



PROSTHETICS & ORTHOTICS  
ASSOCIATION OF BRITISH COLUMBIA

# POABC Committee Updates March 2017

Enhancing quality of life  
in British Columbia

## Executive Summary

The POABC Steering Committee presented the [POABC Strategic Plan at the 2016 AGM](#) in Kelowna. The plan outlined 18 key needs, with five top Priorities:

1. Governance
2. Leadership
3. Communication
4. Government Relations
5. Association Revenue

These five needs have been selected because they are key to addressing the other needs. From December 2016, the chairperson(s) of these five committees and the Board of Directors started leadership training sessions to learn communication and technology skills to enhance committee work.

The following committees were identified as critical to the initial implement of the strategic plan. This report highlights the progress made by each committee.

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## Communications Committee

**Members:** Caroline Soo (co-chair), Deanna Hines (co-chair), Iris Cheng, Shannon Christie, Lisa Bennett

**Date of last meeting:** March 20, 2017

**Date of next meeting:** April 13, 2017 (tentative)

### Action Items Completed:

- Timeline for April POABC meeting promotion set
- Updates from committees about their progress to send out to membership before April Meeting

### Action Items In-progress/Pending:

- Joomla extension exploration to see what will meet our needs, seek member input at Sphere Cafe
  - E-commerce
  - Integrated group email and reminders
- More people need training to update website
- Researching email marketing platforms and if these would be beneficial for POABC (constant contact or email chimp)
- Research better ways to do remote meetings more effectively and technology requirements needed to achieve this
- Distribution of various templates for events/presentations that members can use to help distribute information
- Currently getting quotes needed for web designer to add Joomla Extensions to our website
- Working on budget

### Announcements:

- Our committee will host a Sphere Café to get feedback about the state of communication processes and discuss the future plans of our committee. Your feedback will be critical in setting our future tasks.

### 'Did you know?' Section submission

- Did you know there are '134' likes on the POABC Facebook page?
- The most popular post on Facebook was about the Rick Mercer Report featuring West Park Healthcare Centre in Toronto with a reach of 367, 25 post clicks and 19 reactions.

## Governance Committee

**Members:** Markus Saufferer (Chair), Dave Dillon, Yvonne Jeffreys, Michael Prystal, Gord Dillon

**Action Items Completed:**

- Reading on Changes to Society Act
- Review Current Bylaws

**Action Items In-progress/Pending:**

- Determine cost estimate of legal review of revising bylaws
- Confirm current bylaws wrt ability to revise bylaws
- Draft Facility Representation Agreement (FRA)

**Announcements:**

- Governance Committee will host a Sphere Café to review integration of BMG to corporate membership via FRA
- Currently accepting nominations (through the board) for additional members for this committee
- Deadline for new bylaws is November 2018 to file new bylaws

## Leadership Committee

**Members:** Lori Hampson, Carl Ganzert, Allan Blyt, Andrew Hoy, Malena Rappaport

**Report written by:** Lori

**Date of last meeting:** March 29, 2017

**Date of next meeting:** April 12, 2017

### Action Items Completed:

- Needs assessment
- TOR for committee
- Survey to leading members
- Connecting with stakeholders (OPC, other provincial associations, other allied health associations)
- Spherical progress evaluation

### Action Items In-progress/Pending:

- Quotes from companies offering leadership onboarding / orientation packages have now been received– to prepare a budget and submit to POABC executive by March 31/17
- Develop PPT presentation for April POABC meeting informing of purpose and progress of committee so far – to be used at the sphere cafe.
- Develop questionnaire for April POABC meeting, to receive member feedback and suggestions

### Announcements:

- Our committee has connected with MOPA to learn more about their Orientation Package for new Board members and committee chairs that was prepared by Outlook. The need for a reciprocal relationship for sharing of information and materials that have been learned through services provided by Outlook is seen as essential by our committee and we will be asking our POABC executive to propose this reciprocal relationship and move forward with developing and signing a letter of intent that would define what areas of information will be shared between the 2 provincial associations as we move forward.

### Questions for the board/larger group:

- Can the Executive connect with MOPA to establish a reciprocal relationship between our 2 associations? We would benefit greatly from their MOPA's orientation package that was developed for them by Outlook so we can adapt the core information for our association and create a similar orientation package for our members.

## Public and Private Partner Relations Committee

**Members:** Scott Pearen (chair), Tom Mckee, Gord Dillon, Randy Kramer, Yvonne Jeffreys, Markus Saufferer, Geoffrey Hall, James Tarrant

**Report written by:** Scott Pearen

**Date of last meeting:** April 04, 2017

**Date of next meeting:** April 11, 2017

**Action Items Completed:**

- Meetings with Outlook consulting
- Developing a strategy for moving forward

**Action Items In-progress/Pending:**

- Developing a budget
- Reaching out to the membership to assess needs
- Organizing a plan to meet with government and insurance providers

**Announcements:**

- A letter is coming to the membership
- Bring your ideas to the Sphere Café!

**Questions for the board/larger group:**

- What kind of agreement is being negotiated with Outlook for future use in consulting

## Revenue Committee

**Members:** Thomas McKee (chair), Travis Finlayson, Shane Bates,

### Action Items Completed:

- Raised additional revenue of \$4,000 promoting supplier sponsorships.
  - Associate membership has been included with each sponsorship to have P&O distributors more involved in provincial matters.
- Bi-annual convention planning is set for Sept 15, 2107 in Kelowna
- Budget for 2017 is complete
- Exhibition package has been sent to all suppliers
- Call for papers is done and ready to be sent for convention
- Technology training including: Basecamp, Zoom, Agree-a-date, and the Strategic Plan worksheets

### Action Items In-progress/Pending:

- Selling both space for convention - March 31 deadline
- Arranging workshops and speakers for convention
- Printing signage for events to recognize corporate sponsors

### Announcements:

- We are on track to increase association revenues by \$9,000 for 2017
- Welcome to our new Corporate Sponsors for 2017 (Otto Bock, Ossur, Galien, Ortho Active, Myrdal Orthopaedic Technologies, Don Joy, College Park, OrtoPed)

### Questions for the board/larger group: **doubt we actually want this section sent out in newsletter.**

- What type of budget/how much more revenue is expected to be generated?
- Would POABC entertain mandatory membership to increase revenue?

### Other Notes:

- Our friends in Alberta have been notified of our mini-convention

### 'Did you know?'

- Did you know that OPC Conventions held in a home province no longer generate revenue for that province?