

12th COTEC General Assembly

October 20th, 2024

Krakow, Poland

MINUTES

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| 1. | <p>President's welcome</p> <p>COTEC President Anu Söderström opened the meeting at 09:38 CET</p> |
| 2. | <p>Election of GA officials</p> <p>The Meeting elected Yara Peterko to chair the General Assembly.</p> <p>The Chair called Shawn Abela for the Secretary of the meeting.</p> <p>The meeting elected Elisabete Roldão and Lilya Todorova for the Tellers of the meeting.</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 7 Member Associations:</p> <ul style="list-style-type: none"> • The Belgian Association of Occupational Therapists • Association of Occupational Therapists of Bosnia & Herzegovina • The Croatian Association of Occupational Therapists • Association of Occupational Therapists of Luxembourg • The Serbian Association of Occupational Therapists • The Lithuanian Association of Occupational Therapists • Association of Occupational Therapists of Romania <p>1 Member Associations did not respond to COTEC's invitation:</p> <ul style="list-style-type: none"> • The Georgian Association of Occupational Therapists <p>1 Associate Member Association did not respond to COTEC's invitation:</p> <ul style="list-style-type: none"> • The Russian Association of Occupational Therapists <p>The following proxies (6) had been presented by the start of the meeting:</p> <ul style="list-style-type: none"> • The Association of Occupational Therapists of the Netherlands held a proxy for the Association of Occupational Therapists of Belgium • The German Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Bosnia and Herzegovina • The Maltese Association of Occupational Therapists held a proxy for the Serbian Association of Occupational Therapists. • The Estonian Association of Occupational Therapists held a proxy for the Lithuanian Association of Occupational Therapists |

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| | <ul style="list-style-type: none"> • The Austrian Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Luxembourg • The Bulgarian Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Romania • The Maltese Association of Occupational Therapists held a proxy for the Association of Occupational Therapists of Slovenia for Items 12 and 13. <p>Shawn Abela, COTEC Director of Operations and meeting secretary confirmed that 30 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 the following items would be added under <i>Any Other Business</i>.</p> <ul style="list-style-type: none"> - Online meetings - Location for the 13th General Assembly |
| 6. | <p>Matters arising</p> <p>COTEC President Anu Söderström reported on the development of matters arising from the Minutes of 11th COTEC General Assembly held in October 2023.</p> <p><i>Item 10.1 - Proposal for European Public Health Alliance Membership and Accessibility to Rehabilitation</i></p> <p>EPHA membership has been briefly discussed at Executive Committee meetings but no action to report has been made. There has been some communication and contacts but Membership in EPHA has not been discussed.</p> <p>Accessibility to rehabilitation has been discussed eg. with some of our Member Associations and also with other organisations such as ER-WCPT and ESLA and there is now a decision to explore and work on this through a joint project with the other rehabilitation professions.</p> |
| 7. | <p>COTEC Annual Report 2023</p> <p>COTEC President Anu Söderström presented the COTEC Annual Report 2023 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 – Karin Bishop, Seconder – Colette Carroz</p> <p><i>Appendix 2: COTEC Annual Report 2023</i></p> |

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| 8. | <p>COTEC Financial Report 2023</p> <p>COTEC Vice-President Finance Lisa Wetzlmair-Kephart presented the Financial Report 2023.</p> <p>Karin Bishop on behalf of the elected auditors of the 11th General Assembly, which included herself, Theodoros Bogeas and Thomas Otte as Deputy Auditor, informed the General Assembly that a complete audit was carried out of the electronic books and these were found in generally good order. Some recommendations were also made which can be found in Appendix 4 to these minutes.</p> <p>Proposer – Birthe Hucke, Secunder – Despina Kaimi</p> <p><i>Appendix 3: COTEC Financial Report 2023</i></p> <p><i>Appendix 4: Statement of COTEC Auditing Committee</i></p> |
| 9. | <p>COTEC 2024 INTERIM REPORTS</p> <p>9.1 COTEC President Anu Söderström presented an Interim Report of Actions January-June 2024.</p> <p>9.2 COTEC Vice-President Finance Lisa Wetzlmair-Kephart presented the Expenditure Report January-June 2024.</p> |
| 10. | <p>COTEC STRATEGY 2025-2028</p> <p>COTEC Vice-President Administration Ann-Marie Morrissey presented the 4-year Strategy 2025-2028, highlighting the main changes that have been carried out following feedback from Member Associations.</p> <p>The Chair invited the General Assembly to discuss and approve COTEC Strategic Plan 2025-2028.</p> <p>Proposer Demis Cachia , seconder Naomi Algeo</p> <p>Approved unanimously with 30 votes.</p> <p><i>Appendix 5: COTEC 4-Year Strategy 2025-2028</i></p> |
| 11. | <p>COTEC Action Plan and Budget 2025</p> <p>11.1 The COTEC Action Plan 2025 was presented by COTEC President Anu Söderström highlighting some of the key actions.</p> <p>Proposer – Jasmin Poschmaier, Secunder – Despina Kaimi</p> <p>Approved unanimously with 30 votes.</p> <p>11.2 COTEC Vice-President Finance Lisa Wetzlmair-Kephart presented the proposal for COTEC Budget 2025. The General Assembly was also able to clarify various items.</p> <p>The chair invited the meeting to vote for approval of the Proposed Budget 2025.</p> <p>Proposer – Colette Carroz, Secunder – Birthe Hucke</p> |

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| | <p>Carried unanimously with 30 votes.</p> <p><i>Appendix 6: COTEC Action Plan 2025</i></p> <p><i>Appendix 7: COTEC Budget 2025</i></p> |
| 12. | <p>Membership Issues</p> <p>COTEC Vice-President Administration Ann-Marie Morrissey on behalf of the Executive Committee informed the General Assembly that the Georgian Association of Occupational Therapists had outstanding fees for 2023 and 2024 and has not been in recent contact with any member of the Executive Committee or Office.</p> <p>It was therefore proposed to the General Assembly, that the membership of the Georgian Association of Occupational Therapists remains active for the year 2025, with the COTEC Executive Committee trying to establish contact by the next General Assembly. The Executive Committee would then report back to the General Assembly next year, for a decision on the membership status of the Georgian Association of Occupational Therapists within COTEC.</p> <p>Proposer Annika Lexen, Secoder Tove Holst Skyer</p> <p>Carried with 30 votes unanimously</p> |
| 13. | <p>Electoral Committee Update</p> <p>The Electoral Committee informed the General Assembly that at the beginning of 2024, they were notified that Lisa Wetzlmair-Kephart, Vice President Finance, had moved to the USA for personal reasons. Lisa has confirmed that she would like to remain in office until the end of the 2026 term of office with a number of agreed provisions.</p> <p>The General Assembly discussed the issues at length. Eva Denysiuk, on behalf of the German Association proposed that the Electoral Committee takes into consideration the discussions of the General Assembly and revises the requirements for COTEC Election candidates accordingly. Despina Kaimi seconded.</p> <p>Carried with 30 votes, unanimously.</p> <p>The Executive Committee thanked the Electoral Committee for their work.</p> |
| | <p>The German Association of Occupational Therapists left the meeting at 12.00pm and hence their vote and proxy vote delegated to them were suspended. The total number of votes for the next voting was 28.</p> |
| 14. | <p>ELECTION OF ELECTORAL COMMITTEE AND AUDITORS 2025</p> <p>The Chair asked for nominations for Electoral Committee for a one-year period 2024-2025</p> <p>The elected members of the Electoral Committee 2025 are:</p> |

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| | <p>Demis Cachia, Colette Carroz, Milan Kecman - Elisabete Roldão as a deputy.</p> <p>The General Assembly approved unanimously with 28 votes.</p> <p>The Chair asked for nominations for COTEC Auditors 2025</p> <p>The elected Auditors are:</p> <p>Theo Bogeas, Lilya Todorova, Deputy Zane Liepina</p> <p>The General Assembly approved unanimously with 28 votes.</p> |
| 15. | <p>ANY OTHER BUSINESS</p> <p><i>Online Meetings</i></p> <p>Eva Denysiuk on behalf of the German Association suggested that a system is established whereby COTEC Member Associations could have more frequent online meetings, with topics proposed by the Member Associations themselves. COTEC President Anu Söderström confirmed that the Executive Committee will take on the suggestion.</p> <p><i>Location of the 13th General Assembly</i></p> <p>Birthe Hucke, on behalf of the German Association, announced that the next COTEC General Assembly will take place in Berlin.</p> |
| 16. | <p>The Chair closed the meeting at 12:06 CET</p> |

Yara Peterko
 Chair of meeting

Shawn Abela
 Secretary of the meeting