



College of Respiratory
Therapists of Ontario

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CRTO EXECUTIVE MEETING MINUTES

DATE: May 14, 2021 – 1130 - 1230

LOCATION: Via Zoom videoconference

IN:

PRESENT: Allison Chadwick, RRT (President)
Rhonda Contant RRT (Vice-President)
Lindsay Martinek, RRT
Kim Morris

STAFF: Carole Hamp, RRT Acting Registrar
Amelia Ma Finance & Office Manager

REGRETS:

ITEM

1. APPROVAL OF AGENDA

MOTION

Moved: Kim Morris/ Rhonda Contant
That the Executive meeting agenda be approved.

CARRIED (UNANIMOUSLY)

ACTION

No action required.

2. APPROVAL OF THE MINUTES

MOTION

Moved: Allison Chadwick/ Rhonda Contant
That the Executive meeting minutes for both Sept. 9, 2020, and April 14, 2021, be approved.

CARRIED (UNANIMOUSLY)

ACTION

No action required.

3. REGISTRAR'S REPORT, FINANCIAL STATEMENTS & INVESTMENTS

Registrar's Report

This report was not read at the meeting, as it will be reviewed at Council. However, there was discussion regarding the upcoming election and vacancies that will be created due to the end of the terms of several Executive, Council, and Public Members.

3.1. Financial Statements

Only the highlights of this statement were reviewed, as it will be examined closely during the upcoming Council meeting.

3.2 Investments

Only the highlights of our Investments Portfolio were reviewed, as it will be examined closely during the upcoming Council meeting.

4. NEW BUSINESS

4.1 2020 – 2021 Audit Findings

Lanjun Wang (Hilborn) presented its findings from our most recent financial audit to the Executive Committee. There were no questions for the auditor.

MOTION

Moved: Allison Chadwick/Kim Morris

That the 2020 – 2021 audit findings be recommended to Council for approval.

CARRIED (UNANIMOUSLY)

ACTION

The audit finding will be presented to Council at the May 28th meeting.

4.2 Draft Council Agenda (May 28, 2021)

MOTION

Moved: Rhonda Contant/ Lindsay Martinek

That the May 28, 2021, Council agenda be approved.

CARRIED (UNANIMOUSLY)

ACTION

No action required.

4.3 Assessment of the External Auditor

The Executive Committee reviewed the assessment criteria previously used to evaluate the suitability of our current external auditor - Hilborn LLP.

MOTION

Moved: Allison Chadwick/Kim Morris

That the 2020 – 2021 audit findings be recommended to Council for approval.

CARRIED (UNANIMOUSLY)

ACTION

The audit finding will be presented to Council at the May 28th meeting.

9. NEXT MEETING

To be determined.

11. ADJOURNMENT

MOTION

Moved: Lindsay Martinek /Kim Morris

That the meeting be adjourned.

CARRIED (UNANIMOUSLY)

Action:

The meeting adjourned at 1230 p.m.

Allison Chadwick RRT, President