

**3rd COTEC General Assembly
October 4th, 2015**

MINUTES

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| 1. | <p>President's welcome</p> <p>The President of COTEC Stephanie Saenger opened the meeting at 9.05</p> |
| 2. | <p>Election of GA officials</p> <p>The Meeting elected Anne Lawson-Porter to chair the General Assembly. The chair called Anu Söderström for the Secretary of the meeting. The meeting elected Julia Skelton and Theo van der Bom for the Auditors of the 2015 bookkeeping and Phil Dunne for Deputy Auditor. The meeting elected Toril Laberg and Zane Liepiņa for the Tellers of the meeting. The meeting elected Petra Schwab and Katerina Veneri as the Reviewers of the Minutes.</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 for Absence had been received from the following five Member Associations: The Cypriot Occupational Therapy Association The Finnish Association of Occupational Therapists The French Association of Occupational Therapists The Association of Occupational Therapists of Luxemburg The Serbian Association of Occupational Therapists</p> <p>The following proxies were presented at the meeting: Danish Association of OTs hold a proxy for the Finnish Association of OTs Swiss Association of OTS hold a proxy for the Association of Occupational Therapists of Luxemburg</p> <p>The secretary confirmed that 23 Member Associations have the right to vote at the meeting in person or by proxy. The meeting was quorate.</p> <p><i>Appendix 1</i></p> |

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| 5. | <p>Adoption of Agenda, including Any Other Business for Agenda</p> <p>The secretary made two corrections to the agenda that had been circulated August 4th: the election of the Secretary of the meeting has been added to the agenda item 2; there had been two items numbered 16. A corrected Agenda was circulated at the meeting.</p> <p>Stephanie Saenger added two announcements from the Executive Committee to Any Other Business.</p> <p>Julia Skelton added an Item on COTEC-ENOTHE Congresses to Agenda Item 16.</p> <p>Katerina Veneri added an Item about OT session payments in Greece to Agenda item Any Other Business.</p> <p>The meeting adopted the Agenda with the above mentioned amendments.</p> |
| 6. | <p>Matters arising</p> <p>President of COTEC Stephanie Saenger reported on the development of matters arising from the Minutes of 2nd COTEC General Assembly held in October 2014.</p> <p>9.1 The Executive Committee did not get any information regarding the National Regulators which send data about OT workforce to EU and WHO.</p> <p>9.2 The Executive Committee has prepared and circulated the documents about the fee structure. A draft was sent out and feedback was received from 9 associations (see supplement, agenda item 10). A proposal was made and sent out for this GA and is set to be voted on as Item 10.</p> <p>9.3 In response to the proposal of the GA the Executive Committee drafted a procedure for the compensation of the loss of income for Executive Committee commitments to a maximum of €1000, in the first instance. Two claims were submitted, of which one is detailed in the Interim expenditure report up to June, item 9.2 on this GA agenda.</p> <p>10 The Action Plan 2015 was rewritten in line with the GA requirements and sent out.</p> <p>12 The Rules of Procedures are presented in the Members Area of the new website.</p> <p>14.1 The Hungarian Association was informed of the decision of the GA by email and hard copy, no response was received. The Georgian association paid their missing fees in the given time, so the provisional decision was annulled.</p> |
| 7. | <p>COTEC Annual report 2014</p> <p>President of COTEC Stephanie Saenger presented the COTEC Annual Report 2014.</p> <p>The report was discussed and the meeting approved the Annual report 2014.</p> <p>Proposer Gunner Gamborg, seconder Gela Maurer.</p> <p>Annual report was approved unanimously.</p> <p><i>Appendix 2</i></p> |

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| 8. | <p>COTEC Financial report 2014</p> <p>COTEC Vice President Finance Renée Oltman presented the Financial Report 2014. The report was discussed. The Auditors reported that the books are carried in good manner and no discrepancies occur. The meeting approved the Financial report 2014.</p> <p>Proposer Phil Dunne, seconder Petra Schwab. Annual report was approved unanimously.</p> <p><i>Appendix 3</i></p> |
| 9. | <p>COTEC 2015 INTERIM REPORTS</p> <p>9.1 COTEC President Stephanie Saenger presented an Interim Report of Actions January-July 2015.</p> <p>Proposal from the General Assembly for all Member associations to act on: Include reports of national events that are related to European/COTEC policy or support COTEC work to be presented at the General Assembly or included in the quarterly COTEC newsletter.</p> <p>9.2 COTEC Vice President Finance Renée Oltman presented the Expenditure Report January-June 2015.</p> |
| 10. | <p>COTEC FEE STRUCTURE</p> <p>COTEC Vice President Finance Renée Oltman presented the proposal for new COTEC Fee Structure.</p> <p>The proposal was discussed and the following amendments were made: The fee for the highest band association(s) would be calculated based on the previous year's fee income as it should not exceed 25% of the total fee income. The fee calculation will be based on the each association's membership number, calculated on the last day of each association's previous membership year. The Executive Committee will by the end of 2015 clarify which member categories should be used to calculate the membership number of each association for COTEC membership purposes and covered by the term "qualified practising member". The proposal was voted with the above amendments included. Proposer Lena Haglund, seconder Marlies Suetens. Carried with 21 votes in favour, 1 against and 1 abstention.</p> |
| 11. | <p>COTEC Action plan 2016</p> <p>COTEC Vice President Anne Lawson-Porter presented proposal for COTEC Action Plan 2016.</p> <p>The plan was discussed and the meeting approved the Action Plan 2016 with the following proposals for changes: Wording in point 17: Explore how best to use the financial and human resources</p> |

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| | <p>(Executive Committee and representatives of Member associations) to support the work of the COTEC organisation.</p> <p>Wording in point 8: "Cooperate with WFOT as a regional member to influence the work of WHO Europe" to be changed to "Cooperate with WFOT as a regional member to collaborate in the work of WHO Europe"</p> <p>Proposer André Bürki, seconder Gela Maurer.</p> <p>Approved unanimously with 23 votes.</p> <p><i>Appendix 4</i></p> |
| <p>12.</p> | <p>COTEC Budget 2016</p> <p>COTEC Vice President Finance Renée Oltman presented proposal for COTEC Budget 2016. The budget was discussed and following amendments proposed:</p> <p>Item 2 to be removed from the Projected additional expenditure to Budget</p> <p>Item 15 General Assembly costs increased to 4000 euros - to include catering costs for the event</p> <p>The proposal was approved as amended at the meeting with 22 votes in favour and 1 abstention.</p> <p>Proposer Julia Skelton, seconder Phil Dunne.</p> <p><i>Appendix 5</i></p> |
| <p>13.</p> | <p>MEMBERSHIP ISSUES</p> <p>COTEC Vice President Administration Anu Söderström declared that the membership application from the Russian Professional Association of Ergotherapists had been duly submitted and the Executive Committee have reviewed the Constitution of the association. The association meets the member criteria of COTEC.</p> <p>President of the Russian Professional Association of Ergotherapists, Sergey Maltsev gave a presentation of the association and OT profession in Russia.</p> <p>The meeting had the chance to address questions to Mr. Maltsev and discussed the application as Mr. Maltsev left the room for the time of the voting.</p> <p>The application was voted on and carried unanimously with 23 votes</p> <p>Russian Professional Association of Ergotherapists is now the 30th member of COTEC.</p> <p><i>Appendix 6</i></p> |

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| 14. | <p>COTEC EXECUTIVE COMMITTEE ELECTIONS</p> <p>Member of COTEC Electoral Committee Petra Schwab chaired the item.</p> <p>Two nominees gave short presentations, Mr Duletzki by skype and Ms Velikova in person. The meeting addressed questions to the nominees before voting, which was carried by secret ballot.</p> <p>Patric Duletzki was elected as a Member of the Executive Committee with 21 votes in favour and 2 abstentions.</p> <p>Elitsa Velikova was elected as a Member of the Executive Committee with 13 votes in favour and 10 abstentions.</p> <p>The elected Members were asked to approve the result of the vote and Petra Schwab announced them both as elected Members of the Executive Committee.</p> <p><i>Appendix 7</i></p> |
| 15. | <p>ELECTION OF ELECTORAL COMMITTEE 2016</p> <p>The Electoral Committee 2015 proposed that - although all three members were eligible for re-election in the Committee - for the continuity of the work of the Committee only two current members stand up for the Committee 2016 and the third member should be a new one. The meeting accepted this proposal.</p> <p>The meeting then elected COTEC Electoral Committee for a one year period 2016.</p> <p>The members are Petra Schwab, Elisabeta Roldão and Mariliis Põld.</p> |
| 16. | <p>ANNOUNCEMENT OF THE HOST OF 2020 COTEC-ENOTHE CONGRESS</p> <p>Anu Söderström, Member of the COTEC-ENOTHE Congress Committee announced that the 2020 COTEC-ENOTHE Congress will be held May 20-24, 2020 in Prague, Czech republic and hosted by the Czech Association of Occupational Therapists and Charles University in Prague.</p> <p>Julia Skelton, as an item of AoB raised the following issues for consideration - clarity around the joint congress 'Brand' (what is it trying to achieve), the length of the Congress and its timing, particularly relating to competition with national congresses.</p> |

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| 17. | <p>ANY OTHER BUSINESS</p> <p>Katerina Veneri expressed concerns about the payment of OT sessions in Greece and the issue was discussed. It was agreed that the Executive Committee would write a letter of support for the occupational therapy position, to be forwarded to the relevant ministry in Greece. Katerina Veneri would provide a draft letter to ensure the correct terms are used.</p> <p>Stephanie Saenger expressed thank you to Executive Committee Member Maria Daniela Farrugia who finished her term of office to this meeting. She also announced that VP Finance Renée Oltman will resign in 2016. Call for nominations will go out in due time.</p> <p><i>Appendix 8</i></p> |
| 18. | <p>The Chair closed the meeting at 14:13</p> |

Anne Lawson-Porter
Chair of meeting

Anu Söderström
Secretary of the meeting

Minutes reviewed by

Petra Schwab

Katerina Veneri