



NOVA SCOTIA
THERAPEUTIC RECREATION
ASSOCIATION

2025
ANNUAL GENERAL MEETING

FRIDAY, OCTOBER 24TH, 2025

VIRTUAL VIA ZOOM

2:00PM - 3:30PM

LAND ACKNOWLEDGEMENT

Reviewed by Indigenous Treaty Partners

We would like to acknowledge that the Nova Scotia Therapeutic Recreation Association (NSTRA) operates in Mi'kma'ki, the traditional, ancestral, and unceded territory of the Mi'kmaq people. This territory, along with all of its First Nations within Nova Scotia, is governed by the Treaties of Peace and Friendship, which continue to be relevant today.

NSTRA is dedicated to respecting and safeguarding the land, water, and all forms of life in partnership with the Mi'kmaq people. We commit to the Truth and Reconciliation Calls to Action and fostering relationships grounded in peace, honesty, and friendship. We acknowledge the value of Indigenous wisdom and knowledge, as highlighted in Call to Action 22, and are dedicated to shifting our perspectives towards decolonization.

We acknowledge that we benefit from the wisdom and knowledge of the Indigenous people (Call to Action 22), and we commit to decolonizing our mindsets by taking accountability and following the Truth and Reconciliation Calls to Action. In our commitment to Truth, Reconciliation, and community relationships we are committed to the promise of living in peace and friendship. We are active in the process of unlearning colonial mindsets and practices (Calls to Action #23-3 and 57). We are working to grow our knowledge, and adapting ways of working in the field of recreation and leisure.

We are all Treaty people.

VISION STATEMENT

Therapeutic Recreation is vital to the health and well-being of Nova Scotians and is accessible to all.

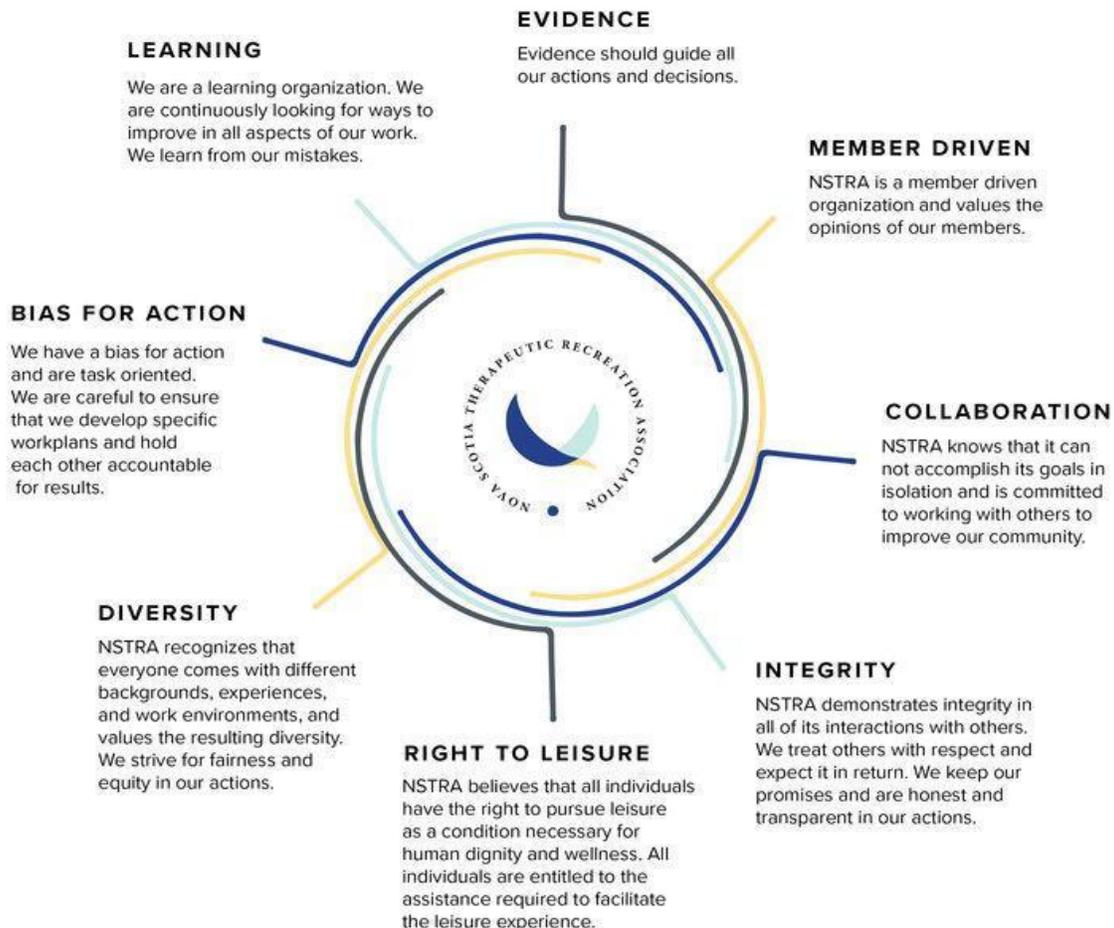
MISSION

NSTRA is the professional association for the field of therapeutic recreation in Nova Scotia. It exists as a community of recreation therapy professionals; supporting, guiding and enhancing practices for therapeutic recreation.

IN PURSUIT OF THIS NSTRA FOCUSES ON:

- Advocacy to government and other organizations;
- Education and learning;
- Building connections within and around the profession;
- Standards of service and practice.

VALUES AND BELIEFS





**2024 NSTRA
7TH ANNUAL GENERAL MEETING
AGENDA
OCTOBER 16, 2024
VIRTUAL VIA ZOOM**

1. **Call to Order and Introductions.** Jocelyn Barbier called the meeting to order at 6:09 hrs.

Attendees: Jessica Reid, Jocelyn Barbier, Brittany MacKeen, Shelley Smith, Dawn MacDonald, Dana Mills, Brianne Saunders, Emily Flinn, Rhonda Booth, Tara Harnish, Kate Jeffrey, Beth House, Marisa Doucette, Krista Innis, Danielle Taylor, Jessica Titchmarsh, Jennifer Kirby, Jerry Singleton, Kim Woodford, Andrew Ritcey, Ashley Penton, Brad MacMullin, Kate Giles, Nicole Martell, Coleen Bateman, Qi Lao, Lynette Stevens, Natalie Baglole, Sun Lee, Elise Fisher, Tess Campbell

2. **Approval of Agenda.** Approved by Rebecca Hill, 2nd by Dana Mills.

3. **Minutes from previous AGM (October 27th, 2023).** Approved by Dawn MacDonald, 2nd by Rhonda Booth.

4. **Minutes from Special Meeting (November 10th, 2023).** Approved by Shelley Smith, 2nd by Tara Harnish.

5. **NSTRA Highlights for 2023-2024 membership year.** Dawn MacDonald accepts the chair. Jocelyn presented the following highlights for the 2023-2024 membership year:

- Initiated the development of the Standards of Practice Task Force and Long-Term Care Task Force
- Land Acknowledgement Workshop with Indigenous Treaty Partners
- Held 4 education sessions free for NSTRA members
- Supported student networking events in 3 NSTRA zones (CB, Central, South Shore)
- Initiated policy review
- Continued relationship with Therapeutic Recreation Centre of Excellence (TRoCE)
- Development of Finance sub committee
- Progress and Growth on our Social Media platforms
- Founding member of the allied health collaborative coalition headed by the College of Social Work, we have participated in 3 education sessions as a panel member
- Consulted by the government in review of allied health care professionals in mental health/addictions and continuing care sectors.

6. **Board Reports.**

a. **President.** Dawn MacDonald accepts the chair. Jocelyn Barbier read her report in its condensed version. Jocelyn moves the adoption of her report as presented and

circulated, 2nd by Jerry Singleton. No Discussion. Vote: 26 in favor, 0 contrary minded, 1 abstention. Motion passed. Jocelyn accepts the chair.

b. Treasurer. Dana Mills read her report in its entirety. Dana shared financial reports including a snapshot of assets and liabilities, and profits and losses. Dana reported that the association must submit the financial report 14 days after the AGM for public record. There are no By-laws indicating how many days prior that the Association needs to make these documents public. Dana shared a timeline of submitting financial documents to the financial advisor.

Dana presented the purpose and priorities of the newly created Financial Committee and a more detailed report will be presented at the 2024 conference.

Overall income \$51, 890 – increase in membership, GIC interest, fundraising, and conference 2024.

Bank Balance: \$13, 201 – significant drop in funds due to increase in critical expenses.

GIC Interest: \$2, 359

In September and October there was fraud that occurred on the president's visa of less than \$200 and is being investigated.

Dana moves the adoption of her report as circulated, 2nd by Andrew Ritcey. No discussion. Vote: 17 in favor, 0 contrary minded, 0 abstention. Motion passed.

c. Past President. Dawn MacDonald moved the adoption of their report as circulated.

d. Recording Officer. Jessica Reid moved the adoption of their report as circulated.

e. Communications Director. Emily Flinn moved the adoption of their report as circulated.

f. Membership Director. Brittany MacKeen on behalf of Emma Clarke moved the adoption of their report as circulated.

g. Central Zone Director. Brittany MacKeen moved the adoption of their report as circulated.

h. Cape Breton Zone Director. Dawn MacDonald on behalf of Paula Jacobs moved the adoption of their report as circulated.

i. Northeastern Zone Director. Brad MacMillan moved the adoption of their report as circulated.

j. South Shore Zone Director. Dawn MacDonald on behalf of Sarah Hankinson moved the adoption of their report as circulated.

k. Southwestern Zone Director. Brianne Saunders on behalf of Laura Thomson moved the adoption of their report as circulated.

l. Annapolis Valley Zone Director. Brianne Saunders moved the adoption of their report as circulated.

m. NSCC Student Director. Qi Lao moved the adoption of their report as circulated.

n. DAL Student Director. Sun Lee moved the adoption of their report as circulated.

All board reports were 2nd by Rhonda Booth. No Discussion. 28 in favor, 0 contrary minded, 0 abstention. Motion passed.

7. Committee Reports.

a. Advocacy. Shelley Smith moves the adoption of this report as circulated.

- b. Equity Diversity Inclusion Accessibility. Jessica Reid moves the adoption of this report as circulated.
- c. Licensure. Shelley Smith moves the adoption of this report as circulated.
- d. Marketing. Sun Lee moves the adoption of this report as circulated.
- e. Education. Colleen Bateman moves the adoption of this report as circulated.

All committees' reports were 2nd by Jerry Singleton. No discussion. 26 in favor, 0 contrary minded, 0 abstentions. Motion passed.

8. Election of Officers and Directors. Dawn MacDonald accepted the chair and facilitated the Election of Officers. Nominations were accepted from the floor.

- a. President (2-year term) Shelley Smith nominates Brittany MacKeen. Brittany accepts the nomination. Dawn MacDonald called for nominations from floor x3. The position is awarded to Brittany MacKeen.
- b. President Elect (3-year term) Dawn MacDonald called for nominations from the floor x3. Shelley Smith nominates Marissa Doucette. Marissa accepts the nomination. The position is awarded to Marissa Doucette.
- c. Recording Officer (2-year term) Two nominations: Lynette Stevens and Qi Lao. Both have accepted the nominations. Dawn MacDonald called for nominations from floor x3. Shelley Smith nominated Kate Giles. Kate Giles does not accept this role. The position is awarded to Lynette Stevens.
- d. Membership Director (2-year term) Two nominations: Kate Giles and Stevie Grant. Both have accepted the nominations. Dawn called for nominations from floor x3. The position has been awarded to Kate Giles.
- e. South Shore Director (2-year term) Katie Booth accepted the nomination. Dawn called for nominations from floor x3. The position has been awarded to Katie Booth.
- f. Northeastern Zone Director (2-year term) Dawn called for nominations from floor x3. Brad MacMillan re-offered. The position has been awarded to Brad MacMillan.
- g. Southwestern Zone Director (1-year term) Jenelle d'Entremont accepted the nomination. Dawn called for nominations from the floor x3. The position has been awarded to Jenelle d'Entremont.
- h. Central Zone Representative (2-year term) Kate Giles nominated Stevie Grant. Dawn called for nominations from the floor. Shelley Smith nominated Colleen Bateman. Stevie was not in attendance and unable to accept the nomination. Colleen accepted the nomination. The position was awarded to Colleen Bateman.
- h. NSCC Student Director (1-year term) Tess Campbell accepted the nomination. Dawn called for nominations from floor x3. The position has been awarded to Tess Campbell.
- i. Dalhousie Student Director (1-year term) Danielle Bilodeau accepted the nomination. Dawn called for nominations from floor x3. The position has been awarded to Danielle Bilodeau.
- j. Cape Breton Zone Representative (2-year term) Dawn called for nominations from the floor x3. Colleen Bateman nominated Dawn MacDonald. Dawn accepted. The position was awarded to Dawn MacDonald.

Jocelyn accepts the chair.

9. New Business

- a. NSTRA Awards Announcements – Congratulations to all!
 - Legacy Award – Brittany MacKeen
 - Trailblazer Award – Kate Giles
 - Innovation Award – Mallory Gorman and Natasha Gunn
 - Crystal Award – Riley Wells
 - Academic Achievement – Jordan Xidos (NSCC) and Sun Lee (DAL)

10. **Adjournment** and next meeting. Colleen Bateman adjourned the meeting at 7:24 hrs, 2nd by Kim Woodford.

Respectfully submitted by,

Jessica Reid (she/her)
Recording Officer



2024 - 2025 NSTRA BOARD OF DIRECTORS

<i>President</i>	Brittany MacKeen
<i>President Elect</i>	Marisa Doucette
<i>Past President</i>	Jocelyn Barbier
<i>Treasurer</i>	Dana Mills
<i>Membership Director</i>	Kate Giles
<i>Communication Director</i>	Emily Flinn
<i>Recording Officer</i>	Lynette Stevens
<i>Cape Breton Zone Director</i>	Dawn MacDonald
<i>Northeastern Zone Director</i>	Brad MacMillan & Elise Fisher
<i>Central Zone Director</i>	Colleen Bateman
<i>Annapolis Valley Zone Director</i>	Brianne Saunders
<i>South Shore Zone Director</i>	Katie Booth & Marisa Doucette
<i>Southwestern Zone Director</i>	Jenelle d'Entremont
<i>Student Director NSCC</i>	Tess Campbell
<i>Student Director Dalhousie</i>	Danielle Bilodeau

A message from the President:

This past year has been a time of continued growth, reflection, and meaningful progress for the Nova Scotia Therapeutic Recreation Association. As we navigated both opportunities and challenges, our focus has remained on advocacy, promoting, and strengthening the profession of recreation therapy across the province. I'm proud of the work completed by our board members, committee chairs, volunteers, and every member who contributes towards our mission. As we look ahead, we remain committed to advancing our strategic priorities, strengthening our voice in the province, and delivering even greater values to our members.

A special thank you to all the board members transitioning to the end of their term – Jocelyn Barbier, Dana Mills, Emily Flinn, Brianne Saunders, Tess Campbell, and Danielle Bilodeau.



**2025 NSTRA
8TH ANNUAL GENERAL MEETING
AGENDA
OCTOBER 24, 2025, AT 2:00PM**

- 1. Call to Order and Introductions.**
- 2. Approval of Agenda.**
- 3. Minutes from previous AGM (October 16th, 2024).**
- 4. NSTRA Highlights for 2024 - 2025 membership year.**
- 5. Board Reports.**
 - a. President
 - b. Past President
 - c. President-Elect
 - d. Treasurer
 - e. Recording Officer
 - f. Communications Director
 - g. Membership Director
 - h. Central Zone Director
 - i. Cape Breton Zone Director
 - j. Northeastern Zone Director
 - k. South Shore Zone Director
 - l. Southwestern Zone Director
 - m. Annapolis Valley Zone Director
 - n. Student Directors
- 6. Committee Reports.**
 - a. Advocacy
 - b. Equity, Diversity, Inclusion, Accessibility
 - c. Licensure
 - d. Marketing
 - e. Education
 - f. Finance
- 8. Election of Officers and Directors.**
 - a. President Elect (3-year term)
 - b. Treasurer (2-year term)

- c. Communications Director (2-year term)
- d. Annapolis Valley Zone Director (2-year term)
- e. Cape Breton Zone Director (1-year term)
- f. Northeastern Zone Director (2-year term)
- g. South Shore Zone Director (2-year term)
- h. NSCC Student Director (1-year term)
- i. Dalhousie Student Director (1-year term)

9. New Business

- a. By-law Amendments
 - i. Withdrawal of By-Law #12
- b. NSTRA Awards Announcements
- c. NSTRA 2026 Conference

10. Adjournment and next meeting



2025 NSTRA AGM PRESIDENT'S REPORT

Achievements:

- Nova Scotia Therapeutic Recreation Association (NSTRA) Board and Committee Work:
 - Attended NSTRA BOD transition meeting and accepted chair from Jocelyn Barbier
 - Chaired 11 BOD meetings, 10 online, one in-person in April 2025
 - Reviewed recommendations from BOD/subcommittees from 2024 AGM
 - Organized and reviewed strategic plan with BOD to determine progress
 - Co-Chair of Education Committee
 - Active member of the Licensure Committee
 - Active member of Standards of Practice Task Force
 - Attended NSTRA Conference Planning meetings
 - Attended a minimum of one meeting for Marketing, Finance, and EDIA Committees
 - Met with President Elect to review and update NSTRA job descriptions

- Meetings & Social Engagements:
 - Met with Ministers Michelle Thompson, Brian Comer, & Barbara Adams for TR Month Proclamation
 - Attended Student Networking Event during Therapeutic Recreation Month
 - Met with Advocates for the Care of the Elderly (ACE)
 - Met with Catherine Butler, President & CEO Health Association Nova Scotia (HANS)
 - Met with Annette Elliott Rose, Nova Scotia Health Chief Nurse Executive & Vice President, Clinical Performance & Professional Practice
 - Met with NSTRA Executive Board, EDIA Co-Chairs, & Austin Oswald
 - Attended meeting with Dalhousie Faculty re: student engagement
 - Attended Central Zone In-Person Social
 - Attended Central Zone Virtual Meeting
 - Attended Central Zone Wheelchair Basketball try-it

- Education Opportunities:
 - Attended NSTRA Education Session: Recreation Therapy in Non-Traditional Roles
 - Attended Recreation Nova Scotia Anti-Racism Summit with EDIA Co-Chair
 - Continued partnership with Therapeutic Recreation Centre of Excellence (TRoCE)

- Canadian Therapeutic Recreation Association (CTRA) Engagement:
 - Attended conference planning meetings and co-chaired social committee
 - Attended monthly TR Month planning meetings from November-March
 - Attended Provincial Partners meetings as NSTRA representative
 - Attended CTRA Conference June 10th – June 12th in Halifax
 - Procured silent auction item to donate for CTRA silent auction at conference

Recommendations:

- Work towards development of new strategic plan for 2026-2029

- Establish process for committee co-chairs attending board meetings as necessary and discontinue use of liaisons
- Explore costs and benefits associated with paid staff support, possibly re-engage consultation from Pathfinders group
- Review membership renewal process to ensure ease for members and develop step by step guide for those not familiar with online platforms
- Establish task force to support Marketing Committee with the work of 21 FSP Roadmap
- Consider accommodation support for the President, Treasurer, and Recording Officer at the annual conference when held outside their respective zones

Respectfully Submitted,

Brittany MacKeen, CTRS (she/her)
President, NSTRA
2024-2025



2025 NSTRA AGM PAST PRESIDENT'S REPORT

Achievements:

- Attended 10 of 11 Board of Directors Meetings
- Co-chair of Marketing subcommittee and began review and implementation of 21FSP report
- Held a meeting to discuss the new contract (Fall 2024) across NSH and IWK, wrote a letter to open the discussion to the union with concerns over contract, preceptor pay, etc.
- Attended NSTRA Conference in Cape Breton (October 23rd - 25th, 2024)
- Hosted NSTRA BOD transition meeting, passed the chair to President Brittany MacKeen
- Supported onboarding of new BOD, circulated documents and updated bio information on the website
- Represented the association and participated and supported meetings regarding the value and practice of recreation therapy professionals in NS with groups /individuals such as ACE, Austin Oswald, members etc.
- Attended CTRA Town Halls focused on CTRA membership and TR professionals (Jan 15th, 2025 & February 11th, 2025) and reported to NSTRA BOD executive committee
- Held past president committee meeting
- Began overview of website, compiled feedback from meetings/discussions to begin updates
- Alongside President Elect, began comprehensive review of policies, editing previously identified updates, supported the creation of a new template, identified and began writing new policies, circulating policies to appropriate sub committees and working groups for edits/input and review, circulating to board of directors for approval before implementation
- Alongside President Elect began comprehensive review, edit and circulation of by-laws
- Supported the work as outlined in the strategic plan regarding comprehensive review and development of documents including onboarding and transition manuals, job descriptions, AGM prep notes, and conference manuals
- Attended CTRA 2025 Conference virtually
- Completed Academic Achievement Award nominations, review with executive board and delivered Dalhousie award winner at Awards Convocation Brunch, and NSCC winner to Cape Breton Zone Director
- Completed NSTRA award nominations and membership voting

Recommendations:

- NSTRA continues to develop and review policies and manuals such as conference planning (local and national) to support and guide the working committees
- Past President Council to continue the discussion of mentorship and develop a strategy
- Review award voting procedures (where people are sending in multiple votes vs identifying self and voting once)

Respectfully Submitted,

Jocelyn Barbier (she/her)
Past President, NSTRA, 2024-2025



2025 NSTRA AGM PRESIDENT ELECT'S REPORT

Achievements:

- Attended monthly NSTRA board meetings on Zoom and in-person on April 26th
 - Reviewing minutes and board reports submitted
- Engaged in local Zone meetings
- Supported Therapeutic Recreation (TR) Month planning
- Attended virtual Student Networking Event
- Attended Canadian Therapeutic Recreation Association (CTRA) 2025 Conference and supported NSTRA fundraiser (sticker sales)
- Liaised with and participated in the Licensure Committee, including a working group supporting the development of supportive documents in pursuit of regulation and gathering letters of support.
- Collaborated with Treasurer regarding financial aspects, such as credit card and signing authority
- In-depth policy review and development with Past President (ongoing)
 - Facilitated review at in-person board meeting with board, co-chair of Equity, Diversity, Inclusion, and Accessibility committee and chair of Advocacy committee
- Reviewed by-laws with Past President, President, and Cape Breton Zone Director
- Developed orientation/onboarding documentation for new board members approved in September 2025
 - Orientation documents and folder on the NSTRA Shared Drive to support new board members
- Reviewed job descriptions with President, circulated revisions to board and were approved in September 2025
- Drafted an organizational chart (pending approval)

Recommendations for President Elect:

- Continue policy development
- Continue with work identified in the strategic plan and support development of new strategic plan for 2027-2030

Respectfully Submitted,

Marisa Doucette, CTRS (she/her)
President Elect, NSTRA
2024-2025



2025 NSTRA AGM TREASURER'S REPORT

Achievements:

- Attended Association Board or Executive meetings and reported on finances as required.
- Served on EDIA Committee, Conference Committee, and President's Council.
- Deposited funds as received, arranged for payments as required.
- Checked the post office box weekly.
- Arranged for licensure funds plus accrued interest to be moved into GIC for college fund.
- Established a process of streamlining financial records i.e., receipts, invoices, reimbursements.
- Utilizing Sage software to maintain financial history and current records.
- Utilizing PayPal option for receiving credit card payments and maintaining e-transfer/cheque processing of payments received.
- Met with the Association's accountant to organize financial information and prepare a 2024-2025 Financial Report.
- Completed a review of the Treasurer job description.
- Participated in Strategic Plan work of the Association.
- Initialized a Financial Committee to act as a working group with terms of reference to support and advise the portfolio of Treasurer.
- Reviewed Bylaws of the Association and submitted edits for approval.
- Revised/established financial policies and procedures for various aspects of NSTRA.

Recommendations:

- Establish a budget for 2025-2026.
- Continue to explore opportunities with accountant support to enhance efficiencies in the tasks of the portfolio.
- Establish a Treasurer portfolio document that outlines key areas of responsibility for successful Board transition purposes for incoming volunteers.

Respectfully Submitted,

Dana Mills, Treasurer
2024-2025



2025 NSTRA AGM COMMUNICATION DIRECTOR'S REPORT

Achievements:

- Attended Board of Directors meetings and reviewed all meeting minutes
- Member on Marketing Subcommittee and attended marketing meetings
- Connected new board members to email access and log in
- Updated bio for website
- Promoted 2024-2025 Board of Directors on socials
- Attended 2024 AGM
- Attended NSTRA 2024 Conference
- Managed Therapeutic Recreation month posts on socials
- Promoted NSTRA public Facebook and members only Facebook page
- Managed and promoted Instagram account
- Managed and promoted LinkedIn account
- Managed emails and communication
- Attended a "Special Meeting" for upcoming conference planning
- Promoted education expression of interest
- Shared conference memories, photos, content, etc. to social media
- Emailed all zone reps for information about zone meetings, socials, etc.
- Promoted Zone meetings and socials on social media
- Updated admin access on public NSTRA Facebook page
- Promoted CTRA Conference 2025
- Promoted CTRA TR Month content
- Promoted CTRA TR Month 2025 Awards
- Highlighted NSTRA members nominated for CTRA Awards
- Shared information on Student Networking Night
- Shared information on education events
- Shared all EDIA committee holiday and special recognition days to socials
- Created "Meet the Board of Directors" visual
- Promoted "Proclamation Therapeutic Recreation Month"
- Created visual, promoted and overseeing member's "Practice what you preach" contest
- Shared IKE Booklet education to members
- Updated Member highlight proposal for Board Meeting
- Finalized "Cheers from Peers" member highlight and on website
- Promoted "Cheers from Peers" member highlight
- Promoted NSTRA Exhibitor Booth Schedule at CTRA Conference and stickers for purchase
- Promoted NCTRC meet and greet
- Obtained admin access to public NSTRA Facebook page and updated admin access
- Promoted NSTRA awards
- Connected with Dalhousie about NSTRA representation on Dalhousie Therapeutic Recreation Program Advisory Committee

- Applied to be NSTRA BOD representative on the Dalhousie Therapeutic Recreation Program Advisory Committee
- Updated Membership information for social media
- Attended a meeting with Treasurer and Membership Director July 14 to discuss upcoming membership survey and draw
- Linked Instagram to Facebook accounts
- Supported communication and visuals for membership renewal
- Shared of “Embrace Your Voice” membership survey
- Connected with conference committee chairs and organized password and email access
- Shared on social media and email to members AGM 2025 save the date
- Responded to President Elect with input on job description for Communication Director
- Reviewed and provided input on Policies and Procedures Manual

Recommendations:

- Gather information about Facebook, Instagram, and LinkedIn ads to reach the public
- Update membership’s Facebook guidelines on job postings

Respectfully submitted,

Emily Flinn
Communications Director, NSTRA
2024-2025



2025 NSTRA AGM MEMBERSHIP DIRECTOR'S REPORT

Achievements:

- Attended 10 meetings out of 11 with the NSTRA Board of Directors
- CTRA Conference Program Committee Member, attended regular meetings, helped with presentation program schedule
- Attended two Central Zone meetings
- Provided materials to Dalhousie Student Director and NSCC Student Director to promote the work of NSTRA
- Ongoing communication with NSTRA members re: membership via email, how to use the website, communication with IT/Blair.
- Completed all Board Reports and Annual Report
- Met with TR Planning Month working group (January-February 2025)
- Attended two NSTRA Networking events
- Attended the NSTRA/Dalhousie University TR program Advisory meeting (February 2025)
- Met with NSCC TR Diploma program (Bridgewater campus) to discuss role of RTA
- Organized and hosted NSTRA Networking event at Dalhousie University (April 2025)
- Attended and presented at CTRA 2025 Annual Conference
- Received membership forms and regularly updated membership list, zone lists, and mailing list
 - o Took over new membership list for 2024/2025 season from interim Membership Director (November 2024)
 - o Confirmed memberships with 2024 NSTRA conference committee
 - o Confirmed memberships with treasurer
 - o Confirmed mailing lists with IT
 - o Confirmed membership via email with members

NSTRA Membership Statistics (2024/2025)

NSTRA Professional Members: 165

- CTRS: 90
- Non-CTRS: 75
- Affiliate Members: 10
- Supporting: 5

NSTRA Student members: 126

- Nova Scotia Community College: 53
- Dalhousie University: 53
- University of Lethbridge: 9
- Other: 4 (7 undeclared)

Total NSTRA members 2024-2025: 291 (+ 1.5% from previous year)

Break down of members per zone (2024/2025):

- Cape Breton Zone: 39
- Northeastern Zone: 17
- South Shore Zone: 28
- Southwest Zone: 12
- Valley Zone: 19
- Central Zone: 157

Recommendations:

- Removing the option of “cheques/org paying” would eliminate lag time between membership application and members being able to access their benefits. PayPal allows for quick access to account for members as it automatically renews and activates for them. Cheques, etc. require more work for the Treasurer and Membership Director. This delays account activation.
 - If members want their organization to pay, they should pay via e-transfer or PayPal and have their workplace reimburse them. Membership Director and Treasurer have received emails regarding membership activation right after application which again falls within the 25 business days.
 - Creation of a **payments received** spreadsheet shared between Membership Director and the Treasurer. This would eliminate the need for multiple emails between the two portfolios and leads to better organization.
- With the new two-factor authorization, some members are receiving errors when trying to log in. This may just need a smoothing over period as this is new.
- Continue to promote student engagement with NSTRA.
 - More virtual meetings with NSCC and University campuses
 - Better communication and collaboration between Student Directors and Membership Director. Promotion of NSTRA membership and Networking events should be a joint effort.

Respectfully Submitted,

Kate Giles
NSTRA Membership Director 2024/2025



2025 NSTRA AGM RECORDING OFFICER'S REPORT

In 2025, the NSTRA Board met 11 times, 1 in-person meeting in Central Zone and 10 using a paid Zoom account. Zone Representatives and Committee Chairs also used the association's Zoom account to hold their meetings.

Throughout the year, the NSTRA board spent time critically reviewing our current 2023 – 2026 Strategic Plan in preparation for the development of our new strategic plan.

Our association continues to grow, and our board and committee members are dedicated to this work. The following highlights are snapshots of their activities:

October 2024

“TR Trailblazers: Towards Tomorrow Together” Conference held in Cape Breton

November 2024

New board members were welcomed and onboarded; a transition board meeting was facilitated

December 2024

TR Month brainstorming and discussion, established board liaisons for NSTRA committees

January 2025

TR Month planning

February 2025

TR Month Proclamation, Provincial Virtual TR Month Student Networking Event, TR month social events took place throughout the province, “Practice What You Preach” Contest, facilitated virtual education session: “Recreation Therapy in Non-Traditional Roles”

March 2025

Welcomed new Northeastern zone director to the NSTRA board, EDIA committee in-person meeting, SoP task force held a half-day workshop

April 2025

In-person board meeting facilitated with a focus on reviewing NSTRA’s policy manual, introduced a new policy format following national accessibility guidelines

May 2025

EDIA committee co-chair & NSTRA President attended Recreation Nova Scotia Anti-Racism Summit, “Cheers from Peers” member highlight added to NSTRA website, academic achievement awards nominations opened

June 2025

Co-hosted the CTRA 2025 conference in Halifax, TR sticker fundraiser at NSTRA’s exhibitor table, distribution of NSTRA academic achievement awards

July 2025

NSTRA by-law amendment review

August 2025

EDIA committee's "Embracing Your Voice" survey was sent to NSTRA members in conjunction with a membership renewal drive, two-factor authentication (2FA) implemented to log on to NSTRA website, NSTRA Award voting launched

September 2025

Developed and approved new orientation process for NSTRA board members, updated and approved NSTRA board job descriptions, began planning for NSTRA 2026 Conference in the South Shore Zone, prepared for the 2025 AGM

Recommendations:

- Investigate having a set date for NSTRA's AGM (such as always being the third Friday of October) if we can continue with a virtual AGM. This would streamline all aspects of planning for the AGM including the compilation of the Annual Report.
- Develop a process so that the Recording Officer is aware of when committee meetings are occurring. This way they can be added to the Google calendar in a timely manner to alleviate any potential scheduling conflicts of the Zoom account, etc.

Respectfully Submitted,

Lynette Stevens (she/her)
Recording Officer, NSTRA
2024-2025



2025 NSTRA AGM ANNAPOLIS VALLEY ZONE REPORT

Achievements:

- Between October 2024 – September 2025, the Annapolis Valley zone held 4 zone meetings (3 virtually on zoom, and 1 in person). Meetings were focused on standing agenda items based on Board of Director updates, committee updates, and programming sharing.
- Facilitated zone social for TR month in February at The Clayground Studio in Wolfville and provided snacks.
- Attended monthly Board of Director meetings and disseminated the information to zone members.
- Attended Standards of Practice Task Force meetings and completed related duties.
- Attended Finance Committee meetings and completed related duties.

Recommendations:

- Promote NSTRA membership to new members
- Encourage more involvement from current zone members
- Seek out new topics or education opportunities for zone meetings
- Provide more opportunities for in-person meetings (with option to join virtually)
- Develop working list of community resources for the zone

Respectfully Submitted,

Brianne Saunders
Annapolis Valley Zone Director, NSTRA
2024-2025



2025 NSTRA AGM CAPE BRETON ZONE REPORT

Achievements:

- Attended 8 out of 11 Board of Directors Meetings, sent regrets for 3 BOD Meetings
- Held four zone meetings between October 2024 and October 2025
- Completed post conference duties for 2024 NSTRA Conference
- Co-chair for the 2025 CTRA conference hosted by NSTRA
- Promoted the benefits of membership to non-members in Cape Breton
- Completed literature review for the Long-Term Care Task Force
- Facilitated handover of LTC Task Force chair duties to Jenelle d'Entremont
- Attended licensure committee meetings
- Attended HANS strategic planning session (Sept. 2025)
- Facilitated LTC Task Force Meeting (Feb. 21st)
- Hosted in-person Student Networking event (Mar 19th)
- Attended DAL PAC meeting (January and April 2025)
- Attended meeting with Advocates for the Care of the Elderly (Feb 2025)

Recommendations:

- Identify education opportunities for Cape Breton zone members
- Host zone meetings
- Establish consistent and regular meeting times
- Create and disseminate survey to zone members regarding structure and purpose of meetings

Respectively submitted,

Dawn MacDonald
Cape Breton Zone Director, NSTRA
2024-2025



2025 NSTRA AGM CENTRAL ZONE REPORT

Achievements:

- Attended 10 out of 11 NSTRA Board of Directors meetings
- Responded to emails from Central Zone members
- Hosted 2 TR month social events in Central Zones (Halifax & Dartmouth)
- Hosted wheelchair basketball try-it session for TR month
- Hosted 2 zone meetings virtually
- Attended TR month planning meeting
- Attended Student Networking event
- In collaboration with Dalhousie Student Representative and Membership Director, planned the Central Zone networking event
- Researched fundraising opportunity (apparel sale) for Central Zone based on member suggestion
- Attended Marketing Meeting at their request to discuss fundraising opportunities
- Created draft of NSTRA Conference Planning Manual and NSTRA TR Month Networking Planning documents
- Acted as co-chair of the social committee for the CTRA conference hosted in Central Zone, attended conference planning meetings and coordinating committee efforts
- Attended CTRA conference
- Attended NSTRA conference planning meeting to support their work and continue to develop conference planning manual
- Met with Education Committee and completed related duties
- Met with Licensure Committee and completed related duties

Recommendations:

- Continue to communicate with Central Zone members
- Continue to host zone meetings and social events
- Promote NSTRA membership benefits to potential new members
- Explore development of mentorship program/opportunities within the Central Zone

Respectively submitted,

Colleen Bateman (she/her)
Central Zone Director, NSTRA
2024-2025



2025 NSTRA AGM NORTHEASTERN ZONE REPORT

Achievements:

- Between October 2024 and September 2025, the NE Zone held four hybrid meetings (in-person and Zoom option). Meetings focused on standing agenda items as well as educational components, including guest speakers on topics such as dementia care, volunteer recruitment and end of life care.
- Held a Zone 'Fun Day' in June in Truro which comprised of an Escape Room, lunch, and short meeting.
- Promoted NSTRA membership, identified potential members and connected via email.
- Attended monthly BOD meetings via Zoom and one in-person.
- Participated as a member of the NSTRA Marketing Committee.
- Volunteered on the Social committee for the CTRA Conference and AGM in Halifax in June and attended as a delegate.

Recommendations:

- Continue to communicate with NE zone members, and promote NSTRA membership benefits to potential new members.
- Seek out new topics/presenters for future educational components at zone meetings.

Respectfully Submitted,

Brad MacMillan
Northeastern Zone Director, NSTRA
(October 2024 – March 2025)

Elise Fisher
Northeastern Zone Director, NSTRA
(April 2025 – current)



2025 NSTRA AGM SOUTH SHORE ZONE REPORT

Achievements as South Shore Zone Director (October 2024 - April 2025)

- Chaired two zone meetings
 - November 14th, virtual
 - February 6th, in-person (option for virtual)
- Correspondence with South Shore members via email
- Submitted letter of resignation on April 26, 2025
 - Reached out to other Zone members to seek potential replacement

Achievements as Interim South Shore Zone Director (April 2025 - September 2025)

- Chaired two zone meetings and one collaborative information session to support zone
 - May 30th in-person (option for virtual)
 - July 8th via Zoom with previous conference planning committee members to answer Zone member questions
 - September 19th in-person (option for virtual)
- Correspondence with South Shore members via email
- Supported creation of Conference Planning Committee for the conference set to be hosted on the South Shore in 2026
 - Sent survey to Zone members for available times to meet and preferences for involvement if interested
 - Chaired meetings:
 - August 12th (Zoom)
 - September 2nd (Zoom) with co-chair
- Co-chairing the NSTRA 2026 Conference Planning Committee
 - Ongoing correspondence with conference planning committee and interested members

Recommendations for South Shore Zone Director:

- Continue to communicate with South Shore Zone members
- Promote NSTRA membership benefits to potential new members
- Continue to work with Nova Scotia Community College, Lunenburg Campus to maintain close relationship with NSTRA and new intake of students in January
- Next meeting is scheduled for November 14, 2025, at Rosedale from 9:30-11:30am with two program shares

Respectfully Submitted,

Katie Booth, CTRS (she/her)
Previous South Shore Zone Director
(October 2024 – April 2025)

Marisa Doucette, CTRS (she/her)
Interim South Shore Zone Director
(April 2025 – September 2025)



2025 NSTRA AGM SOUTHWESTERN ZONE REPORT

Achievements:

- Held 4 Zone meetings
 - January 17th via Zoom
 - March 21st via Zoom
 - May 9th via Zoom
 - July 3rd via zoom
- Provided education opportunities
 - TR Day In Person Education Day
 - Dementia Friendly Communities, Dance Class education and Program exchange
 - 3 Embodied labs sessions with Karine Smith
 - Frontal Temporal Dementia Presentation with Karine Smith
- Attended monthly NSTRA BOD meeting via zoom and one in person

Recommendations:

- Continue to communicate with SW zone members
- Promote NSTRA membership
- Update contact list of members & roles in the SW area

Respectfully Submitted,

Jenelle d'Entremont
South Shore Zone Representative, NSTRA
2024 - 2025



2025 NSTRA AGM

DALHOUSIE STUDENT DIRECTOR'S REPORT

Achievements:

- Attended 7 meetings out of 11 with the NSTRA Board of Directors
- Attended meetings with the Therapeutic Recreation Program Advisory Committee (TR PAC) as the NSTRA Dalhousie University Student Representative
- Invited as a guest speaker from the Foundations of TR course in Dalhousie University (taught by Rachele Manett, CTRS), to introduce NSTRA to the first year TR students and share experiences as a student member and the student director
- Planned and facilitated the TR online NSTRA Networking Event on February 5, 2025
 - Over 90 professionals, students, and educators from Dalhousie University and NSCC participated in the event
- Attended marketing and EDIA subcommittee meetings; created and shared posts for the calendar of Acknowledgement for the EDIA Subcommittee, found and met with a local company for merchandise with the Marketing Subcommittee
- Ongoing communication with NSTRA members re: NSTRA student member status, event planning, discussion about engaging more Dalhousie TR students
- Submitted board reports and AGM report

Recommendations:

- Continue to engage students by hosting student events (i.e., TR month networking event), presenting in class, etc
- Currently, not every Dalhousie TR student is an NSTRA student member due to disconnection during the pandemic; in the past, students paid the extra fee on their Recreation Orientation (Rec-O) payment so that all students automatically registered to the NSTRA membership for the first two years. It would be nice to gather up-to-date information from students as to rationale
- The student director should discuss how to introduce NSTRA to the first year TR students, engage the third years to register more, and remind fourth year students to renew once graduated
- Update the student guidelines book

Respectfully Submitted,

Danielle Bilodeau
Dalhousie University Student Director
2024-2025



2025 NSTRA AGM NSCC STUDENT DIRECTOR'S REPORT

Achievements:

- Attended the NSTRA Conference.
- Attended the AGM 2024.
- Attended the board meetings.
- Completed board reports March through to September.
- Planned and facilitated a Student/Professional Virtual Networking event with Danielle (Dalhousie Student Director), supported by Marisa (President Elect), in February 2025.
- Planned and facilitated an in-person student/professional networking event for March 19, 2025, with Dawn MacDonald and the Sydney Waterfront TR class of 2025.
- Successfully completed TR month at the Sydney Waterfront Campus with three different programs run by students, including a Valentine's Day program, a "Night at the Nest Eagles game," and supporting the Special Olympics at NSCC.
- Attended the DAL PAC meeting on May 4, 2025.
- Completed a 9-week work placement with NSCC.
- Attended the CTRA conference from June 10-12, 2025.
- Communicated with the NSCC Class of 2025 to remind them that their memberships were expiring soon.

Recommendations:

- Attend as many meetings as possible.
- Ask lots of questions. Ask questions during meetings, seek out support when you need it.
- Talk to your instructor and your classmates how you can support them during your time in this position.
- Collaborate as much as possible. There is a lot of combined experience on the board, and you can learn lots from each other.
- Join a taskforce/committee even if you don't know much about it.
- This is a great learning opportunity, take advantage of it!

Respectfully submitted,

Tess Campbell (she/her)
NSCC Student Director
2024-2025



2025 NSTRA AGM ADVOCACY COMMITTEE'S REPORT

Purpose

The purpose of this working group is central to the work of the Nova Scotia Therapeutic Recreation Association (NSTRA). We will generate momentum for achieving intervention and treatment by increasing political commitment to recognizing the profession of therapeutic recreation (TR) and by mobilizing resources for investment in health and well-being. We will increase demand for TR as a vital service to be accessible to all, by engaging stakeholders and service providers and enabling better access to such services. By drawing on the strengths of all members of NSTRA, the working group seeks to position therapeutic recreation at the heart of health and community services.

Highlights of the sub-committee:

- The focus for the past year for Advocacy has been to continue with establishing a Standards of Practice document and advance and support the role of Recreation Therapy in Long Term Care.

Long Term Care Task Force Annual Report

The Long-Term Care Task Force has been on an unintended hiatus since the conference in 2024. At that conference, we received feedback on the work that has been completed thus far, and garnered interest from membership to become involved. Since our last report, the literature review has been completed outlining the importance and benefit of TR services in Continuing Care. The remaining tasks have been organized and new leadership for the task force has been put in place. A call for interest will be sent out in October 2025 with a meeting scheduled for November. A big thank you to Jenelle d'Entremont for stepping up as the new chair for this Task Force.

Respectfully submitted,

Dawn MacDonald

Standards of Practice Task Force Annual Report

The Standards of Practice working group was formed in the fall of 2023 with the aim of creating a document(s) outlining practice standards for recreation therapy professionals in Nova Scotia. A call for volunteers went out to NSTRA members and co-chairs Crystal Watson and Kate Giles were asked to lead the group.

The Standards of Practice working group has spent the last year developing a document outlining the Guiding Principles and Standards of Practice for recreation therapy in Nova Scotia. They presented five Guiding Principles and five Standards of Practice at the October 2024 NSTRA Conference in a workshop setting where conference attendees were invited to contribute thoughts and ideas. The working group has since used this information to create a

draft document further outlining the Standards of Practice, in preparation for NSTRA membership review. In September 2025, they employed an external reviewer to assist with this draft document. They are planning an Education Session at the upcoming NSTRA AGM for members.

Respectfully submitted,

Kate Giles and Crystal Watson

On behalf of the Advocacy Committee, we want to thank the members of both the LTC and SoP Task Forces for their work and dedication.

Recommendations going forward:

- Recruit a new Advocacy Chair for the upcoming term
- Re-establish the 'job responsiveness task force'
- Work with the Board of Directors to establish a timeline and develop priorities devised in the most recent 21FSP report
- Follow through on recommendations provided by the Standards of Practice working group once the document has been finalized (including supplemental working documents, etc.)
- Continue to support the ongoing work of the LTC task force as needed

Respectfully Submitted,

Shelley Smith (she/her), CTRS
Advocacy Committee Chair
2024-2025



2025 NSTRA AGM EQUITY, DIVERSITY, INCLUSION, AND ACCESSIBILITY COMMITTEE'S REPORT

Purpose

The purpose of the Equity, Diversity, Inclusion and Accessibility (EDIA) Committee is to ensure an intentional approach to identifying, advocating, educating, and reconciling the Association's equity, diversity, inclusion and accessibility priorities/goals. NSTRA is a reflection of the students and professionals whose lived experiences, diverse backgrounds, and individual perspectives impact the health and well-being of the community. We strive for representation as a profession that is sensitive to cultural gifts in order to have a stronger capacity to serve in health and human service settings.

Committee members:

Natalie Baglole (co-chair), Jessica Reid (co-chair), Qi Lao, Danielle Bilodeau, Austin Oswald, and Dana Mills.

Special thanks to departing member Sun Lee for all her contributions to the committee's work.

Highlights:

- The committee met 11 times, including one in person meeting
- Reviewed and updated the committee's Terms of Reference
- Created committee action plan including timelines and member(s) responsible that was reviewed at monthly meetings
- Began work on drafting the Anti-Racism & Anti-Oppression Action Plan. This action plan will be distributed to membership for feedback and collaboration once draft is completed
 - Met with Recreation and Anti-Racism Consultant; Fawn Logan-Young during this process
- Developed working documents: EDIA Action Plan 2025, Budget, Annual Timeline
- Updated the Resource Bank
- Attended an NSTRA policy meeting with the Board of Directions to put forward recommendations for policy changes with an EDIA lens. This includes language changes, drafting an EDIA policy, and ensuring NSTRA's event planning guide is referenced in appropriate policies
- Initiated Embracing Your Voice survey focusing on sense of belonging within the association
- Working to develop an African Nova Scotian acknowledgement as well as an Affirming acknowledgement for NSTRA
- Explored research and grant opportunities to support the committee's work
- Collaborated with the Education Committee to advocate for a minimum of one EDIA education opportunity for members annually

- Researched and created posts acknowledging significant dates, and shared same on NSTRA’s social media accounts
 - Drafted a survey to be shared with members during Fall of 2025 to evaluate this aspect of our work
- A committee co-chair attended Recreation Nova Scotia’s full day Anti-Racism Summit with NSTRA president

Recommendations:

- Include a membership pledge regarding respect, equity, and inclusion to be a part of membership form on website
- Incorporate an EDIA lens into policies when they are reviewed
- NSTRA Board of Directors to explore a formal nominations policy to support recruitment to vacant board positions

Respectfully Submitted,

Natalie Baglole (she/her), CTRS
Jessica Reid (she/her), RTA
EDIA Committee Co-Chairs
2024-2025



2025 NSTRA AGM LICENSURE COMMITTEE'S REPORT

Purpose

The purpose of this committee is to establish regulation practices for Recreation Therapy professionals, including CTRS' and non-CTRS' in the province of Nova Scotia. Phase one will focus on establishing licensure for Recreation Therapists through government processes. Phase two will focus on establishing a regulatory process for all other Recreation Therapy professionals.

Co-chairs: Shelley Smith, Rhonda Booth

Membership:

This committee has been working diligently to establish regulation practices for Recreation Therapy professionals, including CTRS and non-CTRS in the province of Nova Scotia. We would like to acknowledge the committee members and their efforts towards this goal; Andrew Ritcey, Gary Comeau, Brittany MacKeen, Colleen Bateman, and Dawn MacDonald, as well as our President Elect Marisa Doucette. Thank you all for your belief in this undertaking.

We would also like to take this opportunity to thank Heather Baker for her years of dedication to the work of the Licensure Committee. Heather stepped down from the committee this past year and we want to acknowledge her commitment over the last number of years.

Highlights:

- The committee continues to meet on a regular basis and as need arises. Outside of the monthly meetings, committee members are involved in a variety of other meetings with key stakeholders to move our mandate further toward completion. This year saw intensive work on several documents related to scope of practice and risk of harm. The provincial government's Regulated Health Professions Act has formed the basis of the committee's work, and the committee continues to work with our lawyer, health care partners, policy analysts and other officials in our quest for licensure.

Looking Ahead:

- At this time, we know that if we are approved for self-regulation, we will become a co-regulated college with an existing regulated college. The NS government has just completed the third phase of the migration of health professions. Our next meeting with the Department of Health and Wellness is at the end of September and as our committee continues to strive for regulation, we will update members on progress as we have information.

Respectfully Submitted,

Shelley Smith, CTRS and Rhonda Booth, CTRS
Licensure Committee Co-Chairs
2024 - 2025



2025 NSTRA AGM

MARKETING SUBCOMMITTEE'S REPORT

Purpose

The purpose of this working group is to provide promotional engagement and support to aid in the work of the Nova Scotia Therapeutic Recreation Association. We will recognize the work of the association and recreation therapy professionals within the province of Nova Scotia. We will work to create opportunities to share information about the NSTRA, creating materials to be shared to engage with stakeholders, rights holders and service providers. We will support other subcommittees, working groups and zones, in need of promotional engagement to aid in advocating for recreation therapy services, increasing membership and promoting the work of membership and the association.

Achievements:

21FSP workplan progress:

Website renewal and streamlining:

- Reviewed and updated current information examples: amalgamating FAQ and awards, task bar streamlining, BOD bios, updated membership categories, implementation of 'Cheers from Peers', etc.
- Incorporated anonymous feedback in members only section of website

Social Media:

- Created LinkedIn account
- Expanded social connections on public Facebook Page
- Created and implemented "Cheers from Peers", an opportunity to highlight our members throughout the year, outside of awards season
- Provided input for policy review and development for relevant policies such as photo release policy, social media policy, consent etc.
- Supported CTRA for TR month, NSTRA TR month and CTRA conference in Halifax
- In process of integrating social platforms onto website

Promotion:

- Using feedback from EDIA committee in 2024, began review of promotional materials including posters, trifold and bifold brochures to edit for visual accessibility and host on members only section of website for members to have full access outside of TR month if needed
- Developed visual accessibility guidelines/criteria for promotional materials, website content and social media content using guidelines from national standards
- Updated visual trifold for CTRA conference and created stickers for fundraiser
- Developed fundraiser to be implemented in November 2025 to support content creation for website and social platforms

Election Readiness:

- Presented updated election poster at 2024 Conference in Cape Breton and made accessible for membership in members only portion of website

Title Protection Pursuit:

- Update of previously created materials
- Updated licensure information on the website including FAQ, streamlining into one landing page, in reverse chronological order.
- Idea sharing of media creation and brainstorming session, however on pause due to funds and expenditures. Plan to revisit in early 2026 once the fundraiser is complete use funds to offset costs/begin exploring companies to support

Recommendations/Upcoming areas of focus:

- Explore funding opportunities (HANS, government, etc.) to support media content of images and short video clips as creation for website use, social media, TR month, for public promotion and visibility, to progress workplan
- Add strategic plan concepts and key priorities on website in visual and interactive way
- Explore integrating testimonials from key allies, ensuring documentation and consent/policies are updated and implemented
- Incorporate work of subcommittees into the website, with tasks, priorities and email information for membership to engage

Respectfully Submitted,

Sun Lee and Jocelyn Barbier
Marketing Committee Co-Chairs
2024 - 2025



2025 NSTRA AGM

EDUCATION COMMITTEE'S REPORT

Purpose

The purpose of this working group is central to supporting the continued education of the members of the Nova Scotia Therapeutic Recreation Association (NSTRA). We will increase the accessibility of TR specific education opportunities to our members. In addition, we have the potential to create revenue for the NSTRA to support the continued efforts of the association.

Committee members include Brittany MacKeen (co-chair), Colleen Bateman (co-chair), Catherine Lubberts, and Lynette Stevens. This year we are happy to welcome Lynette Stevens into the role of co-chair on this committee. We share our deepest gratitude to Brittany MacKeen as she steps down from her co-chair duties and are grateful, she will remain an active member of the committee.

Highlights of the Education Committee:

- Committee met six times this year
- Committee held one education session in 2025 – “TR Professionals in Non-traditional Roles”
Including - creating expression of interest, CEU application form, creating promotional material, registration, and CEU/participation certificate distribution. Over 50 individuals attended this education session.
- Met with the EDIA Committee and have agreed to offer a minimum of one education session per year in collaboration. Planned to be offered each spring.
- Reviewed the terms of references and changed minimum required meetings per year from 8-10 to 4. Better to under promise and over deliver.
- Collaborated with our website support person to investigate how our website could host recorded sessions and provide CEU certificates once completed. Website to be updated to make this possible.
- Completing CEU application for upcoming education session happening before the AGM (NSTRA Committees Update and Standards of Practice Update)
- Began planning for 2 education sessions, late 2025 and early 2026. Potential presenters have been contacted

Recommendations:

- Creation of education session protocol for succession planning
- Circulate a new survey to members in the spring of 2026 for new areas of interest for education

Respectfully Submitted,

Colleen Bateman (she/her)
Brittany MacKeen (she/her)
Education Committee Co-Chairs, 2024 – 2025



2025 NSTRA AGM FINANCE COMMITTEE'S REPORT

Purpose

The purpose of this committee for the Association is to support the Board of Directors (BOD) by assisting, guiding, and enhancing financial practices of the Association.

- *To provide short- and long-term financial oversight for the Association.*
- *To remain committed to good stewardship; is actively building and preserving the financial resources necessary to support the accomplishment of its mission; and to establish a process that will assist the work of the Association to be fiscally responsible.*

Membership:

Gratitude is offered to Andrew Ritcey, Brianne Saunders, Natalie Baglole, and Jennifer Kirby who has served diligently and supportively on this committee for the past two years of a three-year term. This committee welcomes other members who have financial related skills or a willingness to grow in learning in this area of association operations.

Highlights:

- The committee has met its goal to meet 4 times a year, with constant communication patterns via email as needs arise.
- Annual review of the terms of reference.
- Policy review: Licensure Policy, Regional Zone Fundraising & Designated Funds, Conference Attendance, and Travel Policies.
- Development of a new Cash Transaction Policy.
- Providing directions to the Board for fiscal responsibility.
- Ongoing review of the organizations' revenue and expenditure, balance sheet, investments and other matters related to its continued competence.
- Ensuring the maintenance of an appropriate capital structure.
- Ongoing communication with Financial Reviewer, Cathleen Madgett.

Recommendations/Looking Ahead:

- Establishing an annual budget and submitting it to the Board for approval.
- The committee will establish a financial calendar for renewals of accounts.
- The committee will explore and establish other financial policies and procedures connected to the operational management of the Association.
- The committee will explore other avenues of revenue that can support the life and work of the Association in pursuit and with focus on advocacy to government and other organizations; education and learning; building connections within and around the profession; and standards of service and practice.

Respectfully Submitted,

Dana Mills, Finance Committee Chair
NSTRA Treasurer 2023-2025



2023-2026 NSTRA STRATEGIC PLAN

Membership Retention & Growth		
1.1 NSTRA will prioritize accessibility, safer spaces, and welcome all voices as a core element, offering resources and education to ensure a welcoming and non-threatening environment where all members can express themselves in person and online during workshops, events, and conferences		
1.2 NSTRA will develop a manageable communication strategy		
1.3 NSTRA will continue to offer regular education sessions to support the work of personal and professional development as healthcare workers and TR practitioners		
1.4 NSTRA will identify opportunities and partnerships for membership within and surrounding the sector including online resources and libraries adding value to membership		
1.5 NSTRA will create resources that outline the benefits of membership		
Development of Standards of Practice		
2.1 NSTRA will review the new CTRA standards and vote on acceptance/ non-acceptance		
2.2 NSTRA will strike a committee or task force to develop/define the standards		
2.3 NSTRA will develop an education plan and resources for those that affect the delivery of therapeutic recreation services		
Organizational Development		
3.1 Through an EDIA lens, NSTRA will conduct in depth review of any current documents, roles, and procedures that are used by the Board of Directors, sub committees, and membership		
3.2 NSTRA will develop an orientation program for new Board of Directors members		
3.3 NSTRA will develop a calendar to include dates for members registration, conference information, AGM, awards, etc.		
3.4 NSTRA will explore communities of practice		
Advancement of the Profession		
4.1 NSTRA will build resources to promote the profession, build impactful community relationships and share resources with membership		
4.2 NSTRA will explore a mentorship program for students and new graduates		
4.3 NSTRA will review healthcare systems to identify opportunities for therapeutic recreation to enhance service delivery or fill gaps		
Licensure		
5.1 NSTRA will continue to promote the importance of licensure and work with interest holders, rights holders, collaborators & community partners to complete this process.		
5.2 NSTRA will create resources as needed to share the importance of licensure and its impact on the profession and clients.		