

Annual Report



CASLPA-ACOA

2004

**Canadian Association of
Speech-Language Pathologists
and Audiologists**



President's Message

President



CASLPA's 40th anniversary marked a very important year for the association, not only as a milestone but also as a year of significant achievements.

An important accomplishment of CASLPA this year was the raising of its national and international profiles. Activities such as the completion of the Gap Analysis (a project of the Joint Alliance), corresponding with the government regarding issues impacting the professions, collaborative efforts with other professional associations in projects such as Enhancing Interdisciplinary Collaboration in Primary Health Care (EICP), as well as an invitation to participate in federal surveys for Health Canada and the Canadian Institute of Health Information, were significant in raising the federal

government's awareness of audiologists and speech-language pathologists.

At the international level, CASLPA signed the Mutual Recognition Agreement for Speech-Language Pathologists with ASHA, Speech Pathology Australia, and the Royal College of Speech Therapists (United Kingdom). Such an agreement is one of the first of its kind for healthcare professionals across the world and is a major step in CASLPA's development of international relations.

As part of our advocacy efforts, CASLPA joined the Canadian Academy of Audiology, the Hearing Foundation, Nova Scotia Speech and Hearing Centres, Option Consommateurs and l'Ordre des orthophonistes et audiologistes on the Noisy Toys project. The campaign was launched in October 2004 and will continue over the next year with extensive promotion to the media.

CASLPA maintained its commitment to continuing education by offering an outstanding conference in Ottawa as well as an additional online learning course - An Evidence Based Approach to Dysphasia Intervention by Catriona Steele. This year also saw the completion of three substantial projects including the publication of the Au.D. position paper in JSLPA, as well as the release of the final reports on Caseload Guidelines for Speech-Language Pathology and Supportive Personnel. It has been a busy and successful year.

As the end of my first year of my term as president draws to a close, I feel an array of emotions. I am extremely proud of the accomplishments of the CASLPA board and staff. I am moved by the profound commitment of S-LPs and audiologists to their national association and professions. I am overwhelmed by the dedication and tireless efforts of the CASLPA staff. Finally, I am excited about the upcoming year and the many opportunities that await CASLPA.

I am honored to have been a part of this amazing team and its accomplishments over the past year and proudly offer the CASLPA 2004 Annual Report.

Selene Tash, President



CASLPA Vision

Speech-Language Pathologists and Audiologists working collaboratively to maximize the communication potential of all Canadians.

CASLPA Mission

To champion and support the professional needs of Speech-Language Pathologists and Audiologists, to facilitate the growth and development of our members thereby maximizing the communication potential of Canadians.

CASLPA
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www.caslpa.ca

A Review of our Milestones, Highlights and Significant Achievements

2004

Enhancing Membership Services

- ▶ The online learning education course: *An Evidence Based Approach to Dysphasia Intervention*, presented by Catriona Steele, was launched.
- ▶ Updating membership profiles and the renewal process were simplified through implementation of an online module.
- ▶ The board approved that the 2007 Annual Conference be held in Kananaskis, Alberta.
- ▶ Significant improvements were made to the Web site including a searchable Find a Practitioner area, online conference registration and online Call for Conference Papers submissions.
- ▶ Development of a new database module now allows current hard copies of the membership directory to be printed in-house and provided to members upon request.

Joint Alliance

- ▶ *Gap Analysis Report – A Study into the Availability and Accessibility of data to support long-term human resources planning for Speech-Language Pathologists and Audiologists* was completed by the Joint Alliance.
- ▶ Ontario withdrew from the Joint Alliance.

Visibility and Promotion

- ▶ May month initiatives included availability of a free electronic marketing package that included a media release, public service announcements, feature stories and assorted fact sheets.
- ▶ A new CASLPA Award of Merit category was developed to recognize the achievements of non-members who do not fall under any other current award category. The inaugural award was presented to Germaine Huot at the 2004 awards banquet.
- ▶ Web site usage continued to show an increase with 275,000 visitors viewing 1.5 million pages during the year. There was an average increase of 4,225 visitors per month from 2003. 13,301 copies of CASLPA's various fact sheets were downloaded over the course of the year.
- ▶ The association's new logo and corporate ID was officially launched and well received. With new stationary and designs for our numerous publications and documents, the result was a fresh professional look and improved overall image.
- ▶ 40th Anniversary celebrations included distribution of a commemorative anniversary pin to all conference delegates, past CASLPA volunteers and charter members. A series of retrospective articles was featured in *Communiqué*.
- ▶ Media relations efforts generated coverage in *Today's Parent*, *Chatelaine*, *Canadian Living* and hundreds of community newspapers as well as several television interviews including Global National.

Professional Standards

- ▶ The *Caseload Guidelines Survey Report for Speech-Language Pathology* and the *Report of Findings for Speech-Language Pathology and Audiology University Programs* were released.
- ▶ The Au.D. position paper was approved by the board.
- ▶ The International Mutual Recognition Agreement for CASLPA

certified speech-language pathologists was signed with the American Speech-Language-Hearing Association, Speech Pathology Australia and the Royal College of Speech and Language Therapists.

- ▶ Guidelines were developed for supportive personnel in speech-language pathology and audiology. These guidelines include scope of practice, core competencies, training programs, supervisory guides, code of ethics and grandfathering.
- ▶ The Canadian Accreditation of Services Program (CASP) standards, process and manual review was completed and a new manual produced in English.
- ▶ 215 candidates wrote the CASLPA certification examinations. CASLPA welcomed 230 new certified members.

Representation, Lobbying and Partnerships

- ▶ Many members of CASLPA's board of directors met with members of parliament and opposition party members to discuss key issues and highlight the professions.
- ▶ CASLPA provided input to the Advisory Committee on Health Delivery and Human Resources Working Group on Entry-to-Practice Credentials.
- ▶ We received final confirmation of \$6.55 million dollars in funding from the Primary Health Care Transition Fund for our participation in an initiative entitled *Enhancing Interdisciplinary Collaboration in Primary Health Care: A Change Process to Support Collaborative Practice*. Speech-language pathologists and audiologists participated in various consultations across Canada to help develop the principles and framework for interdisciplinary collaboration.
- ▶ CASLPA participated in a study of the continuing education system for health care providers in Canada, conducted by the Office of Professional Development.
- ▶ A letter of support was submitted to the Hearing Foundation of Canada for a national educational school based program on noise induced hearing loss (NIHL).
- ▶ CASLPA participated in the National Coalition on Noisy Toys. The coalition undertook two media launches highlighting the dangerous effects of noisy toys on children's hearing. The Federal Minister of Health and provincial Ministers of Health and Education were also lobbied on the issue.
- ▶ CASLPA has been very active in collaborating with various organizations on the Workplace Safety and Insurance Board's Noise Induced Hearing Loss Program.
- ▶ Work continued with the Health Action Lobby (HEAL) on a new focus area – health human resources.
- ▶ CASLPA participated in the disability tax credit consultations.

Financial Viability

- ▶ The CASLPA conference in Ottawa was a great success. 667 registrants and a profit of \$21,000.
- ▶ Return on investment was 3.1%. CASLPA is within .05% of reaching the policy target for reserve funds.
- ▶ Advertising revenues of \$138,420 surpassed budgeted projections and 2003 results.

Auditor's Report

To the Members of the Canadian Association of Speech-Language Pathologists and Audiologists

I have audited the statement of financial position of the Canadian Association of Speech-Language Pathologists and Audiologists (the "Association") as at December 31, 2003 and December 31, 2004 and the statements of operations, net assets and cash flows for the years then ended. These financial statements are the responsibility of the Association's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2003 and December 31, 2004 and the results of its operations for the years then ended in accordance with Canadian generally accepted accounting principles.



Richard D. Mundell, Chartered Accountant
February 15, 2005

STATEMENT OF FINANCIAL POSITION AS AT
DECEMBER 31, 2004

	2004	2003
CURRENT ASSETS		
Cash	\$227,139	\$233,933
Short term investments (Note 5)	464,327	495,619
Accounts receivable	16,012	31,764
Inventory	5,986	5,910
Prepaid expenses	<u>35,815</u>	<u>18,481</u>
	749,279	785,707
CAPITAL ASSETS (Note 2)	<u>25,405</u>	<u>16,929</u>
	<u>\$774,684</u>	<u>\$802,636</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 78,322	\$141,223
Deferred revenue (Note 3)	<u>327,539</u>	<u>307,246</u>
	<u>405,861</u>	<u>448,469</u>
NET ASSETS		
Unrestricted	297,445	262,829
Invested in capital assets	25,405	16,929
Advocacy Fund	5,600	26,600
Joint Venture Fund	-	4,894
Special Projects Fund	-	2,965
Education Fund	5,666	13,546
Charitable Fund	<u>34,707</u>	<u>26,404</u>
	<u>368,823</u>	<u>354,167</u>
	<u>\$ 774,684</u>	<u>\$802,636</u>

Commitments (Note 4)
ON BEHALF OF THE BOARD:



Selene Tash, President



Janice McKay, Director

STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2004

	2004	2003
REVENUE		
Membership dues/standards	\$913,888	\$928,414
Exam fees	93,967	70,500
Publications	142,194	139,398
Conference	211,998	176,233
Online Learning	15,684	3,813
Administration	106,356	45,687
Joint Alliance	<u>1,500</u>	<u>1,500</u>
	1,485,587	1,365,545
EXPENSES		
Salaries and benefits	568,252	568,753
Meetings	127,185	119,333
Prof. Fees & Honorariums	88,645	53,340
Printing	59,655	67,066
Translation	22,658	27,800
Promotions	37,678	37,367
Certification Exams	34,409	32,383
Student Activities	1,720	1,733
Strategic Planning	913	-
Bad Debts	-	300
Rent	71,132	70,304
Legal and Accounting	12,455	16,413
Communications	16,750	17,096
Postage and courier	57,623	68,620
Office Supplies	20,848	16,972
Insurance	3,212	4,318
Equipment leases	17,402	19,327
Bank Charges	22,091	22,558
Amortization	12,430	5,952
Caseload Ratio	-	5,921
Support Personnel	21,286	278
Conference	211,998	176,233
Joint Alliance	2,706	3,722
Salary/Membership Survey	19,833	-
Online learning	<u>11,614</u>	<u>33,197</u>
	1,442,495	1,368,986
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENDITURES	\$ 43,092	\$ (3,441)

STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2004

	2004	2003
CASH FLOWS FROM OPERATING ACTIVITIES		
Deficiency of revenue over expenditures	\$ 43,092	\$ (3,441)
Items not involving cash: Amortization	12,430	5,952
Changes in non-cash operating working capital		
Accounts receivable	15,752	(15,344)
Accrued Interest	(8,242)	(6,888)
Inventory	(76)	1,647
Prepaid expenses	(17,334)	5,956
Accounts payable and accrued liabilities	(62,901)	39,767
Deferred revenue	20,293	169,142
Donations received	8,303	11,224
Fund Changes	<u>(36,739)</u>	<u>(23,000)</u>
	(25,422)	185,015
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(20,906)	(4,132)
Acquisition of short term investments other than cash (net)	<u>(50,914)</u>	<u>(8,367)</u>
	(71,820)	(12,499)
INCREASE (DECREASE) IN CASH	(97,242)	172,516
Cash, beginning of year	<u>451,068</u>	<u>278,552</u>
CASH, END OF YEAR	<u>\$353,826</u>	<u>\$451,068</u>

Cash is defined as cash and short term deposits. (Note 6)

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STATEMENT OF NET ASSETS YEAR ENDED DECEMBER 31, 2004

	Invested in capital assets	Advocacy Fund	Joint Venture Fund	Special Projects Fund	Education Fund	Charitable Fund	Unrestricted	2004	2003
Balance, beginning of year	\$16,929	\$26,600	\$4,894	\$2,965	\$13,546	\$26,404	\$262,829	\$354,167	\$369,384
(Deficiency) excess of revenues over expenditures	(12,430)	-	-	-	-	-	55,522	43,092	(3,441)
Receipts	-	-	-	-	5,666	8,303	-	13,969	11,224
Transfer to other income	-	(21,000)	(4,894)	(2,965)	-	-	-	(28,859)	-
On-line learning	-	-	-	-	(13,546)	-	-	(13,546)	(23,000)
Invested in capital assets	<u>20,906</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(20,906)</u>	<u>-</u>	<u>-</u>
BALANCE, END OF YEAR	<u>\$25,405</u>	<u>\$ 5,600</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,666</u>	<u>\$34,707</u>	<u>\$297,445</u>	<u>\$368,823</u>	<u>\$354,167</u>

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NOTES TO FINANCIAL STATEMENTS - YEAR ENDED DECEMBER 31, 2004

GENERAL

Canadian Association of Speech-Language Pathologists and Audiologists (the "Association") was incorporated on November 10, 1975 by Letters Patents pursuant to the laws of Canada. On October 10, 1985 Supplementary Letters Patent were issued to the Association approving its present name. The Association is a registered charity and accordingly is exempt from income taxes.

1. SIGNIFICANT ACCOUNTING POLICIES

Deferred Expenses - Deferred expenses represent expenditures made during the period which will be expensed in a future accounting period.

Capital Assets - Capital assets are amortized on a declining balance basis at rates which reflect their estimated useful lives. Amortization is calculated at the following annual rates: Office furniture and equipment - 15%, Telephone equipment - 20%, Computer equipment - 25%, Computer software - 50%

Revenue Recognition - Revenues are generally recognized in the accounts in the period in which they are earned. Monies received from memberships, conference fees and government grants in periods prior to when they will be earned are recorded in the accounts as deferred revenue.

Unrestricted Fund - This fund is designated for special operational projects of the Association, for example, the transition towards the Policy Governance Model. This fund is also used as the Association's emergency fund in case of an unexpected occurrence (i.e. disaster fund).

Advocacy Fund - This fund is designated to develop an advocacy strategy to communicate the role speech-language pathologists and audiologists play in supporting the well-being and health of Canadians.

Joint Venture Fund - This fund is designated to promote and support joint ventures with the provincial associations.

Special Projects Fund - This fund is designated to support projects which are deemed to fit within the goals and objectives of the Association, for example, collaborative research activities.

Education Fund - This fund is designated to provide continuing education and receives Conference net income in excess of \$15,000.

Charitable Fund - This fund is designated for qualifying expenditures to be ascertained by the Board.

Short Term Investments - Short term investments are valued at the lower of cost and market. Market value at December 31, 2003 was \$510,448 (2002 - \$380,808).

2. CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value	
			2004	2003
Office furniture and equipment	\$19,330	\$15,497	\$ 3,833	\$ 4,510
Telephone equipment	12,177	11,084	1,093	1,366
Computer equipment	27,159	13,660	13,499	9,356
Computer software	<u>55,451</u>	<u>48,471</u>	<u>6,980</u>	<u>1,697</u>
	<u>\$114,117</u>	<u>\$88,712</u>	<u>\$25,405</u>	<u>\$16,929</u>

3. DEFERRED REVENUE

	2004	2003
Membership fees and certification fees	\$323,039	\$295,259
Conference revenues	<u>4,500</u>	<u>11,987</u>
	<u>\$327,539</u>	<u>\$307,246</u>

4. COMMITMENTS

The Association is committed to the following future payments in respect to operating leases and other contractual obligations:

	Conference Planning	Premises and Equipment	JSLPA Editor
2005	\$ 37,000	\$ 80,126	\$15,000
2006	34,100	32,840	15,000
2007	37,200	9,543	-
2008	38,400	2,829	-
2009	38,400	-	-
2010	<u>39,600</u>	<u>-</u>	<u>-</u>
	<u>\$224,700</u>	<u>\$125,338</u>	<u>\$30,000</u>

5. FINANCIAL INSTRUMENTS

For cash and short term investments, accounts receivable and accounts payable and accrued liabilities, the carrying amounts of these financial instruments approximate their fair value due to their short term maturity or capacity for prompt liquidation. The short term investments consisted of:

	2004	2003
Money Market Fund	\$ -	\$ 48,128
Cash on deposit	126,687	217,135
Guaranteed Investment Certificate	241,867	180,417
Accrued interest receivable	19,541	11,299
Common shares	<u>76,232</u>	<u>38,640</u>
	<u>\$464,327</u>	<u>\$495,619</u>

Interest on these investments averaged 3.1% for the year. Unless otherwise noted, it is management's opinion that (i) the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments and (ii) the Association does not have significant concentrations of credit risk.

6. CASH

	2004	2003
Bank	\$227,139	\$233,933
Deposit with ING Direct	124,577	216,791
Deposit with RBC Dominion Securities Inc.	<u>2,110</u>	<u>344</u>
	<u>\$353,826</u>	<u>\$451,068</u>

CASLPA Committees 2004



Board of Directors

President
Selene Tash

Past President
Frances Monro

National Student Advisor
Vincie Lombardo

Territories
Wendy MacDonald

British Columbia
Terence Miranda

Alberta
Tricia Miller

Saskatchewan
Carrie Stacey

Manitoba
Kristina Ostermann

Ontario
Lori Montcalm

Quebec
Isabelle Cabot

New Brunswick
Jeanne Finn-Allen

Nova Scotia
Anne Mason-Browne

Prince Edward Island
Nicole Léger

Newfoundland & Labrador
Janice McKay

Executive Committee

Selene Tash, Chair
Frances Monro
Janice McKay
Jeanne Finn-Allen

Staff: Ondina Love

Nominations Committee

Frances Monro, Chair
Tricia Miller
Janice McKay
Wendy MacDonald
Jeanne Finn-Allen

Staff: Ondina Love

CASLPA Representative to the Cochrane Network/ Centre

Rosemary Martino

Awards and Recognition Committee

Kristina Ostermann, Chair
Jeanne Finn-Allen
Natalie Vertefeuille
Katrina Basha
Vincie Lombardo
Michele Anderson
Susan Wagner
Robin Springer
Deryk Beal
Julianne Labreche

Staff: Angie Friend
Phyllis Schneider

CASP

Margaret Melanson, Chair
Catherine Arthur MacDonald
Heather Maessen
André Lafargue

Staff: Sharon Fotheringham

Publications Advisory Committee

Tricia Miller, Chair
Heather Tomlinson
Vicky Papaioannou
Virginia Martin
Terence Miranda

Staff: Angie Friend
Phyllis Schneider

Certification Examination Committees

Audiology

Marianne McCormick, Chair
Cynthia Tompkins
Marlene Bagatto
Nancy Smith
Navid Shahnaz
Manon Ethier

Speech/Language

Pat Roberts, Chair
Shelley Irvine Day
Susan MacNeil
Amany Watters
Anne Lopushinsky
Colleen Braun-Janzen

Staff: Sharon Fotheringham

Ethics Committee

Lori Montcalm, Co-chair
Carrie Stacey, Co-chair
Linda Rammage
Anne Mason-Browne
Janice McKay
Jeanne Finn-Allen
Pat Ellis

Staff: Sharon Fotheringham
Josée Lagacé

Standards Advisory Committee

Wendy MacDonald, Chair
Marianne McCormick
Pat Roberts
Nicole Léger
Margaret Melanson

Staff: Sharon Fotheringham

CASLPA National Office

Executive Director
Ondina Love

Manager of Professional Standards
Sharon Fotheringham

Audiology Standards Advisor
Josée Lagacé

Membership Coordinator
Scott Kettles

Communications Manager
Angie Friend

Finance & Operations Manager
Dawn Kelly

Communications Assistants
Toni Knox, Nick Dike

Standards Officer
Jan Straker

Executive Assistant
Diane Doucet

Reception/Membership Assistant
Shirley MacQueen