the meeting.

MOTION: To approve the minutes of the 2023 AGM held on October 21, 2023.

Moved: Bev Woods

Seconded: Erica Williams

CARRIED

5. Annual Report

Francine reviewed the CDHA Mission: *The Canadian Dental Hygienists Association exists so that its members are able to provide quality preventive and therapeutic oral health care as well as health promotion for all persons living in Canada.*

In order to ensure that all of CDHA's policy, decision-making, and operational activities align with the association's mandate, the board has established five specific outcomes referred to as

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“ends.” As a result of this strategic planning initiative, all CDHA decisions and activities are now categorized, measured, and evaluated by their ability to move the association towards these ends. This approach provides clarity and guidance to decision-making, as well as a new level of accountability to membership. CDHA’s fiscal year runs from May 1 – April 30th.

Francine encouraged members to download the full [Annual Report](#) to see all of CDHA’s achievements for the 2023-2024 fiscal year.

Francine reviewed each End and the activities that CDHA has accomplished within that End.

The president recognized that CDHA could not have achieved everything we have accomplished this past year without the support of the over 22,000 members across the country.

6. Presentation of the 2023-2024 Audited Financial Statements

Alexandra Sheppard, incoming President, presented the summary audited financial statements. Copies of the statements were distributed prior to the meeting.

Alexandra reviewed the Summary Statement of Financial Position, or Balance Sheet, which provided a snapshot of CDHA’s assets, liabilities and net assets as at April 30th, 2023, the end of CDHA’s financial year.

Highlights from the Summary Statement of Financial Position:

This statement provides a snapshot of CDHA’s assets, liabilities, and net assets as of April 30th, 2024, the end of CDHA’s financial year.

- CDHA’s assets, which consist primarily of cash, investments, and its office building in Ottawa, increased by \$623,000 versus the prior year.
- The decrease in assets was offset by a reduction of CDHA’s liabilities at year-end, which were roughly \$445,000 less than the prior year. Both the asset and liability changes are simply related to timing of payments at year-end.
- CDHA’s net assets were allocated to various funds and earmarked for specific purposes, both strategic and operational. The total of the net assets decreased by \$177,483. This is equal to the net deficiency of revenue over expenses for the year.
- CDHA used \$40,000 from its IT fund for phase one of a major database project.
- CDHA drew \$16,500 from its Strategic Initiatives Fund to continue our work on the healthier workplaces research project.
- \$15,000 was used from the building fund to replace some aging equipment at the CDHA office.

Highlights from the Summary Statement of Operations include:

- Membership in the Association provides over 80% of CDHA’s operating revenue. The increase in membership revenue last year versus the previous year was the result of an increase in independent practice membership, as well as from an \$8 dues increase that was necessary to begin offsetting the steep professional liability insurance premium



increases of the last 5 years, which CDHA has been subsidizing from its reserves, in whole or in part, since the onset of Covid in 2020.

- Interest revenue on CDHA's low-risk investments improved significantly last year compared to the previous year, with market value gains of \$64,000.
- Revenue from the Winnipeg Summit in 2023 exceeded the previous year's summit in the Yukon due to greater attendance capacity. Additional conference revenue was realized from the Oral Pathology workshop in Calgary last Fall and a PD event in Montreal last February. The increased revenue was offset by increased expenses, as seen in the travel, and conferences and events expense lines.
- The revenue-neutral services agreement with the government of Nunavut was discontinued in 2023-24, which is why the value for the Government contracts and agreements revenue line is \$0. Equally, there were no related expenses for the program last year.
- Salaries and benefits continue to reflect the most significant share of CDHA's expenses, as is the norm for a services-based organization. This cost represents in-house staff responsible for member professional development and practice support, membership services, partnership programs, publications and communications, and operations. Salaries have increased due to cost-of-living increases and the addition of a new position to the staff team.
- Printing and postage expenses were reduced by \$44,000 through the elimination of print copies of the Canadian Journal for Dental Hygiene, moving to an electronic publication only.
- The April 2024 publicity campaign during National Dental Hygienists Week featured advertising in medical offices, a new approach that proved effective and resulted in advertising cost savings.
- The year ended in a planned deficit of -\$177,483, primarily attributed to the subsidization of previously mentioned PLI premiums, totaling over \$1 million since 2020. CDHA's multi-year financial plan includes deficit budgets for the next few years, supported by healthy reserves, as we gradually re-align annual operating expenses and revenues.

a) **Appointment of Auditor for 2024-2025**

The CDHA Board would like to recommend KPMG to be the auditor for 2024-2025.

MOTION: To approve KPMG as CDHA auditor for 2024-2025.

Moved: Jackie Black

Seconded: Leta Zaleski

CARRIED

7. **Board Director Recognition**

There was one director who finished their term on the Board prior to the AGM. Anne Caissie, CDHA President for 2022-2023 and Director from New Brunswick. Francine recognized Anne for her contributions and leadership during her time on the Board.



Francine also congratulated Paulette Dahlseide (Alberta) as the newly elected director of the Board.

8. Board Director Elections

Francine called for a vote to approve the 2024-2025 Board of Directors:

- Alexandra Sheppard, Alberta, President
- Francine Trudeau, Quebec, Immediate Past President
- Donna Lee, British Columbia, President-Elect
- Paulette Dahlseide, Alberta, Director
- Kaylen Anholt, Saskatchewan, Director
- Kathy Yerex, Manitoba, Director
- Bev Woods, Ontario, Director
- Tayyaba Fiaz, Quebec, Director
- Nicole Mainville, New Brunswick, Director
- Wendy Wells, Nova Scotia, Director
- Heather Cassidy, Prince Edward Island, Director
- Cindy Holden, Newfoundland & Labrador, Director
- Tracy Bowser, North (NU, YK, NWT), Director

MOTION: To approve CDHA's Board Directors for 2024-2025:

Moved: Erica Williams

Seconded: Gail Firlotte

CARRIED

9. Awards

Francine recognized the 2024 Board Award winners:

- **Award of Merit:** Sally Lockwood, Lara Timler, Denise Pawlyshyn, and Leta Zaleski

10. 25-year Membership Recognition

Francine congratulated the 250 members who celebrated 25 years of membership.

The president also recognized and thanked the members of CDHA's Partners' Circle, which consists of dental industry firms dedicated to advancing the dental hygiene profession.

11. Transfer of Presidency

Francine Trudeau was recognized as a passionate, energetic, articulate, and committed leader. At this time, Francine took a few moments to reflect on her year as CDHA President.

Francine then introduced CDHA's new president for the 2024-2025 year – Alexandra Sheppard from Alberta.

12. Questions

Francine welcomed questions from members.



13. Closing Remarks and Adjournment

The president closed the meeting by thanking all members for participating and ensuring such a successful virtual AGM.

MOTION: To adjourn the 2024 annual general meeting.

Moved: Alison Wood

Seconder: Uyen Johnson

CARRIED

The meeting adjourned at 12:46 pm ET

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