

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION

Mission: The Saskatchewan Dental Assistants' Association provides public protection through the regulation of qualified professionals; promotes excellence in oral health care and advocates for the health, safety and wellbeing of dental assistants.

Vision: "Respected, Responsible, Oral Health Professionals Striving for Excellence"

Notice of Annual General Meeting – Saturday – April 20, 2024

Online via Zoom

AGM – 9:00 am

ANNUAL GENERAL MEETING AGENDA

ITEM	REF	PRESENTER
1. <i>Call to Order</i>		R.Cooper
2. <i>Quorum</i>		R.Cooper
3. <i>Approval Agenda</i>	Emailed	R.Cooper
4. <i>Minutes of Meeting April 22, 2023</i>	Emailed	R.Cooper
5. <i>President Report</i>	Verbal	R.Cooper
6. <i>President Elect Report</i>		none
7. <i>Executive Director Report</i>	Verbal	B. Yungwirth
8. <i>Professional Development and Practice Hours Update</i>	Verbal	B. Yungwirth
9. <i>Acceptance of Reports</i>		R.Cooper
10. <i>Old Business</i>		R.Cooper
11. <i>New Business</i>		R.Cooper
<i>Breakdown and explanation of fees</i>		Andrea Ring and Laurie Quesney
<i>Election of council members; Funds held in trust; Staff members; Request for in-person mtg; Professional development hrs; Infection control training; Registration process;</i>		Stacey Wempe
<i>Regulatory board; Separation of membership and regulatory body; Communication; Staff composition;</i>		Laurie Quesney
12. <i>Director Positions</i>		R.Cooper
<i>Nomination received by April 6, 2024</i>		
<i>Cordelia Patton</i>		
<i>Stacey Wempe</i>		
13. <i>Appointment of Signatories</i>		R.Cooper
14. <i>Adjournment</i>		R.Cooper

SASKATCHEWAN DENTAL ASSISTANTS' ASSOCIATION

ANNUAL GENERAL MEETING

SATURDAY, APRIL 22, 2023

ZOOM CONFERENCE 9:00 am

188 members registered; 121 members attended

Council in attendance: J. Prpich, S. Elaschuk, T. Donald, J. Coulter, R. Cooper, M. Blow, K. Ritchie, C. Wright

Staff: B. Yungwirth, K. Kenny, C. Bosley, C. Trenton, C. Ferchuk

Guest: D. Finnie

1. Call to Order:

President J Prpich called the Annual General Meeting to order at 9:00 a.m.

2. Quorum:

With 121 members in attendance, J. Prpich declared that a quorum requirement (as per the SDAA Administrative Bylaws; Section 9.3.2) is met by the members present.

3. Agenda:

J. Prpich called for additions to the agenda. There were no additions.

1. Motion: THAT the agenda be confirmed as presented.

Mover: Deidra Doll 2nd: Carmen Vilness Carried

4. Minutes:

The minutes of the 2022 meeting were pre-circulated. J. Prpich called for errors or omissions. There were none declared.

2. Motion: THAT the minutes of the April 22, 2023 Annual General Meeting be adopted as circulated.

Mover: Debra Funk 2nd: Cara Breton Carried

5. President: J. Prich

J. Prpich welcomed members to the sixty-fifth annual general meeting and updated on events that took place over the past year. This past year was another year of change and renewal. We have continued to experience many changes throughout regulation and dentistry in general.

In early 2022 the SDAA Council reviewed and proceeded with required changes to our Regulatory Bylaws that were needed to meet the requirements of the updated Dental Disciplines Act of 2021. These changes impact how dental assistants will be employed moving forward.

A proposal from a new Saskatchewan private dental assisting school was also received for Council's review and comment in 2022.

The SDAA Council has continued to be focused on how to strategically move our organization forward, The Labour Mobility and Fair Registration Practices Act that was passed in 2022, and the Miscellaneous Health Statutes Act that has just received third reading will change processes for health care disciplines that will impact the way this organization works. Once consistent statement has been confirmed – the change is constant.

Earlier this year at renewal time I sent out an eblast to remind our licensees about the current ongoing primary role of the SDAA. While our name indicates we are an association, the main role of the SDAA is serving as a regulatory body. For those who do not know, this means that the SDAA's foremost responsibility is not to provide professional development courses or offer education to Dental Assistants as an association typically would, but to ensure the public is protected. We do this by having a strict set of guidelines in place for those who are eligible to be registered by the SDAA and practice in a dental facility under the protected title Registered Dental Assistant.

The way the SDAA serves to protect the public, is to enforce minimum qualifications on registrants. This current criterion includes, our licensees having successfully completed an accredited dental assisting program, AND successfully being able to pass the NDAEB written exam; OR completing a non-accredited dental assisting program, successfully passing the NDAEB written exam, and passing all minimum competencies on the NDAEB Clinical Practice Evaluation. We also do this by confirming that licensees are completing continuing education, including current CPR and an approved annual infection control course.

This criteria is determined by policy and by-laws, at the direction of SDAA Council, government officials, lawyers, policy governance specialists, and national dental assisting regulators. The rules are implemented by the SDAA staff.

I want to remind our licensees that you all have the ability to volunteer for a Council Member position and make your voice heard. We are always looking for RDAs from a variety of work experience, locations throughout the province, and career paths taken by RDAs. This is the only way we can guarantee our Council reflects the diversity of Dental Assistants in Saskatchewan.

6. President Elect Report: R. Cooper

Hello everyone! As president-elect of the SDAA, I have worked to support both our president and the SDAA as we focus on strategic leadership and governance.

In the fall of 2022 Council held a second annual strategic planning day where we reviewed our strategic directions and discussed priorities for the organization. In October, along with other members of the Professional Conduct and Discipline Committees, I attended a session on Investigation training. The training had attendees from other healthcare regulators in this province. It was helpful to see the progress we have made and to get ideas on how we can work toward consistency in the priority of public protection.

With the growing number of regulatory changes that will be coming, relating to the legislation just mentioned, we will work toward ensuring our processes and priorities continue to support competent licensed dental assistants across Saskatchewan. I hope you have registered to hear the presentation following this AGM as we review the definitions of and differences between Regulation and Membership. Take care of each other and stay safe.

7. Executive Director Report – B. Yungwirth

The Council defines the Mission, Vision, and Strategic Outcomes, then staff has the responsibility to ensure that the outcomes are accomplished through various staff activities. The Vision and Mission were reviewed and revised at the February 2022 Council Meeting.

The revised Vision for SDAA is “Respected, Responsible, Oral Health Professionals”.

The revised Mission for SDAA is “The Saskatchewan Dental Assistants’ Association provides public protection through the regulation of competent practitioners and advocates for the health, safety, education and well-being of dental assistants”.

The following provides an overview of SDAA activities in 2022.

- For the first time in 2022, Saskatchewan Provincial Archives was used. A total number of 14 boxes were sent off to this government agency so that members of the public have access to this historical information.
- (NDAEB), the Commission on Dental Accreditation of Canada (CDAC), and Canadian Dental Assisting Regulatory Authorities (CDARA).
- Organizations (NIRO) and the Saskatchewan Oral Health Professions (SOHP).
- As mentioned, Council continues to focus on their accountability through strategic planning and governance review, with more to come in 2023.
- Financial accountability is maintained with a two signature/approval system for all payments, monthly statement review by the SDAA officers, and financial statement review at each Council meeting.

Balance sheet and income statement presented.

3. Motion: THAT the SDAA audited financial statements for the period January 1, 2022-December 31, 2022 be accepted as presented.

Mover: Cara Breton 2nd: Darcie Fall Carried

4. Motion: THAT Virtus Group is appointed to audit the financial statements as of year-end December 31, 2023.

Mover: Kristy Okunola 2nd: Carmen Vilness Carried

B. Yungwirth continues: 2022 was a year with many reviews and adaptations in our organization, our health system, and our overall lifestyles. We worked with the other Saskatchewan Oral Health Professional Regulators to update infection prevention and control standards and protocols for all of our licensees.

Some membership stats include:

Final Membership Statistics for 2022:

Full practice members: 1304

Restricted Practice member: 0003

Temporary Restricted Practice members: 0036

Non-Practice Members: 0221

TOTAL: 1564 (includes Honorary Life: 011)

Responded to over 300 licensing inquiries from Jan 1 to December 31, 2022.

Demographic stats for 2022

Male: 17 Female: 1470

A written summary of these reports will be shared on our updated website. Thank you for your ongoing support.

8. Clinical Coordinator & Professional Development: B. Yungwirth

2022 held many changes as we reviewed how we internally align tasks within SDAA Staff.

Kendra Bouw left the SDAA for personal reasons in 2022. Christina Ferchuk continued to approve professional development credits for licensees; In mid-2022 Charlene Bosley joined our staff and is responsible for administrative support services, as well as managing the job board. These ladies worked to ensure accurate records for the SDAA and its licensees.

There were 3 webinars provided at no cost to members in 2021 with a total of 826 member attendees in total.

In the 2023 licensing renewal period, SDAA moved to ensure compliance with legislation, and to be consistent with our counterparts in other provinces, and the other oral health care regulators in Saskatchewan, and strictly enforced renewal deadlines and reinstatement fees.

A total of 119 jobs were posted in 2022; of those jobs 212 were for full time positions, 35 were for part time positions, and the remainder did not specify. There were 209 Dental Assistant postings, 34 reception postings, 3 sterilization assistants and one other lab tech posting.

Regina 35

Saskatoon 52

Out of Province 1

Other communities 21

9. Acceptance of reports – J. Prpich

5. Motion: THAT all reports be accepted

Mover: Carissa Hogan 2nd: Edith Ayuban Carried

10. Old business - no old business was reported

11. New Business: No new business was brought forward to be included in the agenda

12. Awards - the names put forward for recognition are as follows:

a) 25-year marble coasters will be mailed out to the following members:

Jennifer Noreikat

Raeleen Muller

Judy Kustiak

Sara McMillan

Trina Beck

Sandra Proseilo

Michelle Bentley

Amanda Labar

Charlene Alain

Karryn Hedley

Bertha Chartier

Sherry Sigurdson

Tara Christenson

Lana Longmire

Lori Bremner

Lisa Wensely

Congratulations on 25 years of SDAA membership!

b) The Certificates of Recognition will be mailed to the following members

30 Years of Service

Christa Bourassa

Jo Anne Johnson

Deborah Bailey

Bonnie Wudrich

Carrie Kiel

Doris Aasen

Cheryl Olberg

Shanon Langenfurth

Donna Punk

Shelley Stagman
Cori Patenaude
Andrea Sandbeck
Jennifer Sippola
Gaylene Vidal
Janet Strohan
Lizanne Yeomans
Nicole Hooper
Patricia Czaplicki
Laurie Sochaski
Cheryl Zepick

Congratulations on 30 years of SDAA membership!

35 Years of Service

Beatrice Fortier
Elaine Posehn
Nancy Roth
Connie Wruck
Kimberlee McDougall

Congratulations on 35 years of SDAA membership!

40 Years in the Profession

Katherine Ravndahl-Becker
Sandra Barker-Schmidt
Glenda Bussiere
Brenda Novenski
Tammy Dobrescu
Joyce Hargrave
Janice Harrison
Carmen Vilness

Sandy Welter

Rita Tkatch

Dawn Schmaus

Marlene Borsheim

Trudy Tuttle

Congratulations on 40 years of SDAA membership!

45 Years of Service

Joyce Boehr

Lorie Dolinski

Deanna Falkner

Denise Hamon

Kerrie Krieg

Barbara Le Sann

Marlene Magnus

Deborah Wild

Congratulations on 45 years of SDAA membership!

b) Honorary Memberships and other awards

We would like to accept the following nominations:

Susan Holdt award Ashley Michell

Marg Steckler award Melissa Blow

Honorary Membership Sheryl

13. Nominations for Director to Council: there are two vacancies in SDAA Council. Shannon Elaschuk has agreed to stay on for a second term. Individual who has been nominated to a first term as Director of Council is Ashley Mitchell. No additional nomination forms were received.

6. Motion: THAT Shannon Elaschuk be elected for a second three-year term, and Ashley Mitchell be elected to a first three-year term, by acclamation as a director on the SDAA Council effective immediately.

Mover: Danine Faber 2nd: Pam Kardash Carried

14. Appointment of Signatories – J. Prpich

7. Motion: THAT Jenn Prpich, Rikki Cooper and Brenda Yungwirth be appointed as signatories until a President Elect is determined.

Move: Melanie McLean 2nd: Andrea Braniff Carried

Anyone interested in joining council email, Brenda, myself or a staff member through email or phone call.

15. Adjournment – J. Pripch

Recognizing the wishes of our licensees via the survey, our next meeting will be held via Zoom on **Saturday, April 20, 2024**. I encourage each of you to join us. I thank you all for your mutual patience as we work through all the changes brought about by the past years!

I declare this sixty-fifth Annual General Meeting adjourned at 9:40 am.