



10th COTEC General Assembly

October 1st, 2022

Prague, Czech Republic

MINUTES

1.	<p>President's welcome</p> <p>COTEC President Anu Söderström opened the meeting at 09:02 CET</p>
2.	<p>Election of GA officials</p> <p>The Meeting elected Naomi Hankinson to chair the General Assembly.</p> <p>The Chair called Shawn Abela for the Secretary of the meeting.</p> <p>The meeting elected Maria Steier (Switzerland) and Jasmin Poschmaier (Austria) for the Tellers of the meeting. Jasmin Poschmaier had to leave the meeting at Item 11 and was replaced by Petra Schwab (Austria)</p>
3.	<p>Approval of the meeting invitation</p> <p>The Chair stated that the meeting had been duly convened and the meeting was quorate.</p>
4.	<p>Apologies for Absence</p> <p>Apologies of absence have been received from the:</p> <ul style="list-style-type: none"> • The Belgian Association of Occupational Therapists • Association of Occupational Therapists of Bosnia & Herzegovina • The Bulgarian Association of Occupational Therapists • The Association of Occupational Therapists of Cyprus • The Danish Association of Occupational Therapists • The Georgian Association of Occupational Therapists • Association of Occupational Therapists of Iceland • The Irish Association of Occupational Therapists • The Lithuanian Association of Occupational Therapists • Association of Occupational Therapists of Luxembourg • The Russian Association of Occupational Therapists <p>2 Member Associations did not respond to COTEC's invitation:</p> <ul style="list-style-type: none"> • The Croatian Association of Occupational Therapists • The Spanish Association of Occupational Therapists <p>The following proxies had been presented by the start of the meeting:</p> <ul style="list-style-type: none"> - The Serbian Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Bosnia & Herzegovina - The Professional Association of Occupational Therapists of Romania held a proxy for the Bulgarian Association of Occupational Therapists



	<ul style="list-style-type: none"> - The Swedish Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Iceland - The Norwegian Association of Occupational Therapists held a proxy for the Danish Association of Occupational Therapists - The Royal College of Occupational Therapists (UK) held a proxy for the Irish Occupational Therapy Association - The Dutch Association of Occupational Therapists held a proxy for the Belgian Association of Occupational Therapists - The Panhellenic Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Cyprus <p>Shawn Abela, COTEC Office Administrator confirmed that 26 Member Associations have the right to vote at the meeting in person or by proxy. The meeting was quorate.</p> <p><i>Appendix 1: List of GA Representatives</i></p>
5.	<p>Adoption of Agenda, including Any Other Business for Agenda</p> <p>COTEC President informed the General Assembly that items would be added under <i>Any Other Business</i> entitled Call for Extraordinary Meeting and Election of Working Groups.</p>
6.	<p>Matters arising</p> <p>COTEC President Anu Söderström reported on the development of matters arising from the Minutes of 9th COTEC General Assembly held in September 2021.</p> <p>Item 13.1</p> <p>The Good Membership working group has met and the Good membership working group proposal will be presented and discussed as agenda item 13.1</p> <p>Item 16</p> <p>"... a working group will be established to work on a COTEC Values statement."</p> <p>The working was established and the COTEC Values statement will be presented and discussed as agenda item 12.</p>
7.	<p>COTEC Annual Report 2021</p> <p>COTEC President Anu Söderström presented the COTEC Annual Report 2021 with actions highlighted under each Strategic Aim of the current Strategic Plan. It was highlighted that further details can be provided upon request.</p> <p>The General Assembly thanked the Executive Committee for the work done.</p> <p>Proposer – Theo van der Bom (Netherlands), Seconder - Petra Schwab (Austria).</p> <p><i>Appendix 2: COTEC Annual Report 2021</i></p>
8.	<p>COTEC Financial Report 2021</p> <p>COTEC Vice-President Finance Eva Denysiuk presented the Financial Report 2021.</p>



	<p>Karin Bishop (United Kingdom) on behalf of the elected auditors by the 9th General Assembly, which included herself and Thomas Otte (Belgium) confirmed that books were found in good order.</p> <p>Proposer – Birthe Hucke (Germany), Seconder - Demis Cachia (Malta).</p> <p><i>Appendix 3: COTEC Financial Report 2021</i></p> <p><i>Appendix 4: Statement of COTEC Auditing Committee</i></p>
<p>9.</p>	<p>COTEC 2021 INTERIM REPORTS</p> <p>9.1 COTEC President Anu Söderström presented an Interim Report of Actions January-June 2022.</p> <p>9.2 COTEC Vice-President Finance Eva Denysiuk presented the Expenditure Report January-June 2022.</p>
<p>10.</p>	<p>Proposal for Amended Constitution</p> <p>COTEC President Anu Söderström and Vice-President Finance Eva Denysiuk informed the General Assembly that a legal adviser was tasked with ensuring that COTEC Constitution abided with the German Law in view of Virtual General Assemblies and possibility of Remuneration for Members of the Executive Committee. A number of changes, sometimes in terms of the wording used, were suggested and have been brought forward to the meeting.</p> <p>COTEC Members were able to clarify various paragraphs from the proposed changes with COTEC Executive Committee. Theodoros Bogeas (Greece) speaking on behalf of his association and proxy (Cyprus), suggested that the purpose of COTEC in the constitution should be further enhanced to include Advocacy and a system of due diligence for new Executive Committee Members. The Executive Committee remarked that this would be better addressed in the updated Rules of Procedures. Karin Bishop (United Kingdom) further suggested that the Rules of Procedures should be approved by the General Assembly. COTEC President Anu Söderström reported that the Rules of Procedures would be circulated in advance and presented in the upcoming General Assembly for approval. Petra Schwab (Austria) remarked that the Proposed constitution only allows for 2 terms of office for a maximum of 8 years.</p> <p>The General Assembly agreed that a vote would take place on the Proposed Constitution, including any subsequent editorial changes and changes requested by the Registry.</p> <p>The General Assembly was informed that a majority of 75% was required for this to be adopted.</p> <p>Carried with 26 Votes in favour of the New Constitution.</p> <p><i>Appendix 5: COTEC Constitution 2022</i></p>



<p>11.</p>	<p>COTEC Action Plan and Budget 2023</p> <p>11.1 The COTEC Action Plan 2023 was presented by COTEC President Anu Söderström highlighting some of the key actions. Approved unanimously with 26 votes.</p> <p>11.2 COTEC Vice-President Finance Eva Denysiuk presented the proposal for COTEC Budget 2023. The General Assembly requested that for future reference, a definition of the budgetary items is circulated with Members. The General Assembly was also able to clarify various items. The chair invited the meeting to vote for approval of the Budget 2023. Carried unanimously with 26 votes. <i>Appendix 6: COTEC Action Plan 2023</i> <i>Appendix 7: COTEC Budget 2023</i></p>
<p>12.</p>	<p>COTEC Values Statement</p> <p>COTEC Executive Committee Member Morrissey on behalf of the COTEC Values Working Group presented an infographic following discussion of same at the last General Assembly. The General Assembly was also informed that the infographic would be passed on to a professional designer for a rework of the diagram with the same content. Proposer – Anneliis Aavik (Estonia), Seconder - Lelde Krauze (Latvia) <i>Appendix 8: COTEC Values Statement</i></p>
<p>13.</p>	<p>Membership Issues</p> <p>13.1 COTEC Vice-President Naomi Hankinson on behalf of the Good Membership Working Group referred to the discussion held on the COTEC Governance Day the previous day, and proposed that the Executive Committee and Member Associations use the checklist presented when considering membership issues. Proposer- Theodoros Bogeas (Greece), Seconder- Milan Kecman (Serbia)</p> <p>13.2 COTEC President Anu Söderström reminded the General Assembly that National Occupational Therapy Associations in the Member States of the Council of Europe may apply for full COTEC Membership. The Russian Professional Association of Ergotherapists became a Full Member of COTEC in 2015. Following the decision of the Council of Europe Committee of Ministers on 16 March 2022, the Russian Federation is no longer a member of the Council of Europe. The Executive Committee proposed that the General Assembly approves the Russian Professional Association of Ergotherapists as an Associate Member of COTEC without a further application.</p>



	<p>A video presentation by Sergey Maltsev, President of the Russian Professional Association of Ergotherapists was also shown to Members. Following a discussion by General Assembly representatives including the rationale behind the proposal and consideration of COTEC being an apolitical association, the proposed recommendation by the Executive Committee was deemed to be best way forward.</p> <p>Proposer- Tonje Hansen Guldhav (Norway), Seconder- Elisbate Roldao (Portugal)</p> <p><i>Appendix 9: Good Membership Proposal</i></p>
<p>14.</p>	<p>Executive Committee Elections</p> <p>The Electoral Committee was invited to chair.</p> <p>It was reported to the General Assembly that one nomination was received for the Position of COTEC Vice-President Administration – Ann-Marie Morrissey</p> <p>Ann-Marie Morrissey was invited to present her nomination and answer any questions fielded by the General Assembly.</p> <p>The GA voted by secret ballot. 26 votes were received supporting Ann-Marie Morrissey's nomination unanimously. Ann-Marie Morrissey was elected as COTEC Vice-President Administration 2022-2026.</p> <p>The Electoral Committee further informed the General Assembly that one nomination was received for the Position of Member of the COTEC Executive Committee – Sarah Kufner.</p> <p>Sarah Kufner was invited to present her nomination and answer any questions fielded by the General Assembly.</p> <p>The GA voted by secret ballot. 25 votes were received supporting Sarah Kufner's nomination and 1 Abstention. Sarah Kufner was elected as Member of the COTEC Executive Committee 2022-2026.</p> <p>No Nominations were received for the position of Vice-President Finance and an Extraordinary General Assembly will be called to hold an election for this position later this year. Eva Denysiuk was opted in to continue in the position until the new Vice-President Finance is elected.</p> <p>The Electoral Committee were thanked for their work throughout the year.</p> <p><i>Appendix 10: Official Results of COTEC Elections</i></p>
<p>15.</p>	<p>ELECTION OF ELECTORAL COMMITTEE AND AUDITORS 2023</p> <p>The Chair asked for nominations for Electoral Committee for a one-year period 2022-2023</p> <p>The elected members of the Electoral Committee 2023 are:</p> <p>Theo van der Bom, Milan Kecman, and Petra Schwab</p> <p>The General Assembly approved unanimously with 26 votes.</p>



	<p>The Chair asked for nominations for COTEC Auditors 2023</p> <p>The elected Auditors are:</p> <p>Karin Bishop (United Kingdom), Theodoros Bogeas (Greece) and Maria Steier (Switzerland) will act as deputy auditor.</p>
16.	<p>ANY OTHER BUSINESS</p> <p>16.1 Extraordinary General Assembly</p> <p>COTEC President Anu Söderström informed the General Assembly that there will be a call for an Extraordinary General Assembly to be held in December 2022. An invitation will sent in due time and the agenda will include the election for the vacant positions of the Executive Committee.</p> <p>16.2 Appointment of Working Group on Webinar Scheme</p> <p>The Executive Committee requested a working group to be formed to help shape the COTEC webinar scheme as discussed during the Governance Day. A call for participants will be circulated in due course.</p> <p>16.3 Appointment of Working Group on Practitioner Support Fund</p> <p>The Executive Committee requested a working group to be formed on the development of a Practitioner Support Fund as discussed during the Governance Day. A call for participants will be circulated in due course.</p>
17.	<p>The Chair closed the meeting at 12:07 CET</p>

Naomi Hankinson
Chair of meeting

Shawn Abela
Secretary of the meeting