



2017 ANNUAL REPORT

**CANADIAN OCCUPATIONAL
THERAPY FOUNDATION**

2016 – 2017 BOARD OF DIRECTORS

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President's Report

As President of the Canadian Occupational Therapy Foundation for my second year, it is my great pleasure and privilege to report to you on the Foundation's activities during the fiscal period 1 October 2016 to 30 September 2017.

COTF's vision is ***Meaningful living for all Canadians*** while its mission is:

- ***Support knowledge development that is relevant to and builds a strong evidence base for clinical practice.***
- ***Inform better practice by facilitating knowledge translation and availability in a form and manner that meets the needs of clinicians.***
- ***Enable a professional culture that supports the full participation of clinicians in the development and implementation of evidence-based practice.***

In order for COTF's vision to resonate with all Canadians, COTF reworked its mission to demonstrate to all stakeholders that the research that COTF funds is relevant to clinicians and their clients, Canadians. It is through COTF's awards program that COTF is able to respond to the needs of Canadians by funding projects that are important to meaningful living for all Canadians.

As I moved into my second year as President, I can attest to a shift in COTF as an organization. This year has been particularly different because COTF developed and validated a strong strategic plan, which will be implemented in the new fiscal year. The objectives are providing COTF with the opportunity to rebuild. For me, it is an exciting time because I am able to build on a strong foundation, but also work to strengthen it into a transformed entity.

I would like to thank all of the donors who support COTF. It is because of each of you that COTF is able to offer an awards program to occupational therapists in Canada. It is also because of each of you that COTF is able to respond to the needs of the occupational therapy community by funding research that is relevant to the stakeholders.

COTF is an organization that depends heavily on a volunteer base. To that end, I would like to thank the volunteers who are critical to the success of COTF. They consist of the members of COTF's Research and Scholarship Review Committee, the Janice Hines Memorial Award Review Committee, the Marita Dyrbye Mental Health Award Review Committee (odd year only), and others, who gladly help when called upon throughout the year. And many thanks to our volunteer web master from 2012 to 2017, Jean-François Greff.

I must also recognize the leadership of the COTF Board. This group of volunteers meets regularly via conference call (approximately every six weeks) to discuss innovative ways to support research and scholarship funding across the country. This includes ensuring that the objectives of the board are focused around fundraising initiatives, while engaging in strong governance practices. The board members not only meet, but also remain actively involved in their roles by sharing their knowledge of COTF with their networks (family, friends, colleagues) and encourage members of those networks to participate in COTF as donors, supporters or volunteers. A board member's role is not, therefore, limited to board meeting attendance - each one is also an ambassador for COTF at all times.

COTF also appreciates the work and strong team spirit of COTF's Executive Director, Sangita Kamblé, and COTF's Executive Assistant, Anne McDonald. I thank them both for their commitment to COTF and their dedication to the work of the Foundation, which continues to surpass what is expected of them in terms of what they offer to COTF through their time and engagement.

To me, it is imperative that all occupational therapists in Canada know that COTF exists and that each and everyone support COTF because COTF is the only Foundation that exclusively supports occupational therapy research and scholarship. COTF is unique!

In this report, I would like specifically to address the following areas:

1. Awards
2. Fundraising
3. Communication and Partnerships
4. Governance
5. Future

1. Awards

Thanks to the generosity of our donors, the Foundation has been able to maintain its annual awards program for research grants, scholarships and other awards. In this fiscal period (1 October 2016 to 30 September 2017), COTF awarded twenty-two (22) research grants, scholarships and other awards totaling \$24,400, including the COTF Future Scholar Awards. COTF also administered provincial awards for the same time period. I encourage all of you to share information about our awards program with your networks! Receiving an award from COTF is a great stepping-stone in the careers of many occupational therapists.

COTF encourages occupational therapists and students to apply to the awards program. Since COTF is a granting agency for occupational therapy awards – research and scholarship, applicants have a wonderful opportunity to be peer reviewed in a competition of high calibre within their field. Succeeding in the COTF competition opens the door to other funding opportunities and enables recipients to add that success to their curriculum vitae, which is especially important for first time recipients. Many well-known occupational therapy researchers received their first awards from COTF!

For the period of this report, COTF's awards program has been facilitated by the diligent work of the COTF Research and Scholarship Review Committee. Thank you to the time and effort of all of these volunteers. Congratulations to all of the award recipients!

2016 – 2017 COTF Award Recipients (*First Time COTF Award Recipient)

Name	Type of Award	Title	Amount
	2016 COTF Scholarships		
*Eric Tremblay	1 st Barb Worth Emergent Leader Award	N/A	\$5,000
*Alexandra Lecours	COTF Doctoral Scholarship	Étude du développement du comportement préventif au travail chez des élèves en apprentissage d'un métier dans une formation professionnelle: rôle émergente de l'ergothérapeute	\$3,000
*Janna MacLachlan	Goldwin Howland	Integrating social determinants of health into rehabilitation service delivery by occupational therapists and physiotherapists in remote low-resource areas: Exploring issues in Canada and Zambia	\$2,000
*Katrine Sauvé-Schenk	Thelma Cardwell	The influence of a low-income and linguistic minority context on post-stroke participation	\$2,000
*Chloé St-Cyr	COTF / Invacare Master's Scholarship	Programme communautaire régional de dépistage populationnel précoce des troubles de spectre autistique en Estrie: Les avancées	\$2,000
*Olivier Potvin	COTF Master's Scholarship	La contribution des occupations à l'identité occupationnelle des personnes aux prises avec un trouble de personnalité	\$1,500
Subtotal			\$15,500

Name	Type of Award	Title	Amount
	2017 COTF Research Grants		
Sandra Hodgetts	COTF Research Grant	Building inclusive communities: A collective case study of community participation for children with autism spectrum disorder	\$5,000
Véronique Provencher	COTF / OEQ Clinical Research Grant	Where what and how occupational therapists should assess frail older adults upon hospital discharge?	*\$5,000
Subtotal			\$7,500
Total			\$7,500

***Note: OEQ and COTF contributed \$2,500 each towards this grant.**

2016 COTF Future Scholar Award Recipients - \$100 per university – Total \$1,400

University	Recipient(s)
University of British Columbia	Brooke Fenn and Elyse Stokely
University of Alberta	Rachel Quong
University of Manitoba	Sarah Hibbert
Université d'Ottawa	Claire Rudnicki
Queen's University	Paige Côté
University of Toronto	Natalie Bonello
McMaster University	Sarah Hobbs
Western University	Emily Ready
McGill University	Catherine Auger, Christine Daniel, Alissa Gah Lai Low and Rachel Kadoch
Université de Montréal	Nellie Ouellet-Scott
Université de Laval	Isabelle Poitras
Université de Sherbrooke	Sarah Laroche
Université du Québec à Trois-Rivières	Alexe Desaulniers
Dalhousie University	Victoria Godin

2016-2017 Provincial Award Recipients

Provincial Fund	Recipient	Name of Award	Amount	Total
CAOT-BC	Caitlyn DeBruvne	Research & Education Grant	\$500	\$500
SAOT	Rosanna Wegner Andrea Dziwenko Anna Aishford	Research Grant Research Grant Research Grant	\$1,000 \$1,000 \$500	\$2,500
MSOT	Cara BrownEd Griesbrecht Camilla Thorne-Tjomsland	Mary Judd Award Presentation Award Student Research Award	\$1,000 \$700 \$100	\$1,800
OSOT	Carrie Anne Marshall Sarah Ho	Strategic Priorities Research OT Research	\$10,000 \$1,000	\$11,000
NBAOT	Rebecca Bonnell Connors Krista Fraser Grace Samson	NBSOT Scholarship NBSOT Scholarship NBSOT Scholarship	\$200 \$200 \$200	\$600
NLAOT	Ted McGregor Kathy Pennell Dana Snedden	Research & Education Grant Research & Education Grant Research & Education Grant	\$1,500 \$1,500 \$1,500	\$4,500
NSSOT	Amy Richard Jessica Rankin Christine Marchessault Amy MacLellan Elisabeth MacLellan Candice Wah Erica McFarland	Education Research Fund Education Research Fund Education Research Fund Education Research Fund Education Research Fund Education Research Fund Education Research Fund	\$275 \$500 \$500 \$425 \$500 \$360 \$360	

	Hilary Layton	Education Research Fund	\$360	
	Myrna King	Education Research Fund	\$360	
	Lu Han	Education Research Fund	\$360	
	Laura MacLean	Education Research Fund	\$360	
	Leticia Richer	Education Research Fund	\$360	\$4,720
TOTAL				\$25,620

2. Fundraising

COTF's fundraising efforts were varied during this fiscal year.

CAOT Conference:

The COTF Board of Directors made a decision to have a presence at the CAOT Annual General Conference in Charlottetown, PEI. COTF offered a variety of initiatives that raised funds for COTF. They included:

- \$1,440 from the sale of water glass/vase crafted by Robert McMillan from Charlottetown, PEI
- \$4,150 from the Live Auction at the CAOT Kitchen Party, where Charlottetown recently retired CBC weather personality Kevin "Boomer" Gallant was the volunteer auctioneer. Thank you to "Boomer" for his time and for assisting in the success of this event.
- \$550 from the 50/50 Raffle at the CAOT Kitchen Party
- \$540 from reservation of tables at the CAOT Kitchen Party
- \$490 from the sale of spoons at the CAOT Kitchen Party

COTF would like to thank CAOT for allowing the Foundation to be present to fundraise. COTF President, Marjorie Hackett had the opportunity to welcome COTF Award Recipients on stage during the CAOT Awards Ceremony where they were recognized. She also spoke at the CAOT President's Breakfast where she had the opportunity to talk about COTF's new direction, energy and objectives.

Pins:

The University of Toronto bought OT pins, which raised \$222 for COTF. Quite often, these pins are purchased by universities to give to their graduating students

Necklaces:

COTF continues to sell necklaces, specially crafted for COTF by Hilary Druxman, a Winnipeg artist/jeweler/philanthropist through Hilary Druxman's web site (<https://www.hilarydruxman.com/product/53n1-ot/>) at a cost of \$35.40, with a nominal shipping charge. This initiative raised \$220. Hilary Druxman created a pendant specifically for COTF that symbolizes the synergy between occupational therapy practice and research to enable meaningful occupation. It also represents the partnership between clients and occupational therapists, working together to promote health and well being through participation in activities of everyday life.

Paint Nite:

Thank you to Natalie MacLeod-Schroeder, a COTF Director who took on the initiative of organizing a Paint Nite in Winnipeg to support COTF where \$360 was raised.

Giving Tuesday:

November 29, 2016 was the fourth Giving Tuesday for COTF. The Giving Tuesday concept was introduced so that individuals could focus on giving to the causes that are of the greatest importance to them after having spent money on Black Friday and Cyber Monday. To encourage donations, COTF offered a prize to be drawn (mug crafted by Gary Brierly of Oro Station, ON). COTF raised \$1,260 for this initiative.

Membership Renewal:

COTF was not on CAOT's membership renewal form in August 2017. Electronic receipts were sent to CAOT members where COTF's logo was inserted in the signature block. However, the link via this method did not generate any donations to COTF.

Direct Mail Campaign:

In the spring of 2017, I sent letters to the board, past board members and past presidents to encourage them, as current and former leaders of the Foundation, to donate to COTF. The Board campaign generated \$2,135, the Past Board Directors campaign generated \$1,770 and the Past Presidents campaign generated \$3,580.

In the late spring of 2017, Full Circle Club Members were sent letters to encourage them to donate to COTF so that other occupational therapists can also benefit from COTF's awards program, just as they did. A letter was sent to new award recipients, award recipients who have been donating, award recipients who have never donated and award recipients who have donated more than what they have received in funding. This campaign generated \$3,015 for COTF.

A comparison between donors for 2016 and 2017 has provided COTF with some interesting information. In 2016, COTF had 205 donors, with 42 new donors. In 2017, COTF had 102 donors, with 5 new donors. The difference between the two years shows that COTF lost 49.8% of its donors from last year to this year. The almost 50% loss in donors does not represent a 50% loss in revenue. It represents a 25% loss because the donors who did not give typically give \$5 to \$25 per year through membership renewal. The decrease in the number of donors can be attributed to primarily not being on CAOT's membership renewal form as well as not having the ability to promote COTF through CAOT's eblast and OT Now to CAOT members. CAOT's membership renewal form is also a very efficient means to attract new donors, as mentioned above, who typically give a small donation.

Thanks to all donors for their support!

3. Communication and Partnerships:

COTF has been using the COTF Monthly to reach out to its stakeholders as a means of sharing relevant information with stakeholders and to invite them to contact COTF.

COTF is working on developing stronger ties with its stakeholders – provinces, universities and industry in particular. There are still some provinces that hold provincial funds. COTF works with these funds and offers advice on the provincial awards programs and opportunities to promote the awards. COTF has enjoyed a good relationship with the universities primarily through ACOTUP to reach out to the university programs, with the goal of promoting the awards program to students and researchers, but to also educate them on the existence of COTF and its pivotal role in OT research. COTF thanks ACOTUP for allowing the Foundation to reach out to the university programs.

4. Governance:

To begin with, towards the end of the last fiscal year (September 6, 2016), a letter was sent to COTF's Executive Director from CAOT's legal counsel in which CAOT was challenging some decisions that COTF had made in regards to COTF's by-laws. In order to facilitate and support how COTF functions, a review of COTF's by-laws was undertaken by Carters, COTF's legal counsel since July 2015. To that end, a letter was sent to all in COTF's database in the autumn of 2016 to explain the need for proposed by-law changes. At COTF's Annual General Meeting, which was held in Winnipeg, MB on November 21, 2016, the subjects of Classes and Conditions of Membership and Quorum at Members' Meetings were raised. Unfortunately, CAOT chose to oppose COTF's view and shared this with CAOT's entire membership, while COTF's letter was only shared with those in COTF's database and posted to COTF's web site. COTF did also reply to the many stakeholders who contacted the Foundation for an explanation.

First of all, the wording of by-law no. 2 made it extremely difficult for COTF to have quorum at its AGM because a majority of the members had to be present. The number tended to be very high, thus making it highly improbable to achieve quorum. The intent of the revised by-law was to therefore to change the quorum to ten.

For this particular amendment, a two-step process was required. Step one occurred on April 18, 2016, when the COTF Board of Directors passed the by-law, at which time the by-law took effect. Step two required a confirmation at a meeting of the members, which was being proposed at the November 21, 2016 Annual General Meeting, for the by-law to stay in effect.

The wording of by-law no. 3 made the membership of COTF very large as members were derived from three different categories: 1) CAOT members in good standing who donated to COTF; 2) former COTF directors who donated to COTF, and 3) current COTF directors who donated to COTF. The change in membership category from three to one served two purposes: 1) COTF directors became COTF members, and 2) the number of members changed from a majority to ten members. This structure now allows COTF to hold its AGM more efficiently in order to deal with business, as per the by-law and the Canada Not for Profit Corporations Act.

The rich debate at the annual general meeting was necessary, constructive and fruitful. COTF's by-laws were therefore amended to reflect these important and necessary changes.

In summary, the primary rationale for the two amendments was because the previous by-law did not permit COTF to function to fulfill its corporate duties, which included having an AGM. Without quorum, an AGM cannot be held. The overriding rationale was therefore good governance and administrative efficiency, which COTF must respect in accordance with the Canada Not for Profit Corporations Act.

Since COTF's Annual General Meeting there has been better communication between COTF and CAOT. The Presidents meet face to face and by phone with candid discussion. CAOT President MacNaughton is keen to rebuild the relationship with her Foundation, as is her Board.

Finally, COTF continued to move forward on its independent path by working with consultants through Purposeful Fundraising who developed a fundraising plan. However, it became quite clear to the Board that to implement a strong fundraising plan, a clear strategic plan needed to be developed first. Therefore, the Board met in Ottawa on April 29, 2017 for such a session, which enabled the Board to think somewhat out of the box and to put together a plan that responded to the current needs of the profession. The Board updated the vision and mission to ensure that the projects that COTF funds meet the needs of clinicians, who put into practice the research funded by COTF of many OT researchers. The plan was operationalized over the summer months of 2017 so that it could be implemented in the new fiscal year.

5. Future:

With a new strategic plan in place with clear objectives, COTF is moving towards rebuilding a Foundation. COTF will focus on advancing its strategic goals in order to demonstrate the impact of COTF funded research to all occupational therapists.

I continue to challenge each and every one of you to work with COTF, as have other COTF Presidents. If you are not a donor, become one. If you are a donor, explain the importance of becoming a donor to another occupational therapist. If you donate every once in a while, consider becoming a monthly donor. Let's work together to support **OUR** Foundation. Let's work together to grant more awards to our colleagues. Let's work together as a profession with pride and unity, so that the research that our colleagues are able to do can be consistently and more significantly funded by COTF.

In conclusion, during my mandate as President of COTF, my goal is to work with each and every one of you to showcase the importance of COTF to our profession. We are the unique group that has ties to all occupational therapists – to the regulators, the universities, the provinces and the national association. Our voice can be heard loudly and clearly only when you all support us.

Thank you to all of you who have supported COTF. It is sincerely appreciated!

Marjorie Hackett

Marjorie Hackett, OT
COTF President
1 October 2016 to 30 September 2017

Review Committees

Volunteers in academic and clinical settings are essential to the Foundation's ability to provide a credible, peer-reviewed adjudication process. COTF sincerely thanks the following individuals who generously shared their time and knowledge to adjudicate COTF award competitions during this fiscal period:

Review Committee Members

2016 – 2018 COTF Research and Scholarship Committee

Deb Cameron, Chair
Emily Etcheverry
Kim Larouche
William Miller
Susanne Murphy
Alik Thomas

Art Worth (*for the Barb Worth Emergent Leader Award only*)
Jacqueline Rousseau (*for the COTF/OEQ Clinical Research Grant only*)

COTF Donors

Thank you to all COTF Donors! It is because of your generosity that COTF is able to disburse awards, which support beneficial research to all Canadians.

COTF Donors for 15 Consecutive Years!

Sue Baptiste
Sandra Bressler
Deb Cameron Mosnyk
Mary Clark
Sandy Daughen
Johanne Desrosiers
Patricia Erlendson
Andrew Freeman
Paulette Guitard
Sandra Hobson
Katherine McKay
Jan Miller Polgar
Jacinthe Savard
Muriel Westmorland

COTF Donors for 10 Consecutive Years!

Donna Collins
Archie Cooper
Sue Forwell
Margaret Friesen
Sangita Kamblé
Lori Letts
Rosemary Lysaght
Diane Méthot

COTF Donors for 5 Consecutive Years!

Mari Basiletti
Marjorie Hackett
Clark Heard
Elizabeth Linkewich
Lynda Lowry-Rayner
Daun Whitnack

COTF's First Time Donors!

Marat Altinbaev
Heather Gauthier

Xinyu Ji
Alana Maertins
Adriana Vaduva

All Donors

Please note that if a donor's name is on one of the previous lists, it is not included in this list.

2 Anonymous Donors
Catherine Backman
Kaushik Bagal
Skye Barbic
Margaret Brockett
Martine Brousseau
Patricia Byrne
Barb Code
Kathy Corbett
Janet Craik
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Ruth Davies
Deirdre Dawson
Elisabeth Dutil
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Legacy Fund
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