



CDHA Annual General Meeting (AGM) and Awards Presentation

Saturday September 27, 2025

12:00 – 1:00 pm ET

Virtual

DRAFT MINUTES

1. Welcome and Introduction

President Alexandra Sheppard welcomed CDHA members to the Annual General Meeting on the 62nd Anniversary of CDHA. The meeting was called to order at 12:02 pm ET

The head table was introduced:

Alexandra Sheppard	President
Donna Lee	Incoming President
Nicole Mainville	Audit Committee Chair
Ondina Love	Chief Executive Officer
Kristina Paddison	Recording Secretary

2. Confirmation of Quorum

This meeting achieved quorum, with over 800 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 27, 2025 as presented.

Moved: Emily Rand

Seconded: Siba Abas

CARRIED

4. Approval of Previous Minutes dated September 28, 2024

The minutes were distributed in advance of the meeting.

MOTION: To approve the minutes of the 2024 AGM held on September 28, 2024.

Moved: Lezah Evan

Seconded: Kathryn Rose Reyes

CARRIED

5. Annual Report

Alexandra encouraged members to download the full [Annual Report](#) to see all of CDHA's achievements for the 2024-2025 fiscal year.

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Alexandra 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 CDHA policy, decision-making, and operational activities align with the association's mandate, the board of directors has established five specific outcomes referred to as "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 level of accountability to the membership.

Alexandra 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 23,000 members across the country.

Alexandra also recognized CDHA's Partners' Circle which comprised of dental industry firms dedicated to the advancement of the dental hygiene profession and who recognize the important role that dental hygienists play in the oral health care team.

6. Presentation of the 2024-2025 Audited Financial Statements

Nicole Mainville, Audit Committee Chair, presented the summary audited financial statements. Copies of the statements were distributed prior to the meeting.

Nicole 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, 2025, 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,

- CDHA's assets, consisting primarily of cash, investments, and its office building in Ottawa, decreased by roughly \$361,000 compared to the prior year. The decrease is reflected in lower amounts receivable, prepaid expenses and depreciation of the association's tangible capital assets.
- The decrease in assets was offset by a reduction of CDHA's liabilities at year-end, which were roughly \$305,400 less than the previous year.
- CDHA's net assets are allocated to various Funds and earmarked for specific purposes, both strategic and operational. The total of the net assets decreased by \$55,703. This equals the net deficiency of revenue over expenses for the year.
- CDHA used \$40,000 from the IT fund for phase two of a major database project.
- \$92,350 was drawn from the Strategic Initiatives Fund to support our Professional Development program and for the development of the Radiographs position paper.



Highlights from the Summary Statement of Operations include:

- The association earned just over \$6.1 million in revenue last year. Membership in our Association provides over 80% of CDHA's operating revenue. The increase in membership revenue versus the previous year was the result of an increase of 615 active practicing members and an additional 227 independent practice membership add-ons.
- Conference and Events revenue increased by almost \$300,000 because 2024 was a national conference year, which is a biennial event. The increased revenue was offset by increased expenses, as seen in the credit card charges, and conferences and events expense lines.
- Advertising revenue dipped by about a third as CDHA's Oh Canada publication was reduced from three to two issues last year, equally offset by a reduction in related costs.
- Salaries and benefits continue to reflect the most significant share of CDHA's expenses, as is the norm for a service-based, people-centric 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 and benefits increased by 3.7% last year, reflecting cost-of-living increases and the addition of staff.
- Insurance, namely professional liability insurance, is CDHA's next largest expense, representing one of the most valued benefits of CDHA membership. The increase of approximately \$75,000 over last year is related to a realignment of the membership year for members in British Columbia, moving them from a March to February membership year to the regular November to October year with the rest of the provinces.
- The conferences and events expenses along with credit card fees increased significantly as a result of the biennial national conference, as previously mentioned.
- Professional Fees increased by approximately \$40,000, the result of trial-related expenses for a property-related legal case involving CDHA and a neighbouring property. The judge ruled in favour of CDHA and it is now in the Court of Appeal, awaiting a final ruling. We expect to recoup a significant portion of these costs at that time.
- The year ended in a deficit position of \$55,703. CDHA's multi-year financial plan includes deficit budgets for the next three to five years, supported by healthy reserves, as we gradually and methodically re-align annual operating expenses and revenues following the subsidization of PLI premiums for members from 2020 through 2024.

a) Appointment of Auditor for 2025-2026

Every five years, the Board of Directors puts the annual audit to our tender for the next five years. This process was conducted early in 2025, and Frouin Group was selected as the successful bidder.

Frouin Group is an independent licensed public accounting firm founded in Ottawa in 1985, with for-profit and not-for-profit clients throughout most provinces in Canada.

The CDHA Board recommended the Frouin Group to be the auditor for 2025-2026.



MOTION: To approve Frouin Group as CDHA auditor for 2025-2026.

Moved: Nicole Martell

Seconded: Susan Schmitz

CARRIED

7. Board Director Recognition

There were five directors who finished their term on the Board at the AGM. Kathy Yerex, director from Manitoba, Cindy Holden, director from Newfoundland and Labrador, Tracy Bowser, director from the North (YT, NU, NWT), Kaylen Anholt, director from Saskatchewan and Francine Trudeau, immediate Past Present.

Alexandra also congratulated the following new directors:

- Kaleigh Warden – Manitoba
- Lori Martin – Newfoundland and Labrador
- Rebecca Pollock – the North (YT, NU, NWT)
- Tara Tait - Saskatchewan

8. Board Director Elections

Alexandra called for a vote to approve the 2025-2026 Board of Directors:

- Donna Lee, British Columbia, President
- Wendy Wells, Nova Scotia, President-elect
- Alexandra Sheppard, Alberta, Immediate Past President
- Paulette Dahlseide, Alberta, Director
- Tara Tait, Saskatchewan, Director
- Kaleigh Warden, Manitoba, Director
- Bev Woods, Ontario, Director
- Tayyaba Fiaz, Quebec, Director
- Nicole Mainville, New Brunswick, Director
- Heather Cassidy, Prince Edward Island, Director
- Lori Martin, Newfoundland & Labrador, Director
- Rebecca Pollock, North (NU, YK, NWT), Director

MOTION: To approve CDHA's Board Directors for 2025-2026:

Moved: Natasha Kravtsov

Seconded: Donna Scott

CARRIED

9. Transfer of Presidency

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

Alexandra then introduced CDHA's new president for the 2025-2026 year – Donna Lee from British Columbia.



The new CDHA president, Donna Lee, closed the business portion of the meeting before moving onto the awards presentation.

MOTION: To adjourn the 2025 annual general meeting.

Moved: Falamak Faizi

Seconder: Angela Hynes

CARRIED

10. Awards

Donna recognized the following award winners:

- **Oh Canada! Readers' Choice Award:** Kyla Oshanek and Lisa Watson
- **2025 CJDH Research Award for the best original research article:** Nathalie Vanstraelen, Mihai Tarce, Johanna de Almeida Mello, Katleen Vandamme, and Joke Duyck
- **2025 CJDH Research Award for the best literature review:** Ilana S Yim, Lewei Zhang, Iris Lin, and Denise M Laronde
- **CJDH Research Awards:** Amanda Acker, from George Brown College, Lina Al-Baghdadi, from the University of Alberta. Because of the very high calibre of the entries received this year, honourable mentions were given to Lois Hanbury (George Brown College) in the essay category and Kristen Apothecary (University of British Columbia) in the literature review category.
- **CDHA Award of Merit:** Lezah Evan and Laura Iorio
- **CDHA Distinguished Service Award:** Mary Bertone

11. 25 Year Membership Recognition

Donna congratulated the 239 members who celebrated 25 years of membership.

12. Questions

Donna welcomed questions from members.

13. Closing Remarks and Adjournment

Donna thanked CDHA members for their participation in CDHA's virtual AGM and Awards Presentation and thanked the sponsor, TD Insurance.

The AGM and Awards Presentation adjourned at 12:51 pm ET