

# Canadian Physiotherapy Association

## Cardiorespiratory Division

### Annual General Meeting Documents Package

The Cardiorespiratory Division of the Canadian Physiotherapy Association (CPA), Annual General Meeting (AGM) will be held on:  
**Thursday, May 26<sup>th</sup>, 2016** at the **Victoria Convention Centre**, 720 Douglas Street, Victoria, British Columbia in room *Saanich 1* from **20:15 hrs. to 21:00 hrs.**

All members are welcome and encouraged to attend.

If you are planning to attend the AGM: Please bring your copy of this package to the meeting.

This package includes the following documents:

<b>AGENDA</b>	<b>2</b>
<b>MINUTES FROM 2015 ANNUAL GENERAL MEETING</b>	<b>3</b>
<b>CHAIR'S REPORT</b>	<b>6</b>
<b>TREASURER'S REPORT</b>	<b>9</b>
<b>COMMUNICATION COORDINATORS' REPORT</b>	<b>10</b>
<b>EDUCATION COORDINATORS' REPORT</b>	<b>12</b>
<b>CARDIORESPIRATORY DIVISION</b>	<b>13</b>
CANDIDATE FOR DIVISION CHAIR – TANIA LARSEN	
<b>CARDIORESPIRATORY DIVISION EXECUTIVE &amp; RESOURCE MEMBERS</b>	<b>14</b>
<b>APPENDIX</b>	<b>15</b>
CONSTITUTION FOR THE CARDIORESPIRATORY DIVISION OF THE CANADIAN PHYSIOTHERAPY ASSOCIATION	
CARDIORESPIRATORY DIVISION FINANCIAL REPORTS	
<i>Balance Sheet</i>	
<i>Statement of Revenues and Expenditures</i>	
<i>Cardiorespiratory Division Budget</i>	

## Agenda

### **Cardiorespiratory Division (CRD) Annual General Meeting**

**Thursday, May 26, 2016**

**20:15 hrs. – 21:00 hrs.**

Victoria Conference Centre

720 Douglas Street

Victoria, BC

**Saanich 1**

Meeting called by Trisha L. Parsons, Chair CRD

NB: There will be light refreshments served.

#### **Mission Statement (2009)**

The mission of the Cardiorespiratory Division is to unite physiotherapists interested in cardiorespiratory physiotherapy, and to advance cardiorespiratory physiotherapy by promoting best practice through education, knowledge dissemination and translation, and facilitating networking between cardiorespiratory physiotherapists.

<b>1.0</b>	<b>Call to Order</b> 1.1 Refreshments, Welcome, & Introduction	T. Parsons
<b>2.0</b>	<b>Additions to the Agenda</b>	T. Parsons
<b>3.0</b>	<b>Approval of the Agenda</b>	T. Parsons
<b>4.0</b>	<b>Questions re: written reports</b>	T. Parsons
<b>5.0</b>	<b>CRD Executive Election of New Chair</b>	T. Parsons
<b>6.0</b>	<b>Member Forum</b>	CRD Executive in Attendance
<b>7.0</b>	<b>Meeting Adjournment</b>	

## Minutes from 2015 Annual General Meeting

### CRD Annual General Meeting

June 20, 2015

4:30-5:15pm

#### **Attendees:**

Executive: Trisha Parsons (chair), Tanya Larsen (education), Chris Farley (communications), Tyler Milton (communications), Ina van der Spy (communications), Cyndi Otfinowski (treasurer), Diana Hopkins-Rosseel (Specialization & ICCRPT)

CRD members: Jadranka Spahija, Pat Camp, Judy Kay, Gail Dechman, Sonya Vani, Tom Overend, Helen Johnson, Monique Prendergast, Simone Gruenig, David Anekwe

Non-members: Maureen O'Connell

Regrets: Anastasia Newman (secretary)

Documents were circulated to CRD members by email in advance of the meeting.

#### **1. Approval of the Agenda**

The agenda was approved as circulated by Diana Hopkins-Rosseel and seconded by Gail Dechman.

#### **2. Approval of Minutes**

Minutes of previous AGM (2014) were circulated in advance and approved by the minutes approval committee.

Appointment of the minutes approval committee for 2015: Diana Hopkins-Rosseel, Chris Farley, and Judy Kay

#### **3. Chair's Report – Trisha Parsons**

Chair's Report was circulated in advance. Trisha addressed new additions to her report:

a) CRD Sponsorship of the morning eye opener at Congress, "Walk This Way", led by Maureen Ashe (University of British Columbia) and Sunita Mathur (University of Toronto). Sunita reported on the eye opener. The goal of this session was to start a conversation on the role of PTs in health promotion/primary care/public health. The focus was on the role of PTs in improving physical activity and reducing sedentary behavior.

Sunita and Maureen will be providing a summary for the CRD newsletter, an article for Physiotherapy Today, and a CPA teleconference for this topic (date TBA).

Other ideas for communication were discussed:

Link with Exercise is Medicine Canada (EIMC) to determine any areas of overlap. The new CPA representative on EIMC is Trisha Parsons, so she can assist with collaboration with this group. Suggest this as a topic for the Interdivisional Symposium for next year (2016). Create a page in Physiopedia

Develop a toolkit for hospital settings (inpatients) to promote activity and reduce sedentary behavior  
Link with Alison Hoens (knowledge broker at UBC) – she has developed a physical activity toolkit called Sit Less, Move More)

Link with other health professionals such as dietitians to provide information beyond physical activity alone

Suggest ideas for Congress 2016 to reduce sitting throughout the sessions (Lynn Geddes is the Congress Chair for next year)

Discuss interdivisional interest at the Division Chairs meeting

Another “Walk this Way” Session in Victoria (as an eye-opener or other appropriate time slot) – perhaps with the route to end at an area restaurant/coffee shop in lieu of the Congress Centre (could be timed during one of the breaks or over lunch?)

**Action:** Sunita and Maureen will follow up on these ideas.

#### b) CRD Awards

Annie Newman was awarded the PFC Scholarship. Her area of ICU research and she is supervised by Patty Solomon.

David Anekwe from McGill was the winner of the CRD Student Research Award. David is a PhD student. He was presented with his award at the AGM.

### 3. Financial Report – Cyndi Otfinowski

Annual financial statement was circulated in advance.

There is a need to develop a plan for spending of our budget. One to two years of expenses must be kept as a contingency (about \$10,000), but require a plan for spending the surplus.

The following ideas were generated by the members:

- developing content for new courses and updating the content for current courses (i.e. x-rays)
- potential topics for new courses included: chronic disease management course, radiology, interpretation of lab values, ICU course). We could poll members to determine topics for courses.
- Investing in a Cardioresp Journal through support of the International Confederation of Cardiorespiratory Physical Therapists (ICCRPT)
- Investing in pages for Physiopedia (service contribution)
- Development of toolkits, webinars, podcasts
- Addition of a PFC research grant specifically for cardioresp (in addition to the scholarship)
- Student support for conferences

#### **Action Items:**

Poll members to determine topics for new courses

Executive to generate ideas along three content areas (professional development, student support, and/or research)

Poll members to rank ideas that the executive has for spending the surplus

At the Division Chairs meeting, there was a conversation about taxes (GST/HST). CPA will contact the treasurer regarding a learning module on taxes for Division treasurers.

**Action:** Cyndi to follow up with Trisha about the CPA tax training

Other noteworthy items regarding the financial statement this year:

- Membership increase by 15 members – more revenue from membership fees
- Course revenue was higher than expenses
- Awards and scholarships were paid as planned; only 2 scholarly practice awards were given so far this year (4 are allocated per year).
- “Exercise and Vision” project was supported under special projects

#### **4. Communications co-ordinators (new name for newsletter team) – Chris Farley, Tyler Milton, and Ina Van der Spruy**

Trisha confirmed with CPA that the name of “newsletter team” on the Executive could be changed to “communications team” without a change to the constitution

The communications team managed the CRD webpage, e-blasts, Facebook page and newsletter. This year, they also expanded interdivisional presence with their newsletter content and other communications.

Their next goal is to engage more students for engagement with social media.

David has volunteered to join the communications team as a student. The executive is pleased to welcome David’s help.

**ACTION:** Communication co-ordinators to follow-up with David re: social media role.

#### **5. Education – Tania Larsen**

The Division successfully ran several courses this year and focused on delivery of courses to underserved areas.

There have been lots of people taking courses, which has led to more revenue generation.

#### **6. Division Knowledge Management Committee – Tania Larsen**

Terms of reference have been developed for this interdivisional committee

The group has been brainstorming projects

There is a vacancy on the CRD executive for this position; Tania to be “acting” and then will do a formal call for this position.

**Action:** CRD to put out a formal call for this position on the Executive at the next available opportunity [Congress 2016].

#### **7. Specialization – Diana Hopkins-Rossee**

Diana strongly encouraged members and peers to do this program.

CRD has slowest uptake of all Divisions for specialization.

Those with Clinical Specialist designation do see the benefits (monetary and other)

A question was raised regarding clinical hours, but the number of hours is moderate and can be accumulated over the course of 5 years.

**ACTION:** Diana to connect with Communication Co-ordinators re: promoting specialization within the newsletter [consider an updated profile of our existing three specialists – perhaps asking them about their experiences as a specialists/what specialization has meant for them/how it has changed their relationships or the way they go about their work

Meeting adjourned at 5:15pm.

## Chair's Report

### **Greetings Fellow Cardiorespiratory Division Members!**

I am happy to provide you with a report on the activities of the Cardiorespiratory Division in 2015-2016. I am looking forward to meeting members at Congress in Victoria, BC this year and hope that those of you in the area will drop in to our AGM the evening of May 26<sup>th</sup>, 2016. I wanted to take this opportunity to thank the outstanding members of the Cardiorespiratory Division Executive who have been working hard to advance the mission of the CRD.

#### **Executive:**

Cathy Anderson (Past-chair)  
Cynthia Otfinowski (Treasurer)  
Annie Newman (Secretary)  
Chris Farley (Communication Coordinator)  
Tyler Milton (Communication Coordinator)  
Ina Van der Spuy (Communication Coordinator)  
Tania Larsen (Education Coordinator and DKMC representative)  
Simone Gruenig (Education Coordinator)

#### **Resource representatives:**

Diana Hopkins-Rosseel (Specialization)  
Judy King (ICCrPT)

This past year, in consultation with Tamas Kiraly, the CRD executive voted to accept the revised CRD Constitution, whose template had been approved by CPA board. There have been no changes made to the individual rights of members; rather the changes framed in the new constitution reflect only the conditions of the terms of office of the executive; specifically, the Chair of the CRD Executive. Under our former constitution, the Chair position was elected for an indefinite period of time; under the current constitution, Chairs are elected for a two-year term only. At the time of their election, they serve a 1-year term as "chair elect", then a 2-year term as "Chair", and then 1-year term as "past chair". At any given time, there are two individuals serving in the "chair" capacity – one as current chair; and the other as either past chair or chair elect. The hope of the executive is that this change in leadership framework will help to encourage new members to step forward into leadership roles; to facilitate succession planning; and to help distribute the workload associated with the chair role. As such, there is a call for the election of a new Chair of the Cardiorespiratory Division this year, with an election planned at the AGM. If you have interest in this position, please send me a message to notify of your willingness to stand for nomination.

The second key change created by this shift in the constitution, is the ability to create a sub-committee structure. This year, CRD established their first sub-committee; Communications. This committee is populated by Chris Farley, Tyler Milton, Ina Van der-Spuy, and two student representatives, Kasha Pyka (MScPT candidate, Queen's University) and David Anekwe (PT, PhD Candidate, McGill University). The role of the communications committee also expanded, with this group establishing their terms of reference and an expanded social media platform. These structural changes take a tremendous amount of work and administrative effort to bring forward and should set the stage for further developments in CRD communications in future.

The CRD Executive has also planned to hold a strategic planning retreat in October of 2016; in order to review its strategic priorities and set a plan for the incoming executive. In preparation for this event, we will be reaching out to our members for information to help guide this process.

This year we have been continuing work on the four strategic priorities for the Cardiorespiratory Division: 1) Creating educational opportunities for our members, 2) Improving communication, 3) Building our Membership, and 4) Supporting Cardiorespiratory Research.

### **Creating Educational Opportunities for our members**

Simone Gruenig and Tania Larsen have been working in collaboration with sites across Canada in order to make the professional development opportunities of the Cardiorespiratory Division as accessible as possible. For further detail, please refer to the Education Co-ordinators report. Given the challenges of operating face-to-face courses, and the success of CRD teleconference programs, the CRD is interested in investigating the potential use of on-line methods to deliver our curriculum. We would welcome thoughts from our membership on this.

We have continued to fund the Scholarly Practice Award, which is a bursary program open to CRD members to help them subsidize the cost of their continuing education. This bursary can either be used to CRD courses or cardiorespiratory courses from other locations. Last year we awarded 1 of 4 available awards. Our communications team is working on strategies to increase awareness of the bursary program amongst CRD and CPA members. Information on how to apply for CRD awards can be found on our website.

### **Improving Communication**

We have been extremely fortunate in securing a dedicated team of members to serve as Communication Coordinators for the Cardiorespiratory Division: Chris Farley, Tyler Milton, and Ina Van der Spruy. They have been reaching out to members through regular E-blasts, our Facebook page, and through the Gas Exchange Newsletter. They have also worked diligently to create opportunities for partnered newsletters: specifically with the Neurosciences Division and Orthopedics divisions. Chris Farley has been working at refreshing the CRD website and including updated course content. Finally, I have continued to submit content on behalf of the CRD to the Official CPA blog, Shoptalk. Please refer to the Communication Co-ordinators Report for further detail on the activities of this group.

If you have any ideas on how to improve communications with the division, if you have an idea for, or would like to contribute to an upcoming Newsletter, please feel free to connect with our communications team. If you haven't already, please follow us on Twitter and Facebook.

### **Building our Membership**

In the 2015-2016 membership year, the Cardiorespiratory Division was made up of 240 regular members. These numbers are down from our previous year, and reflect an overall reduction in CPA membership. We are continuing to work on strategies and activities which will help us to build and maintain our membership. First, through providing resources and/or value to our current members and second, by looking at opportunities which will engage student members early on in their careers. Our communications committee has created roles for two PT students. Further, this year we awarded three Cardiorespiratory Division Student Awards to: Lowell Kwan (University of Toronto), Katelin Gresty (University of Ottawa), and Julie Spindler (University of Alberta). Typically, we award two CRD awards; but given the exceptional applications that were submitted in 2015 the executive made the decision to provide awards to three deserving candidates.

**Supporting Cardiorespiratory Research**

In addition to the Cardiorespiratory Division Research Awards that we have committed to continue providing, we have also helped to support the dissemination of research of our members, through our communications platforms. If you are working on a grant and need help with knowledge translation, and/or you are looking for avenues to assist with your end of grant knowledge translation, please feel free to connect with us.

Respectfully submitted,

Trisha L. Parsons  
Chair, Cardiorespiratory Division

## Treasurer's Report

Despite running a deficit, the Cardiorespiratory Division remains on solid financial ground. As of December 31<sup>st</sup>, 2015 we had \$61 237 in assets.

2015 was the most successful year for award winners! We paid \$2140 in CRD awards and \$5500 for the Physiotherapy Foundation of Canada award.

Our teleconference in April provided a profit of \$879 but unfortunately, our courses ran a deficit (\$3907). Our second teleconference in November was paid in 2016 (\$529) and therefore will be added to the revenue in 2016. Changes that may have altered the financial formula for course expenses include: increased instructor fees, higher travel costs, and a paid course assistant. Based on this experience, the executive members have discussed other strategies to reduce the risk of running a deficit in the future. For example, teleconferences offer an opportunity to maintain profits with low costs. Office expense increased because it includes new liability insurance for courses.

Our congress expenses were higher last year as the AGM was held in Halifax. In order to mitigate high costs for travel in the future, the executive has decided to set a pre-determined budget for congress and split this amount between executive members travelling to congress.

The CRD executive members are organizing a strategic planning meeting likely to occur in October 2016 to discuss the direction and vision of the CRD. We have updated the budget from \$1000 to \$7500 for this meeting.

For 2016, we are also predicting a deficit. Our membership fees are low compared to the awards and services offered to the members. As we are in good financial standing, we believe that we should continue to support these initiatives.

I would like to thank the Cardiorespiratory Division members for the opportunity to serve as treasurer. It has been an incredible learning experience!

Respectfully submitted,  
Cyndi Otfinowski  
Treasurer, Cardiorespiratory Division

Financial Statements provided in the Appendix

## Communication Coordinators' Report

It has been a busy year for the Communication Coordinators!

Between June 2015 and April 2016, we published 3 issues of *The Gas Exchange*. We collaborated with other CPA divisions to bring our members cross-divisional editions. Newsletter content continues to include information about continuing education courses and conferences. We have been able to bring our members stories from clinicians across Canada and we continue to encourage members to contact us with interesting stories for future editions.

Each newsletter had a special theme to focus the content of the issue:

- Summer (August 2015) - focus on Canadian Physiotherapy Association Congress 2015.
- Fall (November 2015) - an interdivisional issue with the Neurosciences Division.
- Winter (March 2016) - an interdivisional issue with the Orthopaedic Division.

We hope to work with other divisions in the coming year to continue to enhance communication between the CPA division members.

E-blasts were sent out approximately every month, depending on the availability of pertinent information for our members. Content included information regarding upcoming courses, award and scholarship information, and reports to recognize the achievement of our members.

The communications team worked throughout the year to revitalize our website, an extension of the CPA website. Thus far in the revamp, we have updated our News, Executive, Courses, and Awards & Bursaries pages. We plan to continue to review and update our other pages including our Resources page and our Continuing Scholarly Practice page. Members are encouraged to contact the division with suggestions of useful cardiorespiratory resources to be included on our website.

We continue to be active on our Facebook group, titled the *Cardiorespiratory Division of the Canadian Physiotherapy Association*. At the time this was written, we had 422 people who had *Liked* our group, an increase from last year when we had 242 followers. Posted content includes courses, awards and other cardiorespiratory related content.

The Cardiorespiratory Division is now on Twitter! We recently joined and can be found and followed by searching 'CRD\_CPA' in your Twitter search bar. At the time this report was written, we had 15 *Followers*.

This year, two student members have joined our newly formed Communication Sub-committee. Kasha Pyka and David Anekwe have taken on the responsibilities of communicating with CRD members and non-members with our social media accounts on Facebook and Twitter. The goal of the CRD is to post cardiorespiratory related content approximately 1 time per week, depending on the availability of this information. The communications team would like to thank Kasha and David for their efforts while working with the Cardiorespiratory Division.

Our role continues to focus on informing our members of the happenings in the world of cardiorespiratory physiotherapy. This year, we have expanded our team and scope of communication.

Cardiorespiratory Division Annual General Meeting Package

Our future plans include to seek new ways to communicate with the Canadian physiotherapy community.

Respectfully Submitted,

Chris Farley, Tyler Milton and Ina van der Spuy  
Communication Coordinators, Cardiorespiratory Division

## Education Coordinators' Report

Over the last year, as Education Coordinators of the CRD, we have continued to offer several cardiorespiratory continuing education opportunities to physiotherapists across Canada via CRD sponsored courses, teleconferences and workshops.

- We offered the following CRD courses over the past year:
  - “Foundations of Cardiorespiratory Physiotherapy” in Hamilton ON, on April 25-26, 2015.
  - “Physiotherapy Management Principles for Patients with Acute Medical/Surgical Conditions” in St John’s Nfld on May 2, Owen Sound ON on May 3, and London ON on June 13, 2015.
  - “Physiotherapy Management Principles for Patients who are Critically Ill” in St. John’s Nfld on May 3, and London ON on June 14, 2015.
  - “Exercising People with Heart & Lung Disease” was offered in Owen Sound ON on May 2, 2016.
- We organized 2 CRD sponsored teleconferences that were well attended by many sites across Canada. These teleconferences were entitled “Airway Clearance Techniques for Adults with Neuromuscular Disease” on April 29, 2015 and “Frontal Chest Radiography Interpretation: A review of the basics and how to integrate into practice” on December 2, 2015.
- We organized a CRD sponsored workshop for the Ontario Physiotherapy Association InterACTION 2015 Conference entitled “A pragmatic approach to exercise prescription in chronic disease: Exercise Testing in the Field”. This was held on March 28, 2015.

It has been our pleasure to serve on the executive this year.

Sincerely,

Tania Larsen & Simone Gruenig  
Education Coordinators, Cardiorespiratory Division

## Cardiorespiratory Division

### Candidate for Division Chair – Tania Larsen

Tania Larsen graduated from Western University in 2003 with a BSc PT. She completed an MSc in 2006 and is currently in the final year of completing a PhD in the Health and Rehabilitation Sciences Program at Western University. She has worked primarily in acute care since graduating, with the majority of her clinical experience in critical care and is the current Clinical Resource Specialist within Physiotherapy Services at London Health Sciences Centre. Her research interests include COPD and rehabilitation from critical illness. Tania serves on many professional association committees including the Ontario Respiratory Care Society and is in the final year of her second term as Education Co-Coordinator for the Cardiorespiratory Division. She is also a Lecturer within the school of Physical Therapy at Western University.

All members who are interested in submitting their name for the position of Division Chair are encouraged to contact our current Chair, Trisha L. Parsons. An election for the position will be held at the CRD AGM.

## Cardiorespiratory Division Executive & Resource Members

**Chair:**

*Trisha L. Parsons*  
School of Rehabilitation Therapy  
Louise D. Acton Building  
31 George St.  
Queen's University  
Kingston, ON K7L 3N6  
E-mail: [parsonst@queensu.ca](mailto:parsonst@queensu.ca)

**Past Chair:**

*Cathy Anderson*  
E-mail: [cathyanderson425@gmail.com](mailto:cathyanderson425@gmail.com)

**Secretary:**

*Annie Newman*  
E-mail: [newmanan@gmail.com](mailto:newmanan@gmail.com)

**Treasurer:**

*Cyndi Otfinowski*  
Rehabilitation Services St. Boniface Hospital  
409 Taché Avenue  
Winnipeg, MB  
R2H2A6  
E-mail: [cotfinowski@gmail.com](mailto:cotfinowski@gmail.com)

**Education Coordinators:**

*Tania Larsen*  
London Health Sciences Centre  
London, ON  
N6A 5A5  
E-mail: [tdamore2@uwo.ca](mailto:tdamore2@uwo.ca)

*Simone Gruenig*  
Department of Physical Therapy  
University of British Columbia  
228 – 2177 Wesbrook Mall  
Vancouver, BC  
V6T 1Z3  
E-mail: [gruenig@mail.ubc.ca](mailto:gruenig@mail.ubc.ca)

**Communication Coordinators:**

*Chris Farley*  
Hamilton Health Sciences  
Hamilton, ON  
E-mail: [chris.r.farley@gmail.com](mailto:chris.r.farley@gmail.com)

*Tyler Milton*  
Brockville General Hospital  
Brockville, ON  
K6V 1S8  
E-mail: [1tm21@queensu.ca](mailto:1tm21@queensu.ca)

*Ina Van der Spuy*  
School of Physical Therapy  
University of Saskatchewan  
Saskatoon, SK  
S7N 0W  
E-mail: [ina.vanderspuy@usask.ca](mailto:ina.vanderspuy@usask.ca)

**Resource Members**

**Specialization:**

*Diana Hopkins-Rosseel*  
School of Rehabilitation Therapy  
Queen's University  
Louise D. Acton Building  
31 George Street  
Kingston, ON  
K7L 3N6  
E-mail: [hopkinsd@post.queensu.ca](mailto:hopkinsd@post.queensu.ca)

**Division Research Representatives Committee:**

*Tania Larsen*  
London Health Sciences Centre  
London, ON  
N6A 5A5  
E-mail: [tdamore2@uwo.ca](mailto:tdamore2@uwo.ca)

## Appendix

Constitution for the Cardiorespiratory Division of the Canadian Physiotherapy Association

Cardiorespiratory Division Financial Reports

Balance Sheet

Statement of Revenues and Expenditures

Cardiorespiratory Division Budget



Canadian  
Physiotherapy  
Association

Association  
canadienne de  
physiothérapie

**CONSTITUTION**

**FOR THE**

**CARDIORESPIRATORY DIVISION**

**OF THE**

**CANADIAN PHYSIOTHERAPY ASSOCIATION**

**INTERPRETATION**

The Constitutions shall be read with all grammatical changes as are necessary to apply to all members.

Any part of this document may be reproduced without prior permission provided credit is given to the Canadian Physiotherapy Association.

**CARDIORESPIRATORY DIVISION**

**CANADIAN PHYSIOTHERAPY ASSOCIATION**

**CONSTITUTION**

**ARTICLE I NAME**

The name of this Division shall be the "Cardiorespiratory Division of the Canadian Physiotherapy Association", (CPA), a special interest group of the CPA, hereinafter referred to as the "Division".

**ARTICLE II OBJECT**

The object of this Division shall be:

1. To unite the members of CPA who are interested in all aspects of cardiorespiratory;
2. To acquire and make available information and educational materials as related to physiotherapy in the field of cardiorespiratory;
3. To encourage the development and publication of research<sup>1</sup> in the field of cardiorespiratory physiotherapy in Canada and elsewhere;
4. To support the CPA in the achievement of its mission.

**ARTICLE III MEMBERSHIP**

1. The membership shall consist of CPA members who have paid the annual membership fee of the Division.
2. If membership falls below 1% of the CPA membership, the Division may be dissolved at the direction of the CPA Board of Directors.
3. Voting privileges of all members shall comply with CPA By-laws.

**ARTICLE IV FEES**

1. In accordance with CPA financial policies, where the baseline rate is increased more than 3% from one membership year to the next, membership approval of the fee increase will be sought at the AGM prior to the implementation of the fee increase and subsequently approved by the CPA Board of Directors.
2. This fee, which is due at the same time as the CPA fee, is collected by CPA.

---

<sup>1</sup> *In this document, research includes three distinct areas or dimensions: basic research, clinical research, and targeted/directed research.*

## **ARTICLE V OFFICERS, EXECUTIVE COMMITTEE AND RESOURCE PERSONS**

### **1. OFFICERS**

- a. The Officers of the Division shall be Chair or Co-Chairs (as determined by the Division), and Chair Elect and Past Chair in alternate years;
- b. To comply with CPA Bylaws; Student Members and Affiliates are not eligible to hold office.

### **2. TERMS OF OFFICE**

- a. Chair / Co-Chairs  
The term of office for Chairs shall be two years.
- b. Chair-Elect
  - i. The term of office for the Chair Elect shall be one year; and,
  - ii. The Chair Elect shall be elected by the members one year prior to assuming the office of Chair.
- c. The term of office for the Past Chair shall be one year; and
- d. The term of office for each officer shall commence at the close of the AGM at which they were elected or appointed.

### **3. DUTIES**

#### **a. Chair / Co-Chairs**

- i. The Chair / Co-Chairs shall be charged with the general supervision of the business and affairs of the Division and shall fulfil the responsibilities of the position in accordance with this Constitution, CPA Bylaws, the Rules and Regulations and all relevant legislation; and,
- ii. The Chair / Co-Chairs shall chair all meetings of the Members and the Executive Committee.

#### **b. Chair Elect or Past Chair**

The Chair Elect / Vice Chair or Past Chair shall:

- i. Assist the Chair in carrying out his or her responsibilities;
- ii. Serve in the absence of the Chair;
- iii. Be responsible for annually reviewing the policies and procedures of the Division;
- iv. Be the advisor regarding rules of order for meetings; and,
- v. Perform such other duties as may be assigned by the Executive Committee.

### **4. EXECUTIVE COMMITTEE**

#### **a. Composition**

- i. The Executive Committee shall consist of the Chair / Co-Chairs, Chair Elect or Past Chair and other such members appointed by the Chair to fill the needed positions such as Secretary, Treasurer, Newsletter Editor, Division Knowledge Management Committee representative, etc.
- ii. The Officers of the Division shall determine the additional positions necessary to assist in management of the Division and outline the duties and responsibilities; and,
- iii. One Student Member of CPA may be appointed as an advisor to the Executive Committee.

#### **b. Authority and Mandate**

- i. The Executive Committee is responsible for the management of the Division; and,
- ii. The Executive Committee may, at its discretion, exercise all the rights and powers of the Division with the exception of those which are by law or by the Constitution required to be exercised by the members in a General Meeting.

## 5. RESOURCE PERSONS

- a. Resource persons may be appointed to the Executive Committee and to other committees of the Division.
- b. Resource persons<sup>2</sup> shall be appointed by the Executive Committee.
- c. If the appointment is to other than the Executive Committee, the appointment is made in consultation with the Committee Chair.
- d. Resource persons, if they are physiotherapists, shall be members of CPA.
- e. Resource persons shall:
  - i. When assigned to the Executive Committee, carry out the duties determined by the Executive Committee;
  - ii. When assigned to other committees, carry out the duties determined by the Executive Committee in consultation with the committee concerned;
  - iii. Report back to the Executive Committee as requested; and,
  - iv. Resource persons are not members of the committee to which they have been appointed, therefore they are not counted in determining a quorum and have no vote.

## 6. NOMINATIONS AND ELECTIONS

### a. Eligibility

- i. Candidates for the position of Chair Elect must be individuals at least 18 years of age with power under law to contract;
- ii. Candidates for Chair-Elect must have a minimum of 2-years' experience with the Division; and,
- iii. Candidates must be either:
  - a) Qualified Physiotherapists, or
  - b) Life Members or Honourary Members who are physiotherapists.

### b. Nominating Committee

- i. The Nominating Committee Chair shall be appointed by the Division Chair; and,
- ii. The Committee shall include at least two other members who shall be appointed by the Division Chair in consultation with the Nominating Committee Chair.

### c. Nominations

- i. The Nominating Committee Chair shall submit a list of nominees and their biographies to all Division members for the position of Chair Elect at least 30 days prior to the meeting at which the elections will be held; and,
- ii. Further nominations may be made at that meeting provided that any such nominee who is not present has given written acceptance of the nomination.

### d. Election

- i. Election of Chair Elect shall take place at the meeting scheduled for that purpose;
- ii. Voting shall be by ballot, electronic ballot or mail ballot at the discretion of the Division Executive Committee;
- iii. When election is by electronic or mail ballot, ballots shall be distributed to all eligible members no less than four (4) weeks prior to the election date. Ballots postmarked on or before the election date shall be counted. Ballots postmarked after the election date shall be ineligible. All ballots shall be confidential. Faxed or photocopies of electronic or mail ballots shall not be accepted, and,

---

<sup>2</sup> Resource persons may be other than physiotherapists e.g. public relations experts, course organizers, etc.

- iv. For elections, voting shall be by ballot. When there is only one nominee for an office, voting may be by a show of hands, unless a count or poll is demanded or if a ballot vote is ordered by a motion.

**e. Vacancies**

- i. An officer should remain in office until his/her successor is elected, unless approved by the CPA Board of Directors for extenuating circumstances;
- ii. If the position of Chair becomes vacant, this position shall be filled by the Chair Elect or Past Chair depending on the year of the President's term;
- iii. If the position of Chair Elect becomes vacant, the Chair may appoint a Member of the Division to complete the term of office, but without the automatic rights of succession to the Chair. A Chair shall then be elected by the Members using the voting methods established in this Constitution;
- iv. If the office of the Past President becomes vacant, the position shall remain vacant for the remainder of the term; and.
- v. In the event that a vacancy occurs on the Executive Committee, any member who is appointed to fill such a vacancy shall be appointed for the remainder of the term of the member whose departure from the Executive Committee has created the vacancy.

**f. Removal**

- i. Any officer, resource person, or member of a committee may be removed in the same manner as is provided herein for his election/appointment; or
- ii. The position shall be vacated upon the occurrence of any of the following events:
  - a) if the person becomes bankrupt or suspends payment of personal debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent;
  - b) if the person is found to be mentally incompetent or becomes of unsound mind;
  - c) if, by notice in writing to the Executive Committee the person resigns, which resignation shall be effective at the time it is received by the Committee or at the time specified in the notice, whichever is later;
  - d) if the person acts in contravention of the mission or by-laws of the CPA; or,
  - e) if the person dies.

**ARTICLE VI COMMITTEES**

**1. OTHER COMMITTEES**

**a. Composition**

- i. The Chair shall be appointed by the Executive Committee;
- ii. Committee members and resource persons shall be appointed by the Executive Committee in consultation with the Committee Chair; and
- iii. All committee members and resource persons who are physiotherapists shall be members of CPA.

**b. Authority and Mandate**

The authority and mandate of all committees shall be as established by the Executive Committee.

## ARTICLE VII MEETINGS

### 1. EXECUTIVE COMMITTEE MEETINGS

- a. The Executive Committee shall hold a minimum of four meetings per year<sup>3</sup>, which may be conducted in person or by teleconference or videoconference.
- b. The meetings shall be called by the Chair / Co-Chairs, or by the Executive Committee at the written request of three members.
- c. A majority of the officers and members shall constitute a quorum.

### 2. GENERAL MEETINGS

#### a. Annual General Meeting

- i. The AGM shall be called by the Chair / Co-Chairs;
- ii. The AGM shall normally be held during the Annual Congress of CPA; and,
- iii. Notice of the AGM shall be given to members at least 30 days prior to the date of the Meeting.

#### b. Special General Meetings

- i. A SGM may be called at any time by the Chair in consultation with the Executive Committee, or at the written request of ten voting members;
- ii. Notice of an SGM shall state the business for which the Meeting is called. No subject shall be considered to be properly before the Meeting unless specifically mentioned in this notice; and,
- iii. Notice of an SGM shall be given at least two weeks prior to the date of the Meeting; and,

#### c. Essentials for Annual and Special General Meetings.

##### i. Notice

- a) Notice of Meetings shall be given via e-blasts or e-mails; and,
- b) If notice is given by e-mail or e-blast, the date shall constitute the date of the notice.

##### ii. Quorum

- a) The quorum for general meetings shall be 1% of the total membership or ten members, whichever is greater, and shall include one of the Division's officers; and,
- b) The officers present may not constitute a majority of the quorum.

##### iii. Voting

##### a) At Meetings

- I.) In all cases not otherwise specified by the Constitution, a majority vote of those present, eligible to vote and voting shall decide all questions put to the vote. Proxies are included in the count for the final decision;
- II.) Voting may be by a show of hands unless a ballot is requested by a majority vote; and,
- III.) To comply with CPA By-laws, Student Members, Physiotherapist Assistants and Affiliates are not eligible to vote.

##### b) Electronic Ballots

An electronic ballot may be used at the discretion of the Executive Committee.

##### iv. Proxies

- a) Enclosed with the notice of any Members Meeting of the Division shall be one (1) proxy certificate;

---

<sup>3</sup> This is the minimum number of meetings considered to be feasible for all the business to be dealt with by the Executive Committee.

- b) Each member entitled to vote may, by means of the proxy certificate, nominate a member as his nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy;
- c) The proxy certificate shall contain the date(s) of the Members Meeting, the name of the nominee, the signature of the nominator, and any instructions or restrictions the nominator may place on the nominee with regard to voting;
- d) The proxy ceases to be valid at the completion of the Members Meeting;
- e) The proxy may be revoked by the nominator up to the end of the Members Meeting by delivering in writing, to the Chair of the Meeting, the notice of the revocation, duly signed by the nominator;
- f) Members shall not send blank proxy certificates to other members; and,
- g) A member may carry up to a maximum of 5 proxy certificates to a Members Meeting.

## **ARTICLE VIII FINANCE**

### **1. FISCAL YEAR**

The fiscal year shall be from January 1 to December 31<sup>4</sup>.

### **2. BANKING AND INVESTMENT**

- a. All monies received by the Division are to be deposited in the name of the Division in any deposit taking institutions where deposits are insured by the Canada Deposit Insurance Corporation; and,
- b. The Executive Committee may invest monies in instruments of deposit taking institutions providing the total of the investments in each institution does not exceed the amount protected by the insurance of that institution.

### **3. BUDGETARY CONTROL**

- a. The Executive Committee shall monitor the finances of the Division through its examination of bank reconciliations and financial statements provided by the Treasurer, each month.
- b. The financial statements shall be discussed at Executive Committee meetings;
- c. The Treasurer, and two other officers appointed by the Executive Committee, shall be the signing officers of the Division;
- d. The signatures of any two signing officers shall be required for all cheques;
- e. The Treasurer shall be responsible for examining all bills and accounts rendered to the Division and submitting them to the Executive Committee for approval of payment;
- f. All accounts shall be paid by cheque, and
- g. In accordance with the Division Financial Policies Guidelines, the Treasurer shall be responsible to submit electronic copies of accounts to CPA National.

### **4. AUDIT**

- a. Divisions finances shall be audited by the CPA appointed auditor in conjunction with the CPA audit; and,
- b. The audited annual balance sheet, and related statement of receipts and disbursements, shall be presented at the AGM.

---

<sup>4</sup> The period for the fiscal year (the calendar year) is the same period for CPA and for its components. This facilitates comparisons of audits, budgets, and other financial matters.

## **5. BORROWING AND LENDING**

- a. Borrowing or lending in the name of the Division shall only be permitted between the Division and CPA/CPA components; and,
- b. No loans may be negotiated without the approval of the members.

## **ARTICLE IX SECTIONS, UNITS AND SUB-GROUPS**

### **1. DEFINITIONS**

- a. A Section is a component of the Division and includes all the Division's members in a province;
- b. A Unit is a component of a Section and includes all the Division's member in a local area; and,
- c. Division Sub-groups are national, practice-based communities of members that offer an opportunity for networking, information-sharing, education and collaboration related to a specific practice area falling within the scope of the national Division.

### **2. FORMATION**

The approval and management of Division Sections, Units and Sub-Groups will be in accordance with the policies and procedures outlines in the Formation of Divisions and Guidelines – Formation of Sub-Groups.

## **ARTICLE X REGULATION**

1. The Division shall be under the authority of CPA except for the submission of resolutions to the CPA Board of Directors;
2. The Division shall be subject to the By-laws and Rules and Regulations of CPA; and
3. The Constitution of the Division shall require approval by the members of the Division and by the appropriate committee of CPA before being in effect.

## **ARTICLE XI THE CONSTITUTION**

### **1. AMENDMENTS**

Amendments to the Constitution may be made at any General Meeting of the Division.

### **2. METHOD OF AMENDING**

- a. Amendments to the Constitution may be proposed by:
  - i. The Executive Committee; or,
  - ii. Ten members of the Division, where;
    - a) Such amendments shall be submitted to the Executive Committee of the Division at least four months<sup>5</sup> prior to the General Meeting at which they will be considered;
    - b) The Executive Committee shall submit the proposed amendments to the appropriate committee of CPA for review;
    - c) When directed by CPA, a written notice of the proposed amendments shall be sent to all members at least 30 days prior to:
      - I.) The General Meeting at which they will be considered, or,
      - II.) The date set for an e-mail ballot authorized by the Executive Committee.

---

<sup>5</sup> This four-month period should provide enough time for all the necessary communication between the Division and the appropriate CPA Committees.

- d) Amendments shall require approval by two-thirds of those present, eligible to vote, and voting;
- e) Where an e-mail ballot is used, amendments shall require approval by two-thirds of those eligible to vote and voting; and,
- f) Following membership approval, the proposed amendments shall not be in force until submitted to, and approved by, the appropriate committee of CPA.

### **3. NOTIFICATION OF AMENDMENTS**

Members shall be notified of all the amendments adopted.

REV: 04/14

02/06

01/86

06/84

**CANADIAN PHYSIOTHERAPY ASSOCIATION**

**Cardiorespiratory  
Division of the Canadian Physiotherapy Association**

**BALANCE SHEET**  
(Draft, Audited)

**December 31, 2015**

**ASSETS**

CASH	\$	10,707
INVESTMENTS		49,533
ACCOUNTS RECEIVABLE		997
PREPAID EXPENSES		-
NET CAPITAL ASSETS		-
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>61,237</b>

**LIABILITIES AND MEMBER'S EQUITY**

ACCOUNTS PAYABLE AND CURRENT LIABILITIES		920
DEFERRED REVENUE		4,253
<b>TOTAL LIABILITIES AND MEMBER'S EQUITY</b>		<b>5,173</b>

**MEMBERS' EQUITY**

RETAINED EARNINGS		68,398
CURRENT EARNINGS		(12,335)
<b>TOTAL EQUITY</b>		<b>56,064</b>

<b>TOTAL LIABILITIES AND MEMBER'S EQUITY</b>	<b>\$</b>	<b>61,237</b>
--	-----------	---------------

**CANADIAN PHYSIOTHERAPY ASSOCIATION**

**Cardiorespiratory  
Division of the Canadian Physiotherapy Association**

**STATEMENT OF REVENUES AND EXPENDITURES  
(Draft, Audited)**

**December 31, 2015**

**REVENUES**

MEMBERSHIP DUES	\$	7,778
PROFESSIONAL DEVELOPMENT		21,109
CONGRESS		-
PROFESSION ADVANCEMENT		-
PUBLICATIONS		-
INVESTMENT INCOME		332
<b>TOTAL REVENUES</b>		<b>29,219</b>

**EXPENDITURES**

SALARIES AND BENEFITS		-
PROFESSIONAL DEVELOPMENT		24,137
OFFICE		1,508
PROFESSION ADVANCEMENT		8,179
CONGRESS		6,151
GOVERNANCE		1,578
PUBLICATIONS		-
PUBLIC COMMUNICATIONS		-
OCCUPANCY		-
<b>TOTAL EXPENDITURES</b>		<b>41,553</b>

**SURPLUS (DEFICIT)**

**\$ (12,335)**

**CANADIAN PHYSIOTHERAPY ASSOCIATION**  
**Cardiorespiratory Division**

---

	<b>Budget 2016</b>
<b>REVENUES</b>	<b>Estimated</b>
Membership Fees	\$7,000
Teleconference Income	\$100
Course Revenue	\$15,000
Congress Revenue	\$0
Interest Income	\$240
Other	\$0
	<b>\$22,340</b>
<b>EXPENDITURES</b>	
<i>Professional Development</i>	
Course Expenses	\$10,000
Special projects (strategic planning)	\$1,000
<i>Professional Advancement</i>	
CRD Awards	\$3,100
International Cardioresp sub-group	\$550
PFC Donations (Silent Auction and Scholarship)	\$5,500
Joint Initiatives Fund	\$110
<i>Office</i>	
Liability insurance	\$1,265
CPA Admin Fee	\$500
Finance Admin Fee	\$686
Bank Service Charges	\$65
Office and General- supplies	\$50
Office and General - Postage/Courier	\$0
<i>Congress</i>	
Congress travel / accommodation	\$4,400
Congress speaker expenses	\$0
AGM (AGM meeting expenses)	\$300
<i>Governance</i>	
Division Secretariat Fee	\$1,391
Exec Meetings and Travel (incl. teleconf.)	\$400
	<b>\$29,317</b>
<b>PROFIT / DEFICIT</b>	<b>-\$6,977</b>