



CDAA Executive Director's Quarterly report
October – December 2018

Below is a detailed account of my work during the 4th 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 July through September to the Board on January 2, 2019 and it was circulated to Organizational Members on January 9, 2019.
- I prepared meeting packages for three (3) Board conference calls – October 22, November 26 and December 13, 2018. Minutes for all three meetings were approved and provided to Board members in a timely fashion.
- Home office space is fully functional and operating at full-capacity.
- A contract was signed for a new shared head office space in October 2018 with Innovative Professional Offices. The interim mail forwarding service that was put in place until a new head office space could be acquired ended and head office is now fully operational.

Human Resources

- I meet daily with the Administrative Assistant to review daily and upcoming deliverables and discuss timelines, expectations and requirements.
- 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 from the previous contract.
- No HR issues raised during Q4 of 2018.

Financial

- I have submitted October 2018 financial statements to the Board for their approval and they been approved by the Board.
- I have submitted the CRA Payroll remittances prior to their due date to CRA.
- Year end audit 2018 is slated to occur in late February 2019.
- Training on the new online banking and payment system was completed by myself, bookkeeper and President in mid-November 2018. Test transactions were issued in December. Fully operational system anticipated for Q1 of 2019.
- A draft budget for 2019 was provided to the Board for their consideration on November 26, 2018. Approval is pending.
- 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, met via conference call with regulatory authorities and some provincial associations, to ascertain their level of



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involvement/commitment to the upcoming National Occupational Analysis 2019 project. Based on these discussions, an initial meeting of project partners is anticipated for early 2019.

- The Canadian Dental Association has partnered with the CDAA providing financial support and resources to work collaboratively on a research project that would examine the barriers to employment currently facing dental assistants across Canada. A draft survey has been developed and circulated to both the CDAA and CDA Boards for their comment. This file continues to evolve.
- The CDAA and the Canadian Dental Hygienists Association worked collaboratively to launch a survey in November 2018 on what is a healthy workplace. 16% of CDAA members responded to the survey, with the highest number of responses from Alberta and Nova Scotia members. Thank you to all the Organizational Members who facilitated getting the surveys out to dental assistants across the country. An analytical report is anticipated for end of February 2019.

Advocacy

- The North American DA Professional Association Membership Committee will examine and discuss how to address declining membership in both Canada and the United States. Members are providing support and sharing best practices. The group will meet again in February 2019.

Renewal

- In response to letters sent to former provincial member associations requesting they consider returning to CDAA as an Organizational member, both Saskatchewan and Ontario have declined our offer to return to CDAA at this time. Both associations however, have expressed a continued commitment to work collaboratively with CDAA on areas of mutual interest. A formal response to our letter from the Certified Dental Assistants of British Columbia is pending.
- The Provincial Conference call was held on December 3, 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 December 13, 2018.

Stephanie Mullen-Kavanagh
Executive Director, CDAA