

**Canadian Physiotherapy Association
Cardiorespiratory Division
Annual General Meeting
Documents Package**

The Cardiorespiratory Division of the CPA, Annual General Meeting (AGM) will be held as an E-AGM on:
Tuesday, May 23, 2017 at 19:00 EST.

All members are encouraged to attend.

If you are planning to attend the AGM: Please have your copy of the agenda and reports with you at the meeting.

This package includes the following documents:

1. Meeting Agenda
2. Minutes from the 2016 AGM
3. Reports:
 - a. Chair's Report (Tania Larson)
 - b. Treasurer's Report (Monique Prendergast)
 - c. Secretary (Annie Newman)
 - d. Communication Coordinators (Ina Van der Spuy, Christine Pei-Wen Wang, Kasha Pyka)
 - e. Education Coordinators (Simone Gruenig and Kenneth Wu)
 - f. International Confederation of Cardiorespiratory Physical Therapists (Judy King)
4. Cardiorespiratory Division Executive and Resource People
5. Financial Statements of the Cardiorespiratory Division

Cardiorespiratory Division AGM Package

2017 Annual General Meeting of the Cardiorespiratory Division
Agenda

Tuesday, May 23, 2017

19:00 EST

Meeting called by Tania Larson, Chair CRD

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.

- 1.0 Welcome and Call to Order**
- 2.0 Report from Minutes Approving Committee for the 2016 Annual General Meeting**
- 3.0 Appointment of Minutes Approving Committee for the 2017 Annual General Meeting**
- 4.0 Report from the Chair**
- 5.0 Finance Report**
 - **Financial Report and Financial Statement for 2017**
- 6.0 Report of Standing Committees**
 - **Education**
 - **Website**
- 7.0 Reports from Sub-groups**
- 8.0 Other Business**
 - **Status of Fee Increases**
 - **Consideration of Constitution Amendments**
- 9.0 Volunteer Recognition**
- 10.0 Introduction of Division Executive for 2017-2018**
- 11.0 Final Remarks – Chair**
- 12.0 Adjournment**

Minutes from 2016 AGM

CPA Cardiorespiratory Division Annual General Meeting

Thursday, May 26, 2016,

Victoria, BC

1. Welcome – Trish Parsons
2. 22 attendees – most CRD members
3. Agenda approved - Darlene Reid and Tom Overend, carried
4. Chair elect – Tania Larson
5. DKMC rep – Knowledge translation, work with division chairs – People with interest to identify
6. Education position – People with interest to identify – Two people
7. Cardiorespiratory Research Student Award – Mona Al Onazi – Safety of resistive exercises and effect on lymph edema, increase muscle strength and QOL
8. Trish Parsons – Chair elect of Division Chairs
9. One division membership fee for membership to all divisions – how will the finances work?, more cooperation between divisions, lot of redundancy, need member structure, more holistic view, wider newsletters, losing identity, cross fertilization, special interest, identifying interest, governance – each division has a voice, merit in idea – questions; meet in the need of the population, who will meet the needs?
10. Adjourn – DHR

Chair's Report

My first year as chair has largely involved getting myself our new executive members established and settled as we have had some transition this past year; we have had executive members leave, join and transition into new roles. We said goodbye to Cynthia Otfinowski as Treasurer, she completed her term as Treasurer. We also welcomed Monique Prendergast back to the division as Treasurer. Tyler Milton left the Communications team, Christopher Farley transitioned to heading the new mentorship initiative and Christine PW Wang joined the communications team. Lastly, Kenneth Wu joined the Education team. We are delighted with the new additions to our executive and very appreciative of all the service of our outgoing executive members.

With a new executive board, we thought it would be a good idea to hold a strategic planning meeting in order to solidify a plan for our new executive moving forward. The following activities occurred over the past year in order to develop a strategic plan:

- We conducted a member survey in which 126 people participated from a variety of practice settings with a wide variety in practice experience. On the whole, members seemed satisfied with our newsletter and current course offerings, however did express interest in developing additional courses. We were also able to generate a valuable list of potential topics to integrate into our existing courses as well as develop new courses. The most common themes for areas of improvement were member engagement and advocacy for the division and profession. The most common themes for new division initiatives were new courses, webinars and additional online clinical resources for members.
- The results of our member survey were used to inform our strategic planning meeting. On December 9, 2017 the Cardiorespiratory Division (CRD) held a strategic planning meeting in Toronto, ON. The division hosted 12 CRD members from across 4 different provinces, with a variety of experiences (clinicians, academics, administrators and students) to participate in the meeting. Based on the 2016 member survey results and brainstorming and discussion sessions at the strategic planning meeting, the following 3 new initiatives were developed:
 1. Develop and implement an advocacy and marketing plan for cardiorespiratory physical therapy. This initiative will be led by me, Tania Larsen.
 2. Create and implement a CRD mentorship program. The division plans to develop a process to match mentors and mentees to foster the development of physiotherapists in the area of cardiorespiratory practice. This initiative will be led by Christopher Farley.
 3. Expand the current CRD education initiatives by updating the current CRD courses, expanding our pool of qualified CRD course instructors; develop new courses, offering webinar and online options for continuing education and professional development, developing French versions of existing and future CRD courses. These initiatives will be led by Simone Gruenig and Kenneth Wu.

The CRD is very excited about the new proposed initiatives and looks forward to sharing our progress with members. The CRD plans to start the initial planning stages this year with the target date of 2020 for completion and implementation. If you are interested in helping with the development of any of the

Cardiorespiratory Division AGM Package

new CRD initiatives, or are looking for a way to become involved in the CRD, please consider joining one of the above working committees – we would love to have you on board!

Our education coordinators were able to offer a course in British Columbia this past year and are planning to host courses in Thunder Bay, Newfoundland and Ottawa in the spring. We expect that the CRD will generate a small profit across the 3 courses.

Lastly, our division continues to be committed to providing funding opportunities in the way of awards and bursary's for our members. The division awarded three student awards of \$300 each to entry-level graduates in 2017 as well as one travel bursary to support member's continuing education. We also continue to offer the CRD Scholarship in partnership with Physiotherapy Foundation of Canada and a yearly CRD Student Research Award.

Respectfully submitted,

Tania Larson

Chair, Cardiorespiratory Division

Treasurer's Report

I would like to start by thanking Cyndi Otfinowski for her term as treasurer and for passing everything over so efficiently in June last year.

The CRD had projected a deficit budget for 2016 and the Statement of Revenues and Expenditures does show a deficit of \$6,755. The main categories that CPA uses for financial records are listed below with comments for the 2016 fiscal year. Membership fees were close to budget (\$6993) however course revenue was lower due to fewer courses offered in 2016.

- 1) Professional development (\$5120 for course expenses) – there was a profit of \$2523 for the course held in October 2016.
- 2) Office expenses included the CPA finance fee, liability insurance, and postage and bank charges (2090). There was a postage cost with the treasurer changeover.
- 3) Professional advancement included the PFC award, student awards, the professional development award, the International Cardiorespiratory group as well as the CPA joint initiatives fund (\$8281).
- 4) Congress expenses were under budget in 2016 as only one executive member submitted expenses (\$907).
- 5) Governance includes the CRD secretariat fee as well as the strategic planning meeting that was held in December 2016. The total - \$5112 was over budget as the strategic planning meeting cost more than what had been budgeted (\$3000 over).

The budget for 2017 is also projected to be a deficit budget. It does include potential expenses related to the strategic planning initiatives – mentorship (\$100), website revisions (\$750) and course revisions (\$1500). Many of the CRD expenses are fixed by CPA (i.e. finance fee, liability insurance, and division secretariat) and then the CRD funds the PFC scholarship and CRD awards that are provided annually. There is no CPA Congress scheduled in 2017, therefore no expense has been budgeted for the CRD e- AGM. We have also been conservative with the course revenue estimates.

In summary, the revenue for 2016 was \$14,854 and expenses were \$21,509. The total CRD member's equity for 2016 was \$56,381.

Respectfully submitted,

Monique Prendergast
Treasurer, Cardiorespiratory Division

Cardiorespiratory Division AGM Package

CANADIAN PHYSIOTHERAPY ASSOCIATION

Cardiorespiratory Division

Budget 2017

REVENUES

Membership Fees	7000
Teleconference Income	0
Course Revenue	18000
Congress Revenue	0
Interest Income	200
Other	0

TOTAL 25200

EXPENDITURES

Professional Development

Course Expenses	16500
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Professional Advancement

CRD Awards	3100
International Cardioresp sub-group	550
PFC Donations (Scholarship)	5500
Joint Initiatives Fund	110

Office

Liability insurance	1265
CPA Admin Fee	500
Finance Admin Fee	700
Bank Service Charges	65
Office and General- supplies	50
Office and General - Postage/Courier	0

Congress

Leadership conference travel / accommodation	800
Congress speaker expenses	0
AGM (e-AGM - no expenses)	0

Governance

Division Secretariat Fee	1400
Exec Meetings and Travel (incl. teleconference)	0
Special projects (strategic planning)	850

TOTAL EXPENSES 30540

PROFIT / DEFICIT -5340

Secretary's Report

My role as secretary for the Cardiorespiratory Division consists of organizing the monthly meetings via Doodle polls, sending the agenda to the executive prior to the meeting for review and recording our monthly teleconferences. After each teleconference, I transcribe the discussions and circulate the minutes for approval by the CRD Executive. Any changes to the monthly minutes suggested by the executive are made and the minutes saved for future reference.

Respectfully submitted,

Anastasia Newman

Secretary, Cardiorespiratory Division

Communication Coordinators' Report

The Communication Coordinators continued to communicate with our members via E-blasts, through our Facebook page and through our newsletter, *The Gas Exchange*. We also took on new roles on the Cardiorespiratory Division to better facilitate communication between the Executive Committee and our members. The members of our team changed in the past year – Tyler Milton left the Executive and Chris Farley moved into another position. Ina van der Spuy was joined by Christine Pei-Wen Wang and Kasha Pyka.

Between June 2016 and May 2017, we published three issues of *The Gas Exchange*. This year we were able to collaborate with other CPA divisions to produce interdivisional pieces in our newsletters. We added this new section as a way to cross-highlight information relevant to both the Cardiorespiratory Division and other CPA divisions. Our hope is that this will enhance communication between different CPA division members.

Each newsletter had a special theme:

- Winter (March 2016) – In the article “Breathing evaluation and management in Orthopaedics” we learn about the necessity of considering all the body systems as well as biopsychosocial issues to get best results. (Collaboration with the Orthopaedic Division)
- Summer (June 2016) – In the article “Breathing and Postural Control: It’s all about Pressure!” we were given insight on the relationship between postural control and breathing control. (Collaboration with the Neurological Division)
- Spring (April 2017) – In this issue we reminisce with a retired ICU physiotherapist on “Life in the ICU”.

The Gas Exchange continues to provide information regarding continuing education, upcoming courses and conferences that would be of interest to our readers. Members continue to be encouraged to contact the newsletter editors with interesting stories and course announcements from their region.

Depending on the availability and relevance of information, E-blasts were sent out approximately every month. Content included information regarding upcoming courses, award and scholarship information, and recognition of member achievements. Similar to previous years, content was outlined at the beginning of the E-blast to aid members in identifying content pertinent to them.

The Cardiorespiratory Division continues to be active on Facebook. We are able to connect with members and non-members who have “liked” our group titled the *Cardiorespiratory Division of the Canadian Physiotherapy Association*. At the time this report was written we had 622 followers. Posted content included upcoming courses and other cardiorespiratory related material.

Respectfully Submitted,

Ina van der Spuy, Christine Pei-Wen Wang and Kasha Pyka
Communication Coordinators, Cardiorespiratory Division

Education Co-ordinator's Report

Over the last year, as the Education Coordinators for the CRD, we have continued to work towards the development of an educational program within the CRD by:

- We offered several CRD courses this past year:
 - “Physiotherapy Management Principles for Patients with Acute Medical/Surgical Conditions” was offered in Surrey, British Columbia on October 22, 2016. It is scheduled to be offered in Thunder Bay, Ontario on May 6, 2017; Ottawa, Ontario on June 17, 2017 and Gander, Newfoundland on June 23, 2017.
 - “Physiotherapy Management Principles for Patients who are Critically Ill” was offered in Surrey, British Columbia on October 23, 2016. It is scheduled to be offered in Ottawa, Ontario on June 18, 2017 and in Gander, Newfoundland on June 24, 2017.
 - “Exercising people with Heart & Lung Disease” is scheduled to be offered in Thunder Bay, Ontario on May 7, 2017.
- We have been on hold with sponsoring webinars as part of the CPA teleconference series, due to the re-organization of the education structure at CPA. However, due to the demands for teleconference education, the CRD is looking to sponsor one or two education sessions in the fall of 2017. Current topics of need are: chest x-ray interpretation, arterial blood gas interpretation and mechanical ventilation (including optiflow).
- The education coordinators meet as part of the CRD Strategic Planning meetings in December, 2016 and have developed the following four main goals 1) Revision of current educational courses 2) creation of 1-3 new courses 3) working with CPA on creating and implementing a web based course 4) re-organization of current material for current instructors.

It has been our pleasure to serve on the executive this year. We have had a busy and productive year and we look forward to continuing to develop the CRD education portfolio in the coming year.

Respectfully submitted,

Simone Gruenig and Kenneth Wu

Education Co-ordinators, Cardiorespiratory Division

**ICCrPT International Confederation of Cardiorespiratory Physical Therapists.
CPA Cardiorespiratory Division AGM Update 2017**

At the WCPT conference in Amsterdam 2011, there was the approval of a new international interest group for cardiorespiratory physiotherapists, the ICCrPT. The structure of the WCPT is such that the interest group membership is actually the national physiotherapy associations who are the members and not individual physiotherapists. Therefore as members of the Cardiorespiratory Division and the Canadian Physiotherapy Association we can be proud that we are founding members of the ICCrPT and continuing members along with a number of other countries.

Australia, Canada, Croatia, Denmark, Greece, Germany, Hong Kong, Iceland, Iran, Ireland, Japan, New Zealand, Norway, Poland, Portugal, South Africa, Sweden, Taiwan, United Kingdom

The executive of the group is made up of physiotherapists from across the world.

ICCrPT Executive Committee 2015-2017		Country (WCPT region)
President	Shane Patman	Australia (Asia Western Pacific)
Vice-President	Amanda Thomas	UK (Europe)
Treasurer	Natascha Plani	South Africa (Africa)
Secretary	Diana Hopkins-Rosseel	Canada (North American Caribbean)
Membership	Judy King	Canada (North American Caribbean)
Membership	Monika Fagevik Olsén	Sweden (Europe)
Membership	Brenda Morrow	South Africa (Africa)
Member	Yosimi Matsuo	Japan (AWP)
Member	George Ntoumenopoulos	Australia (Asia Western Pacific)
Member	Brenda O'Neill	UK (Europe)

Expert Database

The ICCrPT has an expert database found on the ICCrPT website which facilitates international networking and mentoring. We encourage all Canadian PTs interested in cardiorespiratory physiotherapy to sign up on the database <http://cardioresp.physio/>

Educationally Opportunities Conferences - WCPT

The next WCPT will be held in July 2017 in Cape Town, South Africa. There will be number of papers presented with a focus on cardiorespiratory physiotherapy as well as some preconference courses.

For further information please feel free to contact our two Canadian Representatives

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Judy King, University of Ottawa, jking@uottawa.ca

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Vacant

Financial Statements of the Cardiorespiratory Division

CANADIAN PHYSIOTHERAPY ASSOCIATION

Cardiorespiratory
Division of the Canadian Physiotherapy Association

BALANCE SHEET
(Unaudited, Draft)

31/12/2016

ASSETS

CASH	\$	15,778
INVESTMENTS		39,751
ACCOUNTS RECEIVABLE		853
PREPAID EXPENSES		-
NET CAPITAL ASSETS		-
TOTAL ASSETS	\$	56,381

LIABILITIES AND MEMBER'S EQUITY

ACCOUNTS PAYABLE AND CURRENT LIABILITIES		3,328
DEFERRED REVENUE		3,645
TOTAL LIABILITIES AND MEMBER'S EQUITY		6,973

MEMBERS' EQUITY

RETAINED EARNINGS		56,064
CURRENT EARNINGS		(6,655)
TOTAL EQUITY		49,408

TOTAL LIABILITIES AND MEMBER'S EQUITY	\$	56,381
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CANADIAN PHYSIOTHERAPY ASSOCIATION

**Cardiorespiratory
Division of the Canadian Physiotherapy Association**

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

31/12/2016

REVENUES

MEMBERSHIP DUES	\$	6,993
PROFESSIONAL DEVELOPMENT		7,643
CONGRESS		-
PUBLICATIONS		-
PROFESSION ADVANCEMENT		-
INVESTMENT INCOME		218
TOTAL REVENUES		14,854

EXPENDITURES

SALARIES AND BENEFITS		-
PROFESSIONAL DEVELOPMENT		5,120
OFFICE		2,090
PROFESSION ADVANCEMENT		8,281
CONGRESS		907
GOVERNANCE		5,112
PUBLICATIONS		-
PUBLIC COMMUNICATIONS		-
OCCUPANCY		-
TOTAL EXPENDITURES		21,509

SURPLUS (DEFICIT)

(\$6,655)