



CDAА EXECUTIVE OFFICERS REPORT

SEPTEMBER 2009 TO AUGUST 2010

2009-2010 marked another year of reorganization and transition for the Canadian Dental Assistants Association (CDAА). The CDAА board has taken the responsibility of turning challenges into opportunities, strengthening current advantages, building stakeholder relationships, being fiscally responsible and growing the federation seriously. To achieve these goals we did not work alone. First and foremost we must thank our corporate members. Their support, words of wisdom and willingness to partner with CDAА have moved the organization into another level. Secondly, we must not forget to thank the volunteers and staff, without them we would not exist. This past year has been filled with a tremendous amount of dedication and time from them all and CDAА has prospered from it immensely. Finally, we must thank all of our sponsors; with their support CDAА had the opportunity to complete more projects for its members.

*Let us be **grateful** to people who make us happy; they are the charming gardeners who make our souls blossom." ~ Marcel Proust*

BOARD OF DIRECTORS

The CDAА Board of Directors (BOD) met every six weeks via teleconference. This required a strong commitment on the part of the BOD, and they are commended for this contribution.

Date of meetings:

- November 25, 2009 – Conference call
- January 16, 2010 – Conference call
- March 17, 2010 – Conference call
- May 12, 2010 – Conference call
- Next face to face meeting: September 9 and 10, 2010

Following the 2009 AGM the BOD's composition changed significantly with the addition of 6 new Directors. CDAА organized an orientation teleconference for the new Directors on October 21, 2009. The transition went very well; this newly formed BOD continues to be a strong and an effective group. The Board members for 2009-2010 are:

- Elaine McKay President
- Joan Lamswood Vice-President
- Lucie Fournier Past President
- Lynn Randell-Childs CDAА Director - Newfoundland

- Marina Crawford CDAA Director - Nova Scotia
- Pamala Dupuis CDAA Director - New Brunswick
- Denise Longpré CDAA Director - Quebec
- Mona Trettl CDAA Director - Ontario
- Tammy Sambrook CDAA Director - Manitoba
- Rita Mutlow CDAA Director - Saskatchewan
- Janet Hazen CDAA Director - Alberta
- CWO Julie Beach CDAA Director - CFDS
- Wanda McInnis CDAA Director at Large
- Robert Corbeil CDAA Executive Director

STAFF AND CDAA HIRING COMMITTEE

In 2009, Betty Daniels served as the Association's Executive Director on a part time basis, primarily from her location in New Brunswick. She travelled to Ottawa for one week each month, working full time hours during those weeks. The other employees were Miriam Moodley, Director of Projects and Communications (full time), Ashley Reilly, Administrative Assistant (part time) and Susan Phillips, Accountant (part time). In September of 2009, Betty Daniels informed the CDAA BOD of her intent to resign from the position of Executive Director. A hiring committee was established consisting of Elaine McKay, CDAA President; Joan Lamswood, CDAA Vice President; Betty Daniels, CDAA Executive Director; Judy Melville, Ontario Dental Assistants' Association Executive Director and Susan Anholt, Saskatchewan Dental Assistants' Association Executive Director. Four teleconferences took place to establish a timeline, identify which of the 45 applicants that would be interviewed, to prepare a job description, and to prepare interview questions. On January 14 & 15, 2010 the committee interviewed 8 applicants (Susan Anholt was not present). On January 16, 2010 the two top candidates returned for a second interview. Lucie Fournier, Past President of CDAA joined the committee and Susan Anholt joined via Skype (Judy Melville was not present). Following the interviews and reference checks the results were discussed, and consensus reached by the committee to offer the position to Robert Corbeil. Robert Corbeil started his position with CDAA on February 1st, 2010.

STRATEGIC PLAN - PATHWAY TO SUCCESS

In September of 2009, at the Corporate Member's (CM's) meeting held in Toronto, Ontario, the CM's were asked to comment on a discussion document, "Path to Success" relating to proposed changes to the Strategic Plan (2008-2012). CDAA wanted to consult with their members to ensure the CDAA BOB and staff could have a clear idea of the needs and priorities of the CM's.

A "Pathway to Success Committee" was established consisting of 6 members (Elaine McKay, Joan Lamswood, Lucie Fournier, Rita Mutlow, Betty Daniels and Robert Corbeil) to further develop the discussion document, in light of the feedback from the CM's. Further deliberation took place with the BOD, and a Power Point Presentation was prepared and presented to the CM's. In February and March 2010, the CDAA

completed a pan-Canadian consultation with its CM's to discuss proposed changes to the Strategic Plan.

The document focused on Continuing Education (CE) and Communications. From those discussions came another document called: Pathway to Success – Discussion Summary. This document was presented at the BOD on March 17 and distributed to the CM's for them to review. CDAA received very few comments. This document was important in indicating the parameters for the preparations of the Business Plan. CDAA collected the information and came up with a first draft for the Business Plan. CDAA documented its internal processes; collected information from our CM's and researched information from ADAA, other dental associations, suppliers, social media and service providers.

The Pathway Committee met on May 29 in Ottawa to work the details of the Business Plan for CE and Communication. The Pathway Committee discussed a number of topics: IT support, educational contractor partners for the unveiling of the CE online course, new branding, Website updates, database etc. The plan that was presented stated a number of goals:

- Production of a pilot online CE course including a video and audio for the AGM in September 2010
- Update of a number of CDAA CE courses so we can put them online
- Creation of new online courses (Involves research)
- Stop the decrease of CE sales and work on increasing the revenues
- Have the CE course production cost as low as possible
- Update the website so it is more user-friendly and more oriented towards the needs of our CM's
- Integrate new Social Media and produce different tools to provide national and international news to the CM's

ONLINE CONTINUING EDUCATION - PILOT PROJECT

The CE Task Force Committee (Joan Lamswood, Julie Beach, Elaine McKay and Robert Corbeil) developed different basic components for the first online Pilot Project (Time line, Manuscript Guidelines, Check List, etc.). Georgette Beaulieu, CDAA Past President, accepted to revise the content of the course she wrote a few years ago. The first online course that will be presented in September during the AGM will be: Oncology and Oral Care. CDAA hired Betty Daniels as a consultant to assist the Author in the revision process. The consultant also integrated the manuscript changes proposed by the CE Revision Committee (Elaine McKay, Joan Lamswood and Robert Corbeil).

LandMark ASP Solution was selected as the CDAA online service provider for online courses. The Executive Director met with Craig Cluett from LandMark at the beginning of August in Toronto to discuss the online Pilot Project. He also met with Judy Melville, Executive Director, ODAA and Fred Duggan, Director of National Sales for Sunstar for sponsorship of the Pilot. Unfortunately, Sunstar was not able to sponsor the project this year but should be aboard for 2011. Here is what Fred had to say: "As mentioned I think

that your Association is on the right track in designing a series of on-line courses for Dental Professionals to expand their knowledge... I will make a note on our 2011 sponsorship budget calendar which for us starts April 2011 and at that time we will look at possibly sponsoring one of your on-line courses in 2011.”

CDAA JOURNAL

Following the information given in the Pathway to Success – Discussion Summary, the BOD decided to reduce number of publications of the Journal to one issue and to be sent out after the Annual Meeting. The CDAA advertisers were contacted to inform them of the change and if they would continue to advertise. All accepted to continue to participate in the fall issue. We had commitment for over \$15,000 in advertising at this point of time and will follow up with other potential advertisers. Our goal was to reach \$15,000. In line with the plan, CDAA will provide more news bites about other provinces and International on the website in different format's to allow the CM's to access the information and provide it to their members. The CM's will have a dedicated section on the website which will be ready by the end of the fiscal year. Advertisers inquired if we will continue to have a yearly issue? We responded that we would know more after our annual meeting. The Board Members decided that a discussion should take place in September about CDAA producing a yearly document (Journal, Magazine, Scientific document, booklet, etc.) to send out to the individual dental assistants. All subscribers for the CDAA Journal informed that we would only have one issue this year and will give a refund for 1/2 the amount if they choose. Since we will produce only one issue this year, we have decided to increase the Journal from (24) to (32) pages to accommodate more articles and advertisements. Those who would like to submit an article were asked to send it to Miriam Moodley at: mmoodley@cdaa.ca.

e-NEWSLETTER

CDAA prepared an e-newsletter intended to go out to all dental assistants before Dental Assistants Week, however because of the turn in focus, the e-newsletter was sent to the Corporate Members who would in turn, send it to their members. Unfortunately, this change in direction was not a sufficient amount of time to get the information to all Corporate Members in time to use in their Journal or Newsletter before Dental Assistant Week. The e-Newsletter will be reworked according to the Federation concept and to be inline with the news bite concept discussed under Journal.

WEBSITE

We have started to update the CDAA website. We have removed the “Members Only” section and made all those items visible to all. This “Members Only” section will soon be for our CM's only. We will find information like:

- Flash News
- Information about other provinces / International
- Online Dental Assisting Education Program
- Pod Cast on different topics
- How to write bylaws
- How to engage volunteers
- How to engage the audience at the conference, etc.

We have started translating the French section of our website since many pages were not translated, however a lot of work still needs to be done. We are working with a web designer from Llama Communications to create a user-friendlier Website. CDAA met with Llama Communications to discuss the new structure of the Website and the compatibility with our database from Avectra. Llama Communications will be integrating the new design into the new website on the Avectra platform and is expected to be in place before the end of October 2010.

NEW BRANDING

Lama Communications prepared three proposals for CDAA's new branding. The proposals were sent to the BOD and CM's to be examined carefully and comments sent to CDAA. The comments will be cumulated and the communication agency will make the appropriate changes and come up with a new version for our September meeting in Saskatoon. Depending on the comments received, there may be 2 proposals. The proposals will be presented to the BOD on September 9, 2010 and the final approved branding will officially be presented to the Corporate Members Meeting on September 10, 2010.

Proposal 1



CANADIAN
DENTAL
ASSISTANTS'
ASSOCIATION

ASSOCIATION
CANADIENNE DES
ASSISTANT.E.S
DENTAIRE S

Proposal 2



Canadian Dental
Assistants' Association
Association canadienne
des assistant(e)s dentaires

Proposal 3



Canadian Dental Assistants' Association
Association canadienne des assistant.e.s dentaires

CDAA SERVICES

CDAA found out that some CM's have decided to offer similar programs & services that CDAA offers and CDAA would like to understand why this is. We want our members and individual dental assistants to benefit from the programs & services that CDAA offers.

FINANCIALS

Miss Jane Hunt from the McGay, Duff & Company LLP completed CDAA's audit. She was in the CDAA office in February to review the files and CDAA's processes. She informed that CDAA was in a good financial position. The Auditor and the Audit Committee (Mona Trettl, Tammy Sambrook, Pamala Dupuis, Elaine McKay and CDAA Executive Director) met on March 12 to discuss the recommendations. Mona Trettl, President of the Audit Committee made a presentation at the BOD on March 17, 2010. As there were a number of recommendations, the BOD felt it was important that they were implemented without delay.

- CDAA segregation the duties in regards to separate individuals opening the mail, preparing the deposit listings and making the deposit.
- The President would review the bank reconciliation as well. CDAA's Accountant, Susan Philips now sends the bank reconciliation to the President once a month.

- In accessing the accounting software, the Executive Director now has a separate login and password than the bookkeeper and that the audits trail function is activated at all time.
- The part-time Administrative Assistant is paid on the actual number of hours worked.

The Executive Director proposed a revised budget at the May 12th BOD meeting, the Revenues and Expenses were estimated at \$425,623. The revised budget was accepted as presented. The Board Members also voted to transfer \$90,000 into the Board Reserve Fund. The transfer was made accordingly a few days later.

REVENUES

At the beginning of August, CDAA received over 96% of the membership Transfer fee payments, revenues for Continuing Education (CE) was down drastically, it is attributed to the agreement we have with CDABC as it is having a negative impact on CE sales. CDAA will be more aggressive in CE sales to the end of the year. We hope that we can devise a different strategy and price structure that will benefit everyone.

As for conference sponsorship, we raised almost \$18,000; our goal was for an additional \$3,000!

EXPENSES

The Board Members were in agreement that it was important for CDAA staff to have proper tools and that CDAA should get new computers. The Board Members approved a motion to spend \$11,000 on a new server, a computer for the Administrative Assistant and a laptop for the ED.

Most of the expenses will occurs later in the fiscal year (website, CE, AGM, etc.). At this point, we have a net income of \$170,000.

ELECTION RESULT FOR 2010-2011

The Past President, Lucie Fournier, asked the BOD to vote for the candidates for the Position of President and Vice President. Lucie received the votes in a matter of a few days. The ED was asked to double check the vote's for each BOD and confirm the results. Lucie thanked all the Directors for their commitment and proactive leadership, for helping the association achieving its goals and uniting to ensure that dental assisting is recognized as a valued and respected profession. It was her privilege to announce that, the CDAA President for the year 2010-2011 was Joan Lamswood from Newfoundland and the elected CDAA Vice-President for the year 2010-2011 was Janet Hazen from Alberta. Lucie added: "I have no doubts Joan and Janet will be well supported by our Board Members and will achieve our goals during this coming year". Joan and Janet will start their new positions in September 2010, after the President's Dinner in Saskatchewan. Elaine McKay will then become Past President.

ANNUAL GENERAL MEETING

The 2010 Annual General Meeting will take place in Saskatoon from September 9th to September 11th. We expect to have a number of engaging meetings and a magnificent President's Dinner. As you know the location and the date were changed due to CDABC's current issues however SDAA gracefully accepted to accommodate the CDAA. The meetings will begin on September 9th at the Hilton Garden Inn however the Presidents dinner will be hosted at the TCU place across the street where all the Saskatchewan Scientific Sessions and events will be held. You will find out the latest CDAA schedule of events in the Revised Schedule of Events attachment.

Electronic copies of the registration form have been sent out in June as well as published on our website.

CDAA Board Meeting on Sunday was cancelled due to departure flight times. The new Directors will be invited to an orientation in weeks following the AGM. CDAA did a similar orientation last year and it worked out very well. In terms of Sponsorship, we received a good response from our Suppliers. Following are the list of Sponsors for CDAA Events:

Gold: CDSPI and TD Insurance Meloche Monnex

Silver: Sunstar Americas and Proctor & Gamble – Crest Oral-B




Bronzes: Ocean Pacific and BMO MasterCard

We also received funding from the Louise Mabey Fund from CADA. CDAA would like to say thank you to all our supporters & sponsors.

The Executive Committee had a conference call all day on July 29, 2010 to review the planning, the agendas and topic of discussions. Since there are a large number of topics to cover with the Board Members, it was decided that the meeting on September 9th and 10th would start at 8 a.m. instead of 9 a.m. (See next page). Meeting packages were sent on August 20, 2010, by priority post, to all Board Members and Corporate Member.



CDAА Annual Conference Schedule of Events

	September 9, 2010	September 10, 2010	September 11, 2010	September 12, 2010
7:00 a.m.	BREAKFAST (Provided by CDAА)	BREAKFAST (Provided by CDAА)	BREAKFAST on your own	DEPARTURE
8:00 a.m.	CDAА BOARD MEETING 1/3 Hilton Garden Inn Prince Albert East and West Room 	CDAА BOARD MEETING 3/3 Hilton Garden Inn Prince Albert East and West Room	CORPORATE MEMBERS MEETING 2/2 Ballroom Centre	
9:00 a.m.				
12:00 p.m.	Lunch	Lunch (Provided by CDAА)	Lunch (Provided by CDAА)	
12:30 p.m.				
1:00 p.m.	CDAА BOARD MEETING Hilton Garden Inn 2/3 Prince Albert East and West Room	CORPORATE MEMBERS MEETING 1/2 Ballroom Centre	CDAА AGM Hilton Garden Inn Ballroom North	
2:00 p.m.				
4:00 p.m.	FREE TIME	FREE TIME ----- 5Fun Run/Walk Meet in Main Lobby	FREE TIME	
4:30 p.m.				
6:00 p.m.		Martoonie Bar/Cocktails	CDAА COCKTAIL	
6:30 p.m.	Registration / Social Salon AB, Exhibit Area	Saskatchewan Scientific Sessions Dinner/Entertainment	CDAА PRESIDENT DINNER & AWARDS EVENING	
7:00 p.m.				
10:00 p.m.				

CDAА FOUNDATION

The CDAА BOD was considering starting a CDAА Charitable Foundation to hold the funds of the Penny Waite Fund when Dentistry Canada ceased to exist. Ms. Karen J. Cooper (Carters Professional Corporation) participated on a conference call on March 17, 2010 to answer questions regarding the creation of a CDAА Charitable foundation. A motion was voted that CDAА initiate a **CDAА Charitable Foundation** and a second Motion was voted on that a CDAА Charitable Foundation Committee be created to address the various issues around that initiative. This committee (Joan Lamswood, Elaine McKay, Janet Hazen and Robert Corbeil) will meet on August 31, 2010 and make sure to produce and submit all official and legal documents before the AGM.

PENNY WAITE FUND

Our Lawyer, Miss Karen J. Cooper, from Carters Professional Corporation produced a revised version of the Deed of appointment of successor Trustee to transfer the Penny Waite fund of \$49,255 from the Dentistry Canada Fund to the Canadian Foundation for Dental Hygiene Research and Education. All parties signed the document. The CDHA spoke with their auditors to if they can accept donations to the Penny Waite Fund and it verified that it was fine for them to accept donations and issue receipts on behalf of the Penny Waite Fund. In order for them to process the cheques, donators need to clearly state that the donation is to the Penny Waite Fund on their cheques and/or accompanying. They will then put them into CDAА's restricted funds.

The cheques can be send directly to:

Canadian Foundation for Dental Hygiene Research and Education.
C/o CDHA
Penny Waite Fund
96 Centerpointe Drive
Ottawa Ontario K2G 6B1

AWARDS

CDAА updated the award forms in both French and English and sent to all CM's encouraging them to nominate individuals for CDAА awards. We received a number of applications in most of the categories. The deadline to send nomination forms was July 13, 2010.

The Awards Committee (Lucie Fournier, Tammy Sambrook, Rita Mutlow, Elaine McKay and Robert Corbeil) met on July 28 to review the nominations that were received. The Committee came up with a final list. The name of the nominees will be presented at the CDAА President dinner & Awards evening of September 11, 2010. Lucie mentioned: "It was a great challenge having to choose among the candidates. In some case we had up to 3 candidates per award. In all cases, those persons made an outstanding contribution to the association or to the profession! I would like to thank all the members in the Award Committee for their time and efforts to find the best candidates."

A motion was voted on by the BOD that the CDAА 25 years Member Pin be change to 25 years of Service Pin effective immediately however after getting some feedback from our CM's it was decided to put a hold on the 25 Year Pin of service. This award will to NOT be given out this year, more investigation and research needs to be done in order to advance with this award.

Within the next few months after the AGM, the Award Committee is going to review all the awards to ensure that the awards are inline with our mandate as a Federation and still relevant to CDAА. On that note, the Awards Committee has decided not to present the Mary Fullerton CDAА Promotional Award. Created in 1985, this award was presented to the Corporate Member that has shown exemplary leadership in promoting the Canadian Dental Assistants' Association in (but not limited to) the following ways:

- Membership drive or promotion;
- Membership promotion in transfer fee provinces to non-provincial and national dental assistants;
- Printed articles in provincial newsletters which promote the CDAА, and
- Promotion of CDAА member benefits

DENTAL CONFERENCES

PACIFIC DENTAL CONFERENCE

Elaine McKay, CDAА President and Robert Corbeil, ED of CDAА participated to the PDC on April 14-18, 2010 in Vancouver. This conference was open to dentists, dental hygienists and dental assistants. Attending a dental conference was a first experience for Robert as Executive Director for CDAА. Robert said: *"It was fantastic to be able to meet all the dental assistants and speak with them. They are passionate about their work."* They met with Angela Wiebe, Past President, Sophia L. Coulson, President and Tanya Battaglia, Managing Director of the CDABC to get to know them better. They also talked about the financial challenge that CDABC was facing. They met CDAА Past President's Michelle Rosko and Suzette Justin for a Breakfast meeting. Robert had the chance to meet with other Past President at the booth as well: *"It was great to see that we have committed people that have worked so hard for CDAА and are still willing to help."* said Robert. Speaking of engagement, Janet Hazen, CDAА Board Member, helped as a volunteer at the CDAА booth. She had an answer to every single question! No doubt about it, Janet has great communication skills.

ONTARIO DENTAL CONFERENCE

Robert Corbeil attended the Annual Spring Meeting on May 13th to May 15th at the Metro Toronto Convention Center held in Toronto Ontario. Judy Melville (Executive Director), Helen Piaskowski (ODAA President), Lana Thistle, Miriam Telfer, Carole Legge, and Fran Vanderhoeven were amongst the other people present at the conference. The Booth was a great success. We saw almost 2000 Dental Assistants! The Dental Assistants were given a very nice green bag and a pen from the ODAA.

JOURNÉES DENTAIREС INTERNATIONALES DU QUÉBEC

The 39th Annual *Journées dentaires Internationales du Québec* was held on May 31st and June 1st 2010 in Montreal Quebec at the Palais des Congrès. CDAА attended and had a booth along with L'Association des assistant(es) dentaires du Québec (AADQ). Amongst the AADQ and CDAА were: Johanne and Denise Longpré, Lucie Fournier (CDAА Past President), Yolande Gagnon, Valérie Beauchamp, Isabelle Chevrier, Marie-Eve Bouchard, Georgette Beaulieu (CDAА Past President), Ashley Reilly and Robert Corbeil. The booth was located in a terrible location. Nevertheless, we saw over 300 dental assistants; a lot of them where students. On Sunday May 31, 2010 the AADQ held their AGM. It was announced that it would be the same Board members for AADQ next year.

AMERICAN DENTAL ASSISTANT ASSOCIATION (ADAA)

Lawrence Sepin, ADAA Executive Director, Jennifer Blake, ADAA Director of Education & Professional Relations, Elaine McKay, CDAА President, Joan Lamswood, CDAА Vice President, Lucie Fournier, CDAА Past President and Robert Corbeil, CDAА Executive Director met in Ottawa on May 28, 2010. They discussed of the following interesting topics.

CE Course

Even if CDAА is structured as a Federation while ADAA is structured as a membership base organization we felt that we could work more closely together on a number of projects. CE is a good example. Larry said: "[By working together we can increase the sales of both organizations](#)". ADAA already offers Online Courses to their 20,000 members (out of a potential of 250,000). They shared their experience with us. They showed us a sample of their Online Course. We have agreed to develop a partnership that works both ways. Both ED are to explore how this partnership should develop over time.

Membership

ADAA membership is getting older (45 – Female). To recruit younger members, they have come up with a new strategy called e-membership. The goal for ADAA is to attract those new members with a number of free services and convert them into membership overtime. CDAА and ADAA would like to explore the idea of working together to promote e-membership in both Countries. The advantages of such an initiative and partnership are as follow:

- Increase the credibility of both Associations at the National/International level
- Promote the Dental Assistant Profession at the National/International level
- Create awareness by having an International Job board
- Recruit a younger membership base
- Increase our chances to convert e-membership into regular members

Social Media

ADAA's experience with Webinar was not successful. They have Facebook and Twitter accounts. CDAА will probably go with Twitter as soon as we have our

new Website. They have a communication tool call 24/7. It is a weekly news and information resource. CDAА is to subscribe and evaluate this interesting communication tool and how we can adapt it to the Canadian market.



Jennifer Blake (ADAA Director of Education), Elaine McKay, CDAА President, Larry Sepin (ADAA Executive director), Joan Lamswood (CDAА Vice President), Lucie Fournier (CDAА Past President) and Robert Corbeil (CDAА Executive director).

Dental Assistant Week

We have talked about the Dental Assistant Week (DAW) but we did not come up with a specific plan of action. We mentioned that it would be nice to track the different initiatives and to report the best practices to all. We also had a discussion regarding the target of the DAW: a) The public at large b) The dentist (with a business approach) c) The dental assistant. We mentioned that a step-by-step program could be something to consider. The first step could be to work on a campaign that will increase the self-esteem and leadership of the Dental Assistant.

Foundation

ADAA started a Foundation about 12 years ago and now rises between 300K and 400K per year. It seems that the money comes mostly from suppliers. ADAA offers in exchange of the financial support, an excellent visibility program. CDAА will need the Expertise of ADAA at the appropriate time. As discussed we would like this meeting to happen once a year in rotation meaning that next year we would meet in Chicago or somewhere else in the States.

International Forum for Dental Assistants Associations

This renewed partnership should be seen as a first step towards a wider International Association. A discussion took place around the idea to launch an International forum for Dental Assistants Associations. Robert said: "It's different from the other initiatives that took place previously as those initiatives were geared towards the Dental Assistants". CDAА will build a repertoire of World Wide Dental Assistants Associations. CDAА and ADAA are to work together and develop the concept further. The International Forum for Dental Assistants Associations could take place either in Canada or in the United States as early as 2012.

DARA MEETING

The Annual Dental Assisting Regulatory Authorities meeting took place on April 21, 2010 at the Chateau Laurier in Ottawa, Ontario. The CDAА hosts this meeting on behalf of the DARA's to help facilitate collaboration on labour mobility issues and to discuss mutual interests regarding dental assisting regulation. Each regulatory authority provided a provincial report for their province and guest attendees, the CDAC, NDAEB, ODAА, AADQ and CDAА provided reports on behalf of their

organization. A representative from HRSDC gave a presentation on the new changes to the Agreement on Internal Trade Chapter 7 – Labour Mobility and informed of funding possibilities for labour mobility initiatives. Several other topics were discussed such as Infection Control issues, additional skills for dental assistants and employers of dental assistants.

2010 ORAL HEALTH WORKSHOP

The CDAA was invited to attend a two-day oral health workshop hosted by Health Canada on May 18th and 19th, 2010 in Ottawa, Ontario. The first day of the workshop Dr. Peter Cooney, Chief Dental Officer of Health Canada provided an overview of the results from the Canadian Health Measures Survey that was conducted between 2007 and 2009. Overall the workshop was a very informative session, which helped bring CDAA together with many key stakeholders in the dental community. Participants all agreed that it was very beneficial and would like to continue to meet yearly.

CANADIAN DENTAL ASSOCIATION

Miriam Moodley and Robert Corbeil represented CDAA at the Annual CDA President's Installation Dinner on Friday April 23, 2010 where we met various CDA Board Members and General Assembly Members. At the dinner, Dr. Burton Conrod was awarded a special medal of honour for his dedicated and accomplished years of service to the CDA and Dr. Ronald Smith was installed as the next President of the Canadian Dental Association.

The Executive Directors of both organizations met on August 12, 2010 to discuss respective challenges of their organizations. Mr. Claude Paul Boivin was appointed ED for the CDA in April 2008. Mr. Boivin has extensive management experience in Canada and abroad. Since 2001, he has served as president of the Association of Canadian Engineering Companies. Prior to that, Mr. Boivin was executive director of the Canadian Veterinary Medical Association for 10 years. He held key positions with the International Development Research Centre over a period of 16 years, working and living in Africa and travelling extensively. Robert said: "CDA is facing similar challenges as they are officially going to be a Federation starting next January. Claude Paul and I shared some of our priorities and projects. This meeting was very interesting as has succeeded to create a bridge for future collaborations".

DAEC

Robert Corbeil spoke with the Chair of the Dental Assistant Educators of Canada (DAEC), Trudy Coughlin in March 2010. It seemed that DAEC were very much interested to be part of CDAA on a more formal way. CDAA President and the ED met with Ms. Barb Peterson and Ms. Dawn Atkin, both members of the DAEC, on April 16 in Vancouver, BC. They discussed the possibility of DAEC to reintegrate with CDAA. The Executive Committee (Elaine McKay, Joan Lamswood and Lucie Fournier) and the CDAA ED met with Trudy Coughlin and Dawn Atkin. The session allowed both parties to clarify some issues. According to our Minutes, the vote made in 2005 was for them to become an *ad hoc* committee. CDAA did this because at the

time, DAEC had the intentions of leaving CDAA to go on their own as a separate entity that did not work due to expensive costs involved. DAEC have agreed to become a standing committee of CDAA instead of an *ad hoc* committee. Elaine said: "Of course the board will have to vote on this in September, however it has been the intention of the board all along to support DAEC and its goals ever since they joined CDAA as an *ad hoc* committee". As DAEC have been a part of CDAA for the last 9 years we see that no one will take issue with this – this will only solidify the partnership.

The first draft of the Terms of References (TOR) have been developed by CDAA and sent to the Dental Assistant Educators of Canada (DAEC) for them to review. The TOR clearly states that DAEC would become a Standing Committee of CDAA. Their name would change to: "Dental Assistant Educators Committee (DAEC)". The acronym would stay the same! The purpose of the DAEC is...

- To promote communication among dental assistant educators
- To advance teaching and scholarly activity in dental assisting education
- To exchange information and views among professionals engaged in health education and scholarly activity
- To identify trends and requirements in dental assisting education
- To promote the quality and value of dental assisting education and scholarly activity to other health care providers and educators
- To promote professional development for dental assisting educators
- To promote and work towards a common baseline of educational requirements for dental assisting programs in Canada

The Executive Committee had a conference call with Trudy Coughlin, Chair of DAEC, to discuss the latest changes to the Terms of Reference (TOR). A final conference call will take place on August 17, 2010 to clarify some final issues. It is DAEC's intention to draft a motion and hold a vote on the TOR after the discussion. Provided the vote is to accept the TOR, then as part of the agenda, the participants will identify the "next organizational steps". DAEC will have to draft a projected budget and a broad activity plan and provide it to CDAA for the BOD to approve. The results of the discussion will be presented in September in Saskatoon.

AADQ – LEGAL FEES

CDAA received a formal letter from AADQ stating that CDAA has committed to pay an invoice of \$25,000 (Ms. Benoit case). We have researched the minutes and CDAA's BOD has never committed to any amount. We have responded to AADQ and received no official response yet to our letter. The ED also had a discussion with the AADQ President and CDAA's Past President on March 24, 2010, they both agree to say that the situation is complex and the responsibility is not clear and that further research was needed. The ED met with AADQ Board Members and their Lawyer, Maître Gilles Bernier in Quebec City on May 5, 2010 to discuss some issues

regarding the Court Case of Ms. Benoit. A summary document was developed with the help of Lucie Fournier, Past President and CDAА staff and sent to the CDAА Board Members. A discussion took place at the CDAА BOD meeting on May 12, 2010 to identify CDAА's financial involvement. The ED was asked to get more information and legal advice. According to Maître Karen J. Cooper, it is not recommended for CDAА to pay any of those legal fees. As we know, there is no agreement between the parties, and no motion had been voted on by CDAА Board Members that would indicate that we have an obligation to pay for any of those legal fees. Ms. Cooper added: "If we pay the fees, you could risk creating a precedent. It could be perceived as an act of responsibilities for CDAА. It might have an impact if ever Ms. J. Benoit is proven guilty in court in September 2010". The BOD decided not to get involved in the process.

AADQ – MEETING WITH L'ORDRE DES DENTISTES AND L'OFFICE DES PROFESSIONS

An important meeting took place between l'Ordre des dentistes, l'Office des professions and AADQ Board members. The ED had been invited by Johanne Longpré. The meeting went well but we felt concerns regarding the role of the Quebec Association. It was announced at the AADQ AGM by the President of the Ordre des dentistes du Québec that the Dental assistants with a diploma from the Ministère de l'Éducation du Québec will be legally authorized to perform more than ten oral acts, including taking x-rays applying sealants. These delegated acts will have to be closely supervised and will require the presence of the Dentist at all times. Dental assistants without a diploma from the Ministère can either continue to perform assistance tasks with patients or enroll in the program to evaluate their skills offered by continuing education centers.

Assistants who meet the requirements will be entitled to the same diploma and the same privileges as their colleagues with vocational diplomas. The professional diploma for dental assistants will finally be properly recognized. This process actually began more than 10 years ago! The Executive Director, Robert Corbeil, Johanne Longpré, the AADQ President had a discussion with Diane Legault and they all agreed to have a common communication strategy. "We do not want to jeopardize our chance by communication the wrong messages". Meanwhile, AADQ and CDAА are working to develop a Q&A and have started to plan the creation of a repertoire for all dental assistants in Quebec. More strategic meetings are to come with the AADQ Board members.

Robert Corbeil was asked to do a presentation at a school in Gatineau to talk about AADQ and CDAА. The presentation went well and the students asked many interesting questions. I talked to them about the importance of ethics, professionalism and to be proud of the career they have chosen. It is important that they start right away to act as leaders. Many of them have filled out membership forms. They even talked about creating a Gatineau Chapter for AADQ.

AADQ – LOAN

A motion took place at the Board of Directors on May 12, 2010 and a decision was made to loan \$5,000 to the AADQ to help the Association. An agreement was signed between both organizations and the cheque has been sent recently to AADQ.

CDABC MEMO OF UNDERSTANDING (MOU)

Tanya Battaglia, Managing Director of the CDABC visited the CDAА office on May 21, 2010 during her visit to Ottawa, Ontario. Staff took her on a tour of the office and then treated her to lunch at a local restaurant. Before lunch Tanya and Robert had a brief meeting to discuss the MOU between CDABC and CDAА. The ED informed Tanya that the CDAА Board approved extending the agreement for another six months until it could be discussed with all Corporate Members at the CM's meeting in September 2010. We are happy to report that CDAА has received the signed MOU from CDABC. The agreement will end on December 1, 2010.

BYLAWS COMMITTEE

The Bylaws Committee (Joan Lamswood, Lucie Fournier, Elaine McKay and Robert Corbeil) had a conference call on April 22, 2010 and made some changes. The Bylaw document was sent to the Board members for them to review. Some of the members committee met on May 30, 2010 in Ottawa. Following the meeting we had with the DAEC delegates, the committee brought additional changes to the Bylaws to make sure it reflects the integration of the Dental Assistant Educators of Canada (DAEC) into our bylaws. The Bylaws Committee met on July 13, 2010 and received some general advice from our Lawyer, Karen J. Cooper. As she indicated during a teleconference with Robert on July 12, 2010, she did not recommend making substantial changes to our by-laws at this time since with the passage and eventual coming into force of the new *Canada Not-for-Profit Corporations Act* your general operating by-law will have to be reviewed in a comprehensive fashion within the next three years or so as part of the process of continuing under the new legislation:

<http://www.carters.ca/pub/bulletin/charity/2010/chylb215.pdf>

The Lawyer said that our organization should be particularly careful about any changes involving membership categories. **In the light of this new *Canada Not-for-Profit Corporations Act***, we asked our lawyer to give it some additional thought and to get back to us with clear recommendations. Karen found out that CDAА should be particularly careful about any changes involving membership categories because the new legislation will be providing members, **including non-voting members**, with substantial new remedies against the organization in certain circumstances. The following is a link to a practice tip by her partner, Jane Burke-Robertson, which discusses this issue:

<http://www.carters.ca/pub/bulletin/charity/2010/chylb213.pdf>.

In light of the comments we received from our members and from Karen's recommendations, the Bylaws Committee brought the following changes:

- We eliminated the addition of the definition in section 1,

- We eliminated the addition of section 5.2, and the addition after 5.6, since these would have the effect of identifying these organizations and individuals as members.
- We correct the omission by adding the Dental Assistant Educators as a Standing Committee under 12.4
- We will create clear Terms of Reference. CDAA is working on it with DAEC and should come up with a final version shortly.

The CDAA Officers for 2009 – 2010 (Lucie Fournier – Past President, Elaine McKay – President, Joan Lamswood – President Elect and Robert Corbeil – Executive Director) thank you to each and every one of you for going the extra mile