



CDAA Executive Director's Quarterly report
July-September 2018

Below is a detailed account of my work during the 3rd Quarter of 2018.

Operations

- Accounts with suppliers and service-providers were maintained and are up-to-date.
- I provided the Executive Director Quarterly Report for the period of April through June to the Board on June 22, 2018 and it was circulated to Organizational Members on August 21, 2018.
- I prepared meeting packages for two (2) in-person Board meetings – June 22 and June 24, 2018 and two (2) Board conference calls –August 23, and September 26, 2018. Minutes for all four meeting were approved and provided to Board members in a timely fashion.
- Home office space is fully functional and operating at full-capacity.
- Due to circumstances beyond CDAA's control, I met with various companies to determine where best CDAA should house its head office. This decision is pending review by the Board and a final decision and location is anticipated for early Q4 2018.

Human Resources

- I meet daily with the Administrative Assistant to review daily and upcoming deliverables and discuss timelines, expectations and requirements.
- I finalized my contract renewal with the Board for 2018-2019 on September 30, 2018. Compensation remained static with a reduction in employee benefits to zero.
- I finalized a contract renewal with Ms. Ashley Mahoney for 2018-2019 as the Administrative Assistant for CDAA effective October 2, 2018. Compensation remained static.
- I finalized my performance evaluation with the Board and no issues were brought to my attention.
- I finalized a performance evaluation with Ms. Mahoney and no significant issues were brought to her attention during this process.
- I have completed the Bi-annual Executive Director Compliance report for July 2018. It was reviewed and approved on August 16, 2018.
- No HR issues raised during Q3 of 2018.

Financial

- I have submitted July, August and September 2018 financial statements to the Board for their approval. All have been approved by the Board.
- I have submitted the CRA Payroll remittances prior to their due date to CRA.
- In an effort to streamline and reduce costs, I have established a secure, online banking platform for CDAA. This transition continues to evolve and is expected to be completed and fully operational in Q4 of 2018.



CDAA Executive Director's Quarterly report
July-September 2018

- I have consulted regularly with the accountant, Mr. Brian Stinson on invoices, seeking clarification on budget line items, etc.

Research and Knowledge Transference

- I, along with my counterpart at the NDAEB drafted letters to all regulatory authorities and some provincial associations, requesting they consider their level of involvement in the upcoming National Occupational Analysis 2019 project. These letters will be followed up with teleconferences with each of the jurisdictions over the coming months as the CDAA and NDAEB work together to launch this important initiative.
- Following discussions at our AGM, I contacted the Canadian Dental Association to work collaboratively on a research project that would examine the barriers to employment currently facing dental assistants across Canada. The project is in its infancy but will evolve into Q4 of 2018 through Q1 of 2019.
- I explored an opportunity to work collaboratively with our hygiene colleagues to launch a survey on what is a healthy workplace. This project continues to evolve and will launch in Q4 of 2018.

Advocacy

- I attended an inaugural meeting of a working group on September 24, 2018 which is looking to discuss and address membership numbers facing organizations in both Canada and the United States. Members are providing support and sharing best practices. The group will meet quarterly.

Renewal

- Further to discussions with Organizational members during the CDAA AGM, I drafted and provided letters to former provincial member associations requesting they consider returning to CDAA as an Organizational member. The responses to our letters are pending.
- The Provincial Conference call was held on September 13, 2018. Representatives from OMs and former OMs provided an update on the situation in their respective jurisdictions. Final minutes resulting from this call were circulated to provincial representatives on October 9, 2018.

Stephanie Mullen-Kavanagh
Executive Director, CDAA