

## ANNUAL GENERAL MEETING MINUTES

College of Dental Hygienists of Saskatchewan (CDHS)

Wednesday March 19, 2025 at 7:00 PM

Virtual: ZOOM

### OPENING REMARKS

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- Only registrants of the College of Dental Hygienists of Saskatchewan are eligible to speak or vote on any matter.
  - Only registrants who were in attendance at the March 20, 2024 Annual General Meeting are eligible to make a motion related to the 2024 Annual General Meeting Minutes.
  - Attendees were instructed to utilize the 'reactions' feature in order to make or second a motion.
  - The President will call for a vote by objection. Therefore, silence will serve as a vote. If an attendee is not in favor of the vote or has questions, questions are to be directed to the Moderator within the chat.
  - Elections to be accomplished by means of a virtual poll. A test poll was launched for attendees to practice utilizing this feature.
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#### 1. Call to Order

Council President Carla Ofstie called the Annual General Meeting (AGM) of the College of Dental Hygienists of Saskatchewan (CDHS) to order at 7:03 PM. A virtual Land Acknowledgment was conducted. Quorum was confirmed; the CDHS currently has 785 registrants, 114 of whom attended the meeting.

Council introductions were facilitated:

|                     |                                       |
|---------------------|---------------------------------------|
| Carla Ofstie        | <i>President, Elected Member</i>      |
| Stacie Beadle       | <i>Vice-President, Elected Member</i> |
| Barbara Lacourciere | <i>Elected Member</i>                 |
| Dawn Van Dresar     | <i>Elected Member</i>                 |
| Bobbi Jean Levorson | <i>Elected Member</i>                 |
| Kayla Bakken        | <i>Elected Member</i>                 |
| Robbie Gamble       | <i>Public Representative</i>          |
| Reola Mathieu       | <i>Public Representative</i>          |

Meeting materials for the AGM were distributed to registrants by email on March 12<sup>th</sup>, 2025, and are also available on the CDHS website.

#### 2. Approval of 2025 Annual General Meeting Agenda

Motion: To adopt the 2024 Annual General Meeting Agenda as circulated.

Moved: Stacie Beadle

Second: Barbara Lacourciere

Vote: Carried

#### 3. Approval of 2024 Annual General Meeting Minutes

Motion: To approve the Annual General Meeting Minutes from March 20<sup>th</sup>, 2024, as circulated.

Moved: Kayla Bakken  
Second: Dawn Van Dresar  
Vote: Carried

#### 4. Report from President – Carla Ofstie

At the 2024 AGM, Council welcomed newly elected members Bobbi Jean Levorson and Dawn Van Dresar. Carla Ofstie was elected President and Stacie Beadle was elected Vice-President. In August 2024, Public Representative Robbie Gamble was appointed to Council.

During the 2023–2024 year, Council held three regular meetings (two in person and one virtual), one special meeting, and a hearing regarding a deferred applicant for registration. Council also held a team-building event and participated in an education session on Regulatory Governance in conjunction with the Saskatchewan Dental Assistants' Association.

Council undertook significant work related to human resources in response to a shift in governance. To support her role as President, Carla Ofstie participated in education sessions focused on the role of the Chair.

#### 5. Report from Legislative Committees

The Legislative Committees had no activity to report for the 2023–2024 year.

#### 6. Election of Council

Acknowledgements were given to Carla Ofstie and Kayla Bakken for their service on Council and the completion of their terms (2022–2025). Acknowledgements were also extended to Ken Smith for his retirement from public service and his contributions as a Public Representative on Council (2023–2025).

The slate of nominees was electronically circulated in advance of the AGM and is available on the CDHS website.

Motion: To elect Sarah Krawchuk, Melonie Schultz, and Claire Fischer to the CDHS Council by acclamation.

Moved: Kellie Watson  
Seconded: Stacie Beadle  
Vote: Carried

#### 7. Bylaw Update- Shelby Hamm

During the 2023–2024 year, no revisions were made to the Regulatory Bylaws. Council has, however, identified necessary updates to ensure the bylaws remain valid and current. A consultation package will be prepared for these amendments before submission to the Ministry for approval.

Council has also decided to proceed with significant reform to the Administrative Bylaws in response to an amendment to *The Dental Disciplines Act*, enabling an appointment-based process for Council composition in place of the election process. Additional objectives include updating the organization's operating name, terminology, and addressing gaps in Council terms.

The Governance Committee has prepared a draft of the Administrative Bylaws, which will be presented to Council in May. If approved, the bylaws will require that applicants to Council must be registrants of the CDHS, and the appointment process is anticipated to be implemented in early 2026.

8. Management Review of Financial Statements- Max Lingard (Lingard and Dreger, LLP)

The financial statements for the 2023–2024 fiscal year were circulated in advance of the meeting and are available in the Annual Report.

A review engagement, rather than an audit, was conducted for the 2023–2024 fiscal year. CDHS is in a strong financial position, with assets exceeding liabilities, reserves designated for specific purposes, and an excess of revenue over expenses. Licensing revenue remains the primary source of income.

During the 2023–2024 fiscal year, CDHS allocated funding for the development of the Dental Hygienists Alliance of Saskatchewan Inc., with reimbursement for these expenses not expected.

No comments or questions were raised regarding the presentation of the financial statements.

9. Other Business- Shelby Hamm

At the 2024 AGM, Council announced approval for the Saskatchewan Dental Hygienists' Association (SDHA) to change its operating name to the College of Dental Hygienists of Saskatchewan (CDHS). This change became effective on July 1, 2024. Although a legal name change requires an amendment to *The Dental Disciplines Act*, the Ministry permitted the SDHA to operate under the new CDHS business name.

The 2023–2024 year marked a significant transition for CDHS, including the establishment of a separate professional association to assume professional association activities previously performed by the SDHA. The Dental Hygienists Alliance of Saskatchewan (DHAS) officially launched as an independent organization on November 1, 2024.

A Professional Liability Insurance Policy was published in response to the decision to discontinue collecting CDHA membership dues on behalf of registrants. Publication of this policy completed the final step in providing registrants the freedom to choose their insurance provider. Registrants continued to opt for coverage offered through CDHA membership.

10. Adjournment

No resolutions were brought forward.

Motion: To adjourn the March 19, 2025 Annual General Meeting.

Moved: Donna Gessner

Seconded: Melody Weimer

Vote: Carried

The President adjourned the Annual General Meeting at 7:26 PM.