

Canadian Association of Speech-Language Pathologists and Audiologists



CASLPA-ACOA

**2003
Annual Report**

President's Message



As I come to the end of my two-year term as President, I am astonished at how quickly the time has passed. Perhaps that is simply reflective of the fact that, like CASLPA itself, I am getting older! I also feel proud of everything that the CASLPA Board has accomplished during my term of office, which began with garnering the results of the membership survey and creating a strategic plan based on those results.

In terms of representing your interests to the federal government, we have worked together with our partners in the Joint Alliance to address the very pressing issue of recruitment and retention of our professionals across the country. The Joint Alliance submitted a funding proposal to Health Canada for \$10,000 to conduct an analysis of what human resource data we have at our disposal, what we need, and where the gaps are. Once this is complete, we will be in a position to set our next priorities for investigation required to develop a sound human resources strategy. Thank you to the Joint Alliance for your strong support in moving this initiative forward.

In 2003 we conducted a survey of our nine university training programs to obtain data on enrolment trends, cost of training, and plans for increasing numbers of seats available. We also completed our Caseload Guidelines Survey Final Report for Speech-Language Pathology.

Two new position papers are "in the works". An Au.D. task force was struck and distributed a questionnaire to most Audiologists in Canada. The results were analyzed and released and we are developing a final position statement based on these results. Our certification examination has been successfully marketed to students and university faculty this year and the CASP manual has been revised.

As far as continuing education is concerned, our on-line learning portal was successfully launched with a Speech-Language Pathology course, "Using a Motor Speech Perspective in Assessment and Treatment of Children's Speech Disorders" by Debra Goshaluk, and an Audiology course, "Advanced Technology in Hearing Aids" by Ted Venema. We anticipate the addition of at least two more courses in 2004. These programs enable you to achieve CEE credits from the comfort of your own home or office. The conference in St. John's, Newfoundland and Labrador was a big hit with all who attended and left us all looking forward to future visits to that wonderful province.

Finally, we are nearing completion of a Supportive Personnel document, which contains scopes of practice, training requirements, core competencies, supervisory guidelines and member benefits for this new category of CASLPA membership.

Heartfelt thanks go to the Board, our various committee volunteers, and our amazing team of staff for all your hard work over the past year. Our association has come a long way over the past 40 years and we have much to celebrate. Congratulations!

Frances Monro, President

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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.

A Review of our Milestones, Highlights and Significant Achievements

2003

Enhancing Membership Services

- ▶ The Caseload Guidelines Report for Speech-Language Pathology was finalized for release in January 2004.
- ▶ The conference in St. John's was a success generating a profit of \$10,000 for the provincial education fund.
- ▶ The CASLPA By-laws received Ministerial approval.
- ▶ The Board of Directors continued their work on writing various policies for the association in areas of governance, standards, finance and administration.
- ▶ The Board approved that the 2007 Annual conference be hosted in New Brunswick.
- ▶ Two on-line learning courses were launched: *Using a Motor Speech Perspective in Assessment and Treatment of Children's Speech Disorders* - by Debra Goshulak and *Advanced Technology in Hearing Aids* - by Ted Venema.
- ▶ CASLPA developed policies and procedures to ensure compliance with the *Personal Information Protection and Electronic Documents Act*.
- ▶ The membership renewal processing systems were revamped and a new membership coordinator was hired, Scott Kettles.
- ▶ A complete cumulative index of all JSLPA articles was posted on the website. This database is searchable by keyword, author and issue, and also allows on-line ordering of articles.

Joint Membership

- ▶ The joint member provinces worked on a funding proposal to Health Canada to support a Gap Analysis on Human Resource Information for the Speech-Language Pathology and Audiology Professions.

Visibility and Promotion

- ▶ Embarked on an awareness campaign designed to raise visibility of the speech, language and hearing issues that affect the Senior population.
- ▶ A new theme *Speech-Language Pathologists and Audiologists – Caring About Communications* was launched for May Month. New promotional products were made available.
- ▶ A new CASLPA logo was developed and a fresh new corporate identity launched, complete with a new look for all association stationary and re-designs of all association publications including a new full colour cover for JSLPA.
- ▶ A major comparative survey was undertaken to benchmark the CASLPA awards program against other similar associations. A new award was initiated recognizing top achievement in the CASLPA certification exam.
- ▶ Media efforts resulted in coverage in *Chatelaine*, *Canadian Living*, *Today's Parent*, *The Winnipeg Free Press*, *Toronto Globe and Mail*, the *Vancouver Sun*, CTV television, *Women's Television Network* and many cable television and radio stations.
- ▶ There was a marked increase in website usage. A comparison of visitor stats from 2002 to 2003 showed an average increase of 2,000 visitors per month and an eight minute increase in time spent in each session.

Professional Standards

- ▶ Work continued on Supportive Personnel and membership consultation is planned for 2004.
- ▶ The Manitoba Outcome Measures Review Committee completed their report.
- ▶ Work continued on the negotiations for a mutual recognition agreement for Speech-language Pathologists with the U.K., Australia and the U.S.
- ▶ In collaboration with CAA, provincial licensing bodies and university programs, the Au.D. survey on the professional doctorate degree in audiology was undertaken and results released.
- ▶ Five-year accreditation was awarded to the Nova Scotia Hearing and Speech Centres in June 2003.
- ▶ Broad consultation and review of the document: *Assessing and Certifying Clinical Competency: Foundations for Clinical Practice for Audiology and Speech-Language Pathology*, was completed.
- ▶ 165 of 184 exam candidates were successful and became eligible for certification. CASLPA welcomed 208 new certified members in 2003. CEE summary reports were sent to 3974 certified members and 20 passed an audit.
- ▶ CASLPA staff participated on a task force revising the university accreditation standards and governance.

Representation, Lobbying and Partnerships

- ▶ Rosemary Martino was named CASLPA's representative to the Cochrane Network/Centre.
- ▶ CASLPA worked with the Health Action Lobby (HEAL) on positions presented to the Prime Minister on the First Minister's Meeting and letters to the Minister of Health on the establishment of the National Health Council.
- ▶ Meetings took place with ASHA to discuss the future of the mutual agreement regarding Audiology and planned changes in the minimum entry qualifications.
- ▶ CASLPA worked with a coalition of seven national health associations on letters to the Prime Minister, Minister of Health and Minister of Finance expressing our concern on the renewal of the health system.
- ▶ Participated in the CAA conference in Vancouver.
- ▶ CASLPA staff participated in the revision of the Disability Tax Credit Certificate T2201.

Financial Viability

- ▶ Renegotiated supplier contracts (photocopier/long distance) which resulted in improved capability and significant savings.
- ▶ Reserves were 19% of operating expenses, just under the requirements of the reserve policy.
- ▶ Investments achieved a 4.4% rate of return, a 2% improvement over 2002.
- ▶ A comprehensive sponsorship and advertising recruitment program was developed for the CASLPA conference, resulting in increased revenue generation.

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, 2002 and December 31, 2003 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, 2002 and December 31, 2003 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 4, 2004

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2003

	2003	2002
CURRENT ASSETS		
Cash	\$233,933	\$164,935
Short term investments (Note 5)	495,619	376,846
Accounts receivable	31,764	16,420
Inventory	5,910	7,557
Prepaid expenses	<u>18,481</u>	<u>24,437</u>
	785,707	590,195
CAPITAL ASSETS (Note 2)	<u>16,929</u>	<u>18,749</u>
	\$802,636	\$608,944
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$141,223	\$101,456
Deferred revenue (Note 3)	<u>307,246</u>	<u>138,104</u>
	<u>448,469</u>	<u>239,560</u>
NET ASSETS		
Unrestricted	262,829	264,450
Invested in capital assets	16,929	18,749
Advocacy Fund	26,600	26,600
Joint Venture Fund	4,894	4,894
Special Projects Fund	2,965	2,965
Education Fund	13,546	36,546
Charitable Fund	<u>26,404</u>	<u>15,180</u>
	<u>354,167</u>	<u>369,384</u>
	\$802,636	\$608,944
Commitments (Note 4)		

ON BEHALF OF THE BOARD:



Frances Monro, President



Pat Ellis, Director

STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2003

	2003	2002
REVENUE		
Administration	\$ 45,687	\$ 55,235
Conference	176,233	286,939
Exam fees	70,500	63,975
Membership dues/standards	928,414	895,292
Publications	139,398	165,530
Merchandise (Net)	3,813	4,489
Joint Alliance	<u>1,500</u>	<u>-</u>
	1,365,545	1,471,460
EXPENSES		
Amortization	5,952	7,537
Bad Debts	300	600
Bank Charges	22,558	20,655
Certification Examination	32,383	32,082
Conference	176,233	286,939
Communications	17,096	15,861
Equipment leases	19,327	33,552
Fees, Dues, Subscriptions	5,359	4,499
Insurance	4,318	3,204
Joint Alliance	3,722	-
Meetings	119,333	109,321
Office Supplies	11,613	17,744
Online learning	33,197	-
Postage and courier	68,620	55,567
Printing	67,066	73,769
Professional fees	69,753	53,867
Projects	6,199	70,775
Promotions	37,367	43,690
Rent	70,304	66,943
Salaries and benefits	568,753	460,699
Student Activities	1,733	6,969
Translation	<u>27,800</u>	<u>24,594</u>
	1,368,986	1,388,867
EXCESS (DEFICIENCY) OF REVENUE	<u>(3,441)</u>	<u>82,593</u>

STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2003

	2003	2002
CASH FLOWS FROM OPERATING ACTIVITIES		
Deficiency of revenue over expenditures	\$ (3,441)	\$ 82,593
Items not involving cash:		
Amortization	5,952	7,537
Changes in non-cash operating working capital		
Accounts receivable	(15,344)	1,461
Accrued Interest	(6,888)	-
Inventory	1,647	465
Prepaid expenses	5,956	(17,734)
Deferred expenses	-	17,146
Accounts payable and accrued liabilities	39,767	(8,123)
Deferred revenue	169,142	(73,993)
Donations received	11,224	15,180
Fund Changes	<u>(23,000)</u>	<u>9,440</u>
	<u>185,015</u>	<u>33,972</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Additions to capital assets	(4,132)	(3,978)
Acquisition of short term investments	<u>(8,367)</u>	<u>(166,603)</u>
other than cash (net)	<u>(12,499)</u>	<u>(170,581)</u>
INCREASE (DECREASE) IN CASH	172,516	(136,609)
Cash, beginning of year	<u>278,552</u>	<u>415,161</u>
CASH, END OF YEAR	\$451,068	\$278,552

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

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STATEMENT OF NET ASSETS YEAR ENDED DECEMBER 31, 2003

	Invested in capital assets	Advocacy Fund	Joint Venture Fund	Special Projects Fund	Education Fund	Charitable Fund	Unrestricted	2003	2002
Balance, beginning of year	\$18,749	\$26,600	\$4,894	\$2,965	\$36,456	\$15,180	\$264,450	\$369,384	\$262,171
(Deficiency) excess of revenues over expenditures	(5,952)	-	-	-	-	-	2,511	(3,441)	82,593
Receipts	-	-	-	-	-	11,224	-	11,224	51,726
On-line learning	-	-	-	-	(23,000)	-	-	(23,000)	(27,106)
Invested in capital assets	<u>4,132</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,132)</u>	<u>-</u>	<u>-</u>
BALANCE, END OF YEAR	<u>\$16,929</u>	<u>\$26,600</u>	<u>\$ 4,894</u>	<u>\$2,965</u>	<u>\$13,546</u>	<u>\$26,404</u>	<u>\$262,829</u>	<u>\$354,167</u>	<u>\$369,384</u>

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NOTES TO FINANCIAL STATEMENTS - YEAR ENDED DECEMBER 31, 2003

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	
			2003	2002
Office furniture and equipment	\$19,330	\$14,820	\$ 4,510	\$ 5,305
Telephone equipment	12,177	10,811	1,366	1,708
Computer equipment	18,517	9,161	9,356	8,344
Computer software	<u>43,187</u>	<u>41,490</u>	<u>1,697</u>	<u>3,392</u>
	<u>\$93,211</u>	<u>\$76,282</u>	<u>\$16,929</u>	<u>\$18,749</u>

3. DEFERRED REVENUE

	2003	2002
Membership dues and certification fees	\$295,259	\$ 124,504
Conference revenues	<u>11,987</u>	<u>13,600</u>
	<u>\$307,246</u>	<u>\$ 138,104</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
2004	35,000	82,851	15,000
2005	37,000	79,070	15,000
2006	15,500	31,784	15,000
2007	-	8,487	-
2008	<u>-</u>	<u>2,829</u>	<u>-</u>
	\$ 87,500	\$205,021	\$45,000

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:

	2003	2002
Money Market Fund	\$ 48,128	\$ 48,537
Cash on deposit	217,135	113,617
Guaranteed Investment Certificate	180,417	154,046
Accrued interest receivable	11,299	4,411
Government of Canada coupons	-	25,000
Common shares	<u>38,640</u>	<u>31,235</u>
	<u>495,619</u>	<u>376,846</u>

Interest on these investments averaged 4.4% 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

	2003	2002
Bank	233,933	164,935
Deposit with ING Direct	216,791	106,652
Deposit with RBC Dominion Securities Inc.	<u>344</u>	<u>6,965</u>
	<u>451,068</u>	<u>278,552</u>

CASLPA Committees 2003



Board of Directors

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Frances Monro

President Elect

Selene Tash

National Student Advisor

Sara Turner

Territories

Wendy MacDonald

British Columbia

Linda Rammage

Alberta

Tricia Miller

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Manitoba

Kristina Ostermann

Ontario

Lori Montcalm

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Natalie Vertefeuille

New Brunswick

Jeanne Finn-Allen

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Anne Mason-Browne

Prince Edward Island

Pat Ellis

Newfoundland & Labrador

Janice McKay

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Selene Tash
Pat Ellis
Janice McKay

Staff: Ondina Love

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Frances Monro

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Phyllis Ng
Carole Kroening
Laura Garland

Staff: Ondina Love

CASLPA Representative to the Cochrane Network/ Centre

Rosemary Martino

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Katrina Basha
Sara Turner
Michele Anderson
Renée St-Laurent
Susan Wagner
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Deryk Beal
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Phil Doyle

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Vicky Papaioannou
Virginia Martin
Tricia Miller
Rachel Jansen

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Cynthia Tompkins
Marlene Bagatto
Nancy Smith
Navid Shahnaz
Josée Lagacé

Speech/Language

Pat Roberts, Chair
Shelley Irvine Day
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Staff: Sharon Fotheringham
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Audiology Advisory Committee

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Pat Ellis

Staff: Josée Lagacé

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

Publications Officer
Suzanne Fraser

Finance & Operations Manager
Dawn Kelly

Communications Assistant
Toni Knox

Standards Officer
Jan Straker

Executive Assistant
Diane Doucet

Administrative Assistant
Shirley MacQueen

