



The Canadian Association  
for Enterostomal Therapy

Association Canadienne  
des Stomothérapeutes

## **Minutes**

### **Annual Membership Meeting (AMM)**

**Saturday June 4, 2016**

**0900-1200**

**The Westin Hotel  
The St. Antoine Room  
270 Rue Saint Antoine  
Montreal, Quebec H2Y 0A3**

From 0820h – 0900h, registration of CAET voting members took place.

The launch of the “Go to Webinar: The Electronic Broadcast of the 2016 CAET AMM” was initiated. Four members were online; one member was on the phone only.

Before the meeting was called to order, Cathy Harley, Executive Director of the CAET, presented the ET Nurses Week contest winners. The submissions all highlighted the tri-specialty of ET nursing and its impact on nursing practice and the health care system. CAET received 3 video and 3 photographic submissions. Two submissions tied for the win – Anne-Marie Lanciaux, Quebec and Valerie Chaplain, Quebec. Congratulations to both teams!

#### **CAET AMM Call to Order**

At 0910h, the meeting was called to order by the CAET President, Paulo Da Rosa. Paulo Da Rosa welcomed everyone to the 2016 CAET AMM. Rosemary Hill was appointed as time keeper for this meeting. Neal Dunwoody and Margaret Chalk were appointed as counters for this meeting.

#### **CAET Board of Directors, Core Program Leaders, CAET Executive Director, and CAET Academy Director Roll Call**

The roll call was done by Lina Martins, Secretary for the CAET, as follows:

*CAET Executive*

President  
President Elect  
Treasurer  
Secretary

Paulo Da Rosa  
Rosemary Hill  
Deb Cutting  
Lina Martins

*Regional Directors*

BC/Yukon  
Prairies/Nunavut/NWT  
Ontario  
Quebec  
Atlantic

Teresa Stone  
Karen Napier  
Donna Fossum  
Nevart Hotakorzian  
Kathy Mutch

*Core Program Leaders*

National Conference Planning  
Informatics and Research  
Professional Development and Practice  
Political Action  
Marketing

Mary Hill  
Jean Brown  
Mary Mark  
Kim LeBlanc  
Susan Mills Zorzes

*Executive Director*

Catherine Harley

*CAET Academy Director*

Virginia McNaughton

**Credential's Report – Quorum**

The credential's report was presented by Lina Martins, Secretary for the CAET: CAET reached quorum – 56 voting members (this included in person and webinar attendees)

**Review and Adoption of 2016 AMM Agenda**

I, Paulo Da Rosa, move to approve the 2016 CAET AMM agenda. Debbie Miller seconded the motion. There were no further additions to the agenda. All members in attendance were in favour of the agenda as presented. Motion carried.

**Adoption of the 2015 CAET AMM Meeting Minutes**

I, Lina Martins, move to approve the 2015 CAET AMM minutes. Gail Creelman seconded the motion. **Appointed counter and motion of public accountant to be added to the minutes.** It was requested that the minutes be signed by the secretary, as recorder, and by the president, as being passed. An update on the hernia research/publication was requested. Lina Martins, in her position as CAET Canadian Features Editor for the JWOCN, reported that the hernia publication was in queue for electronic publication in JWOCN, July 2016, and then in the paper journal in Sept. 2016. The question was asked why CAET was not publishing the research in The LINK. The response was that authors have the right to pursue publication wherever they would like and that authors would opt for consideration of their work in a peer reviewed journal. There was no further discussion. With the minutes amended as per above, 3 voting members abstained. The remaining voting members were in favour. Motion carried.

**Adoption of the CAET 2015 - 2016 Annual Report**

Adoption of the 2015 - 2016 CAET Annual Report was put forward by Lina Martins with reports contained from the following:

*President* – report stands

*President Elect* – report stands

*Treasurer* – report stands

*Secretary* – report stands

- Regional Directors* - Atlantic – report stands
- Quebec – report stands
- Ontario – report stands
- Prairies/Nunavut/NWT – report stands
- British Columbia/Yukon – report stands

- Core Program Leaders* - National Conference Planning – report stands
- Professional Development and Practice – report stands
- Informatics and Research – report stands
- Marketing – report stands
- Political Action – report stands

*CAET Academy Director* - report stands

*CAET/JWOCN Editorial Board Feature Section Editor* - report stands

*Nominations Chair* - report stands

I, Lina Martins, move to approve the 2015 - 2016 Annual Report as written and submitted to the CAET members. Dianne Garde seconded the motion. There was no further discussion. 3 voting members abstained. The remaining voting members were in favour. Motion carried.

## **CAET President's Report (Paulo Da Rosa)**

Paulo Da Rosa presented his 2015-2016 President's Report, focusing on the outcomes achieved *within the Association* and *within the Academy* and provided direction on where CAET is going in the future.

### ***Within the Association:***

1. National Conference Core Program
  - Held the 2015 National Conference in Halifax, Nova Scotia, with 255 participants in attendance. The Leadership workshop was launched as was the Reverse Trade Show, both with positive feedback. The workshop structure of the conference was well-received by participants, as indicated in the post conference evaluations.
2. Informatics and Research Core Program
  - Patient Decision Aid for Self-Catheterization launched with an article published in the December 2015 LINK and a free downloadable link on the CAET website
  - Revisions to the Best Practice Recommendations for Enterocutaneous Fistula are in progress
  - Ostomy booklet updates have been earmarked as a potential future priority
3. Marketing Core Program
  - Continue to work on consistent branding of CAET
  - Redevelopment of the CAET website has been an enormous undertaking with several setbacks. Ultimately, a new website company was hired to assist with this redevelopment. In addition, a new data base programmer was found to address the issues with the "Find an ET" program.
  - ET Nurses Week – this initiative was co-facilitated with our WOCN partners in April 2015 with the advertised headliner "The Total Package"
4. Political Action Core Program
  - Advocacy to support provincial/national ostomy reimbursement, in partnership with Ostomy Canada Society:
    - o In Ontario, the Task Force was successful in lobbying the government for a 62% increase in Assistive Devices (ADP) funding of ostomy supplies as well as temporary ostomy funding.
    - o An awareness campaign earmarked by an interview of an ETN and a patient was televised on daytime television
    - o The Ostomy Impact Study was initiated
    - o In Atlantic Canada, a strategy was developed to support universal funding of ostomy supplies

## 5. Professional Development and Practice Core Program

- CAET Standards of Enterostomal Therapy Practice were revised based on feedback from the CAET Board and Membership. A stakeholder review process was completed.
- Conservative Sharp Wound Debridement Project – an extensive review of the literature was completed and findings have been organized into a template format in preparation for future course development
  
- C.N.A. Certification: CETN(C) – more than 100 ET nurses nationally have achieved certification, with many ET nurses now re-certifying. CAET is actively involved on the C.N.A. Certification Task Force. It was highlighted that now ETNEP graduates can write their certification exam sooner

### ***Within the Academy:***

Paulo Da Rosa briefly highlighted the areas of programming that the Academy has been diligently working on, inclusive of the ETNEP, the K2P, and international education. Details will be provided later in this meeting by the Academy Director, Virginia McNaughton.

### ***Where are we now?***

- Our new CAET re-designed website is now on a new server
- Patient decision aids are available in brochure format and on the website for download
- The CAET Leadership Program has been launched
- A successful 2015 year-end financial audit was achieved
- The CAET Administrative Manual is earmarked for completion in the coming year
- A reassessment of our data base and alignment of the technology with the future direction of the association is being investigated
- CAET has new Standards for Enterostomal Therapy Nursing Practice, 2<sup>nd</sup> edition
- The CAET/JWOCN partnership continues to be strong and moving forward, under the leadership of our CAET Canadian Feature Editor, Lina Martins

### ***Where are we going?***

- We need to:
  - o Maintain and build membership. The plan is to focus on member benefits/value inclusive of expanded resources for ETNs and enhanced educational programs
  - o Advance the ET profession by strengthening our national and international voice/presence in wound, ostomy and continence care
  - o Continue to enhance our advocacy efforts for ETNs
  - o Improve access to ETN relevant data

### ***How will we get there?***

- Strategic Plan 2014-2017
- Operational Plan (annual)
- Core program priorities

Paulo Da Rosa thanked the CAET membership, the Board of Directors, the Core Program Leaders, and the Conference Planning Committee for all of their work and support during his presidency.

### **CAET Executive Director's Report (Cathy Harley)**

Cathy Harley reviewed our 2014-2017 CAET Strategic Plan, focusing on “connecting in new ways to make the CAET more influential, accessible, responsive and accountable” and asked membership to reconsider the findings from our environmental scan, which demonstrated:

- A fragmented healthcare system with inequity in patient care delivery/product access
- The CAET name is not reflective of what ET nurses do (namely wound, ostomy and continence care)
- Succession planning and the need to examine the impact of retirement on the number of ETNs
- The need to support I.T. skills of ETNs – need electronic file sharing system and other computer skills for Core Program members to improve efficiency when working from a distance
- The need for website redevelopment and social media platforms
- The need for leadership development of ETNs to build and sustain the future generation
- The need for financial sustainability and diversification of revenue streams
- That the government is looking at health system sustainability

Cathy reminded membership of the diverse impact CAET and ETN's have within the public domain, and itemized our stakeholders. The strategic direction the CAET will take in 2014-2017 will include 3 areas: member products and services, advocacy and representation, and community building.

The CAET commitment for 2014-2017 includes:

- Provide “best in class” evidence based education in wound, ostomy, and continence
- Enable best practices in wound, ostomy and continence patient care
- Advance ET nursing career development and leadership capacity to create effective inter-professional teams, advocacy platforms and CAET governance

The desired outcomes will be:

- Specialized ET nursing practice performed at a high standard
- Patients will benefit from safe and effective care
- ET nurses will lead the development of effective inter-professional teams and advocate for better patient care

- CAET members will be prepared to volunteer for projects/Board positions and will be recognized by Administration/Management for value

Cathy Harley presented CAET's current mission and vision statements. The *mission* reads as follows:

*The Canadian Association for Enterostomal Therapy is a national organization that unites and serves Enterostomal Therapy Nurses and Associates through Advocacy, Education and Research for the highest quality of specialized care for individuals experiencing wound, ostomy or continence issues.*

The CAET *vision* was presented as -

*Leading excellence in wound, ostomy and continence management.*

The CAET membership growth pattern, from 2010-2016, across all provinces and internationally, was highlighted, with an overall number of members in 2016 of 397. 2016 was our biggest membership accrual year.

The 2014-2017 Strategic Priorities were discussed, with bringing value to the CAET members as a main focus of the association. Additional priorities include strengthening membership, establishing a clear identity, achieving measurable improvement in CAET member's understanding of how the CAET is governed and managed (clear governance model), developing an outcomes research platform and completing outcomes research in ostomy to support lobbying efforts, managing existing resources and making sound long-term choices that allow core programs and services to be sustainable, continuing to grow national and international recognition for academic excellence, building leadership capacity, advocating for and representing the interests of ETNs, developing a technology infrastructure, and engaging contracted staff that are satisfied and committed to the goals of the organization.

Cathy Harley reviewed the CAET's national collaborations with:

- Canadian Nurses Association (CNA) – CAET is a member and will be actively involved in the Canadian Network of Nursing Specialties for specialized RN groups/associations
- Ostomy Canada Society – collaborating on the Ostomy Reimbursement Task Force; marketing promotion of the “Find an ET” program; supporting the “Stoma Stroll” fundraiser
- Canadian Continence Foundation – discussions around a continence reimbursement initiative have been started; part of the 2020 bid for the conference in Ottawa
- Wound Care Alliance Canada – CAET is part of the steering committee
- Canadian Association of Wound Care – CAET is part of a lobbying group looking at removable off-loading device reimbursement. This will become a national lobbying effort
- Canadian Diabetes Association – CAET and others met with policy advisors in April, 2015 and then on Parliament Hill in May, 2015
- World Council of Enterostomal Therapists (WCET)
- Wound, Ostomy, Continence Nurses Society (WOCN) – collaboration on the 2016 joint conference in Montreal

- National Pressure Ulcer Advisory Panel (NPUAP) – CAET was represented at the table
- American Association of Advancement of Wound Care (AAWC)
- North American Wound Care Council (NAWCC) – CAET was represented at the table

The question was asked if CAET would consider having a joint membership for CAET and WOCN. It was thought that from a financial perspective, it would be cost prohibitive given the exchange rate and that the only way to consider this would be to charge in Canadian dollars. This was put on the table for further exploration. Dianne Garde reminded the membership that in 1981 CAET decided to separate from WOCN and she asked the question why would we rejoin now.

Debbie Miller reminded the membership of another collaborative venture with the colorectal society in the development of the 2016 guidelines.

Details of the CAET Leadership Program were highlighted for the membership, inclusive of:

- *Mandate:* make the leadership skills of Enterostomal Therapy Nurses visible and advance the profession
- *Why develop the CAET Leadership Program:* It was identified in the 2014 CAET Strategic Plan as a priority because ETNs were being replaced by lesser skilled health professionals; there was no recognition of specialization for increased pay; senior administration was not clear on the value of an ETN to the healthcare system (tri-specialty); ETNs need to develop a stronger voice to support change
- *Program Goals:* develop a road map for strengthening the leadership skills of ETNs to impact both their personal and professional lives; build a sustainable wound, ostomy and continence nursing specialty
- *Program Overview*
- *Program Time Commitment*
- *Leadership Framework* used in the program
- *What's in it for the participant*
- *9 Leadership Challenge Projects:*
  - o *Formation of a Provincial Ostomy Committee* (Rosemary Hill)
  - o *CAET/ET Nurse Name Change Decision Project* (Cathy Harley, Lina Martins, Susan Mills-Zorzes, Paulo Da Rosa)
  - o *Defining the ET Nurse Role in Alberta* (Karen Napier, Mary Mark)
  - o *Making a Business Case for an Inpatient ETN* (Diane Leber)
  - o *Cost/Benefit Assessment ET Nurses* (Nevart Hotakorzian)
  - o *Living Well After Stroke – A Secondary Prevention Group* (Julia Bresnai)
  - o *Building a Centralized Ostomy Information Repository* (Monica Frecea, Julia Tjan Thomas)
  - o *Skin and Wound Lead to Island Health Authority* (Teresa Stone)
  - o *Implementation of the Enhanced Recovery After Ostomy Surgery (ERAS) Best Practice Guidelines* (Debra Johnston, Nancy Parslow, Leslie Heath, Matthew Uy)



The second leadership cohort will be launched at the 2017 CAET National Conference in London, ON.

Highlights of this year’s national conference were presented. In addition, the 2017 CAET National Conference in London, Ontario, May 25-28, was introduced – “Patient-Centred Care: Growing stronger together”. Cathy reminded the membership that hard copies of the intermittent self-catheterization patient decision aid are available at the CAET booth and that the CAET Standards for Enterostomal Therapy Nursing Practice, 2<sup>nd</sup> edition, are available for free download on the CAET website.

Cathy Harley spoke to CAET’s new official interest group – the International Skin Tear Advisory Panel (ISTAP), and welcomed their Board members to CAET. This contract was signed as of April 2016. ISTAP has been incorporated into our website and strategic plan.

Finally, the CAET strategic initiatives were reviewed:



It was raised that a national tool needs to be developed for data collection in order to feed into advancing our profession and outcomes research.

### CAET Treasurer’s Report (Deb Cutting)

Deb Cutting, Treasurer for CAET, presented the results of CAET’s 2015 Audit (January 1, 2015 – December 31, 2015) which examined the association’s operations and cash flows for the year, including the CAET Academy as an entity of CAET and was performed according to Canadian generally accepted accounting principles.

The 2015 Operating Budget was reviewed and hard copies were made available to the membership during the AMM.

In summary:

- Due to clearly identified business issues and market circumstances, CAET ended up spending more than the approved 2015 budget
- Steps have been taken to focus on where changes can be made and fund raising efforts can be renewed
- While CAET does have cash reserves, it is challenging financially to fulfill our mission
- CAET is heavily dependent upon support from Industry
- Our Executive Director consistently pursues alternate funding sources for our initiatives

The 2015 CAET operational budget and the Core Programs project budgets were reviewed.

Membership was reminded that under the new bylaws, the Board recommends and approves the budget and presents it to the members. It is the Board that does the due diligence in developing and approving the budget.

Motion: Public Accountant

Be it resolved that Bruce Deep, CA, MBA, Licensed Public Accountant of Ouseley, Hanvey, Clipsham, Deep LLP Chartered Accountants is appointed the public accountant of the CAET to hold office until the close of the next annual meeting of the members or until a successor is appointed, and the Board is hereby authorized to fix the remuneration of the public accountant.

Motioned by Deb Cutting  
No discussion  
All members were in favour  
Motion passed.

### **CAET Academy Director's Report (Virginia McNaughton)**

Virginia McNaughton shared the CAET Academy commitment to:

- provide "best in class" education in wound, ostomy, and continence to specialists and non-specialists
- enable best practices in wound, ostomy and continence care in all sectors
- advance ET nursing career development and leadership capacity to create effective inter-professional teams, advocacy platforms and CAET governance

The Academy's organizational chart was reviewed, as were the academy's mission and core values. In addition, the ETNEP mission and vision and the K2P mission and vision were also

highlighted. The point of differentiation is that the K2P graduate is the “champion” and support the ETN who is the expert. The scope of practice is emphasized in all assignments.

Incorporated in to the three year strategic plan (2016-2019) for the Academy, were the results of an environmental scan done in 2015-2016 which highlighted the following themes:

- leadership role of the ETN
- the need for data to support ETN interventions
- national oversight of ETN availability to patients
- national variation in ETN availability
- competition for ET roles
- hospital budget cutbacks
- long term care needs
- increase in chronic disease
- succession planning at large
- certification

To grow and move the Academy forward, the Academy Director and the CAET Board felt that an increase in the Academic Advisors salaries was needed (as well as non-monetary recognition), in order to recruit new advisors and retain existing advisors. Currently, the advisors are receiving \$27.50 per hour and many of their hours are volunteer or non-paid hours. As well, they receive a free CAET membership. Effective immediately, the salaries have been increased to \$30 per hour. Virginia encouraged the membership to contact her directly at [director@caetacademy.ca](mailto:director@caetacademy.ca) if you have suggestions on other methods of providing recognition to our academic advisors.

Other areas to investigate in order to move the Academy forward, were suggested as follows:

- approve the restructuring of the curriculum to include ETNEP and wound, ostomy, continence “adjuvants” for long term care
- approve the investigation of becoming an RNAO Best Practice Spotlight organization
- increase marketing for CAET Academy
- update educational technology
- increase curriculum content to prepare ET nurses as leaders
- the pros and cons of elevating the ETNEP to a Master’s program
- increase ability to handle wait lists for ETNEP
- increase number of graduates writing the C.N.A. certification
- attract recognized experts in wound, ostomy and continence domains to the ETNEP
- increase French resources in the ETNEP
- translation of K2P

- increase in oversight of the French program
- creation of work systems to facilitate the handling of student files and the streamlining of the office
- increase information exchange between the CAET Academy and the CAET Board
- increase Academy Director's role in budget development in collaboration with the Board
- increase number of available preceptors; enhance recognition for preceptors

As part of the discussion around the ETNEP preceptorship, several members indicated the need for a series of face-to-face meetings or conference calls, structured as open forums, where preceptors could share their perspectives on the mentorship experiences, obtain a better understanding of what is being taught in the ETNEP, and then provide insight into how the online education fits with the clinic world. Virginia McNaughton committed to implementing a Task Force to look at this, with a tentative first meeting set for Sunday June 5, 2016 at 1730h.

### **CAET By Law Change: Membership Year**

Cathy Harley presented the CAET Board of Directors recommendation for a by-law change to Section 3.04 in order to improve delivery of a full membership year (12 months) to all members.

Currently, Section 3.04, reads as follows:

#### *Term of Membership*

*The membership term shall be one (1) year, which shall run from April 1 to March 31. Unless otherwise changed by ordinary resolution of the Board, the record date for the purposes of determining members eligible to receive notice of and vote at the annual meeting of members shall be March 31.*

The amendment reads as follows:

*The membership term shall be one (1) year, which shall run from the anniversary date of admission or readmission into membership. Unless otherwise changed by ordinary resolution of the Board, the record date for the purposes of determining members eligible to receive notice of and vote at the annual meeting shall be March 31.*

#### **RESOLUTION:**

Be it resolved that the CAET by law Section 3.04 be changed to: "The CAET membership term shall be one (1) year, which shall run from the anniversary date of admission or readmission into membership. Unless otherwise changed by ordinary resolution of the Board, the record date for the purposes of determining members eligible to receive notice of and vote at the annual meeting of members shall be March 31.

This was approved by the CAET membership during the AMM on Saturday June 4, 2016.

## **CAET Nominations and Elections Process (Lani Williston)**

Lani Williston reminded the membership that the nominations and elections process follows the CAET By Laws and the Canada Not-for-Profit Act. The new Nominations and Elections Operating Policy and Process, developed by the nominating committee, and reviewed and approved by the CAET Board of Directors, was used for this election.

The CAET Nominating Committee was introduced as follows:

- Chair: Lani Williston
- Committee Members: Rosemary Hill, Coleen Welton

The process includes:

- a call for nominations that is published in the CAET LINK, and on the CAET website
- information E Blasts to members
- nomination and election processes are managed at the national level but nominations come in from the regions
- nominations paper work has been updated
- roles of each position have been revised

For 2015-2016, one position was elected (President Elect), as 3 candidates ran for the position. All other positions were acclaimed. The names of the candidates have been moved forward to the CAET Election Slate for a final vote by the CAET membership at this June 4, 2016 Annual Members Meeting. It was noted that all candidates moved to the election slate have met the eligibility criteria required by the bylaws and they have signed the “Consent to Serve” document. The paperwork has been reviewed by the CAET Nominating Committee.

The 2016 CAET Election Slate was announced as follows:

- President Elect
  - Chris Murphy (Ontario) (elected)
- Secretary
  - Marilyn Langlois (British Columbia) (acclaimed)
- CAET Regional Board Directors
  - BC and Yukon: Teresa Stone (British Columbia) (acclaimed)
  - Prairies, NWT and Nunavut: Mary Mark (Alberta) (acclaimed)
  - Ontario: Donna Fossum (Ontario) (acclaimed)
  - Quebec: Nevart Hotakorzian (Quebec) (acclaimed)
  - Atlantic: Kathy Mutch (Prince Edward Island) (acclaimed)

The 2016 CAET Board appointments (June 8, 2016) will be as follows:

- President
  - Rosemary Hill (British Columbia) (appointed 2016-2018)
- Treasurer
  - Deb Cutting (British Columbia) (appointed 2016-2017)

A motion was made to approve the election slate.

I, Rosemary Hill, move that the 2016 CAET Election Slate, as written, be approved by the CAET members. Teri-Anne Schroeder seconded the motion. All were in favour. Motion was passed.

### **Introduction of the 2016-2017 Board of Directors (Paulo Da Rosa)**

Paulo Da Rosa introduced the CAET Board of Directors for 2016-2017, as follows:

#### **Officers and Directors**

President – *Paulo Da Rosa RN, BScN, MCIScWH, CETN(C)*

President-Elect – *Rosemary Hill RN, BScN, CWOCN (appointment to the President's position to take place June 8, 2016)*

Treasurer – *Deb Cutting RN, BScN, CETN(C), NCA*

Secretary – *Marilyn Langlois RN, BScN, CETN(C)*

#### **Officer**

Executive Director – *Cathy Harley RN, eMBA*

#### **Regional Board Directors**

Atlantic – *Kathy Mutch RN, BScN, CETN(C)*

Quebec – *Nevart Hotakorzian RN, BScN, ET*

Ontario – *Donna Fossum RN, BScN, CETN(C)*

Prairies, NWT, and Nunavut – *Mary Mark RN, BScN, MCIScWH, CETN(C)*

BC and Yukon – *Teresa Stone RN, BScN, CETN(C)*

**CAET Academy Director** – *Virginia McNaughton RN, BA, MPA, CETN(C)*

#### **Core Program Leaders**

Marketing – *Susan Mills Zorzes RN, BScN, MDE, CETN(C)*

Political Action – *Kim LeBlanc RN, BScN, MN, CETN(C), PhD (candidate)*

Professional Development and Practice – *Laureen Sommerey RN, BScN, MScN, CETN(C)*

Informatics and Research – *Karen Napier RN, BScN, MCIScWH, CETN(C)*

National Conference Planning – *Mary Hill RN, BScN, MN, CETN(C)*

**Recognition of Outgoing Board Members (Cathy Harley)**

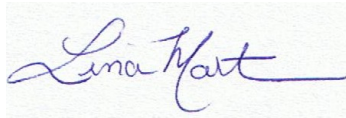
Cathy Harley acknowledged and thanked our outgoing CAET Board Directors and Core Program Leaders: Paulo Da Rosa (President), Lina Martins (Secretary), Karen Napier (Regional Director Prairies, NWT, Nunavut), Mark Mark (Professional Development and Practice), Jean Brown (Informatics and Research).

**AMM Meeting Close (Paulo Da Rosa)**

Paulo Da Rosa thanked everyone for attending, both those in person and those online. The meeting was adjourned at 1110h.

I, Virginia McNaughton, move to adjourn the 2016 Annual Members Meeting. Susan Mills-Zorzes seconded the motion. All were in favour. Motion was passed.

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Recorded by Lina Martins RN, BScN, MScN, CETN(C)  
Secretary, Canadian Association for Enterostomal Therapy (CAET)