

**COLLEGE OF MASSAGE THERAPISTS
of Newfoundland & Labrador**

**Annual
Report
2012-2013**

COLLEGE OF MASSAGE THERAPISTS of Newfoundland & Labrador

Vision

The College of Massage Therapists of Newfoundland and Labrador is a regulatory authority that establishes the integrity and value of massage therapy as an integral and respected health care profession through nationally established standards and evidence-based outcomes.

Board of Directors 2012-2013

Yolanda Critch, B. Comm - *Registrar*
Jocelyn Kielly, RMT - *Chair*
Lee Miles, RMT
Samantha Piercey, RMT
Jennifer Earle, RMT
Jessica Brinson Moore, RMT
Public Members - Roland Parsons & Kimberly Austin

Committees as of March 2013

Education, Quality Assurance, Scope of Practice	Samantha Piercey - <i>Chair</i>
Complaints Authorization	Lee Miles - <i>Chair</i> Samantha Piercey
Finance and Administration	Yolanda Critch - <i>Registrar - Chair</i>
Registration and Examination	Jocelyn Kielly - <i>Chair</i> Jennifer Earle - <i>Co-Chair</i>
Communications	Jessica Brinson Moore

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CMTNL Annual Report 2012-2013

Registrar's Report

This year has been a very busy one for the CMTNL. We had a new board member voted in, Jessica Brinson Moore. We welcome her on the CMTNL Board. Jessica is Director of Communications. We had a new Public Member approved by the Department of Health this year, Kimberly Austin. Now that we have two public members, we are moving forward with policy changes and additions for the CMTNL. These will be voted on as they are drafted.

I had several more meetings with the Department of Health and the Privacy Commissioners Office to learn more about the Privacy Act. In order to support PHIA and ensure all our members are aware of the legislation we have made the PHIA online course mandatory for all new registrants with the CMTNL as well as for the existing RMT's.

Our Chair, Jocelyn Kielly and I have also visited the schools and spoken to the current massage therapy students to educate them on the role of the CMTNL and what is expected of them once they are licensed RMT's. We have also put forth to the NLMTA a proposal to develop a Student Handbook that will contain information on both groups that students would receive upon on registration for the massage therapy program. We are very positive about the outcome and it is our plan to have this handbook in place for the fall of 2013.

Fees also increased this year for both active and inactive RMT's. The College is aiming to use the extra funds to offer educational courses for the RMT's. We are also requiring that all active Registered Massage Therapists have a valid first aid as of March 31st, 2014. We are hoping to offer several first aid courses ourselves.

Yolanda Critch
CMTNL Registrar

COMMITTEE REPORTS

Education, Quality Assurance, Scope of Practice (EQA) Committee

Chair: Samantha Piercey

The Education, Quality Assurance, Scope of Practice (EQA) Committee focus this past year was on CEUs. There were many requests for approval of courses offered locally and through distance education/on-line. Over 100 new approved courses were added to the list of approved courses on the CMTNL website. As per the Continuing Education Policy and Guidelines, all courses must be approved PRIOR to taking the course, and requests must be submitted to the CMTNL at least four weeks prior to course attendance to allow for review.

Should any member have questions pertaining to CEUs, courses for approval or wish to volunteer please feel free to contact me at cmtnl.qualityassurance@gmail.com

Kind Regards,
Samantha Piercey
CMTNL

Registration & Examination Committee

This year the exam committee administered 3 OSCE exams as follows:

Date	Number of Candidates	Pass	Fail
June 2013	15	7	8
September 2012	24	13	11
November 2012	13	7	6

This past year the examination committee has had a successful year running 4 OSCE's. The Committee had a formal review of exam training and security measures by the CMTO. The committee past this review and was permitted to carry on with exams as usually. Again two members of the committee traveled to Toronto to attend the CMTO training for the OSCE. All examiners with the committee this year have been asked to sign a 2 year contract that prevents an individual from leaving the exam process and going to an educational institution. This contract also outlines all security measures that must be followed. The Examination committee has asked for assistance from the NLMTA with the development of a student handbook to help students with a better understanding of the profession in the beginning of their program.

This past year the exam chair and the boards registrar has meet with all students to explain the exam process and the importance of professional behavior and also the Department of education to review and discuss the success rates of the two massage therapy programs of this province. We will be continuing to build a better relationship with the schools and keeping the Department of Education informed of all examination results.

We have had a number of issues in receiving examination marks in a timely fashion, this is something that is being addressed and hopefully resolved by the end of the year.

I would personally like to thank all members of the examination committee for their hard work and commitment over the past year.

Jocelyn Kielly, RMT

Complaints Authorization Committee

At this year end we are still awaiting the appointment of public members to the Board of Directors for the CAC.

There have been no new complaints forwarded by the registrar this year. There is one case still pending from last year, which awaits the appointment of a public member for its resolution.

Lee Miles, RMT

Communications Committee

During the year the Communications Chair, Allison Martin, stepped down and was replaced by Jessica Brinson Moore. The main goal of the communication committee this year is too have a new website that provides more information for both registered massage therapists, the public and students interested in becoming RMT's. We will add an Upcoming Events section and information for all RMT's and clients on the Privacy Information Act. The communication committee will continue to make improvements to the website so that we have clear communication between the public, the members and the College.

Finance & Administration Committee

See Financial Documents

PROFILES OF DIRECTORS

Yolanda Critch, B.Comm, Registrar

Yolanda was appointed as Registrar of the CMTNL in October of 2011. She graduated from Memorial University with a Bachelor of Commerce Degree in 1999. Since then she has worked in the Accounting field with small businesses.

Jocelyn Kielly, RMT

Jocelyn was nominated as Acting Chair at the last AGM when Joanne Emberley White stepped down. She has been working as a Registered Massage Therapist since graduating from her program in 2009. She is a board member of the CMTNL, Chair of the Examination committee and proud member of the NLMTA. Her Volunteer efforts seem to increase from year to year and is a strong believer in educating the public on the benefits of Massage Therapy.

Lee Miles, RMT

B.Sc. Human Biology from University of Guelph. B.Ed. from Nipissing University. Graduated from Canadian College of Massage and Hydrotherapy in Newmarket, ON. Originally registered with CMTO in 1997. Was a full time instructor in the Massage Therapy Program at Career Canada College in ON. Practiced in NL since 2002, currently at Health and Performance Centre in Corner Brook. Science teacher with NL Board of Education, western district since 2002. Assistant instructor with Canadian Ski Patrol System since 2006. Director with CMTNL since 2007.

Samantha Piercey, RMT

Graduated from the Canadian College of Massage and Hydrotherapy in Newmarket, Ontario in 2001. She started her own business, Natural Therapies, in 2002 and continues to practice there. Is on the board for the local YMCA. She joined the Board of the College in September 2010, and has an active role with the Complaints Authorization Committee, as well as the Education, Quality Assurance, Scope of Practice Committee.

Jessica Brinson Moore, RMT

Jessica graduated from Compu College in February 2009 and has been registered with CMTNL since September 2009. She has been a member of the Board of Directors since February 2013 and is currently involved in the examination process and policy development. She is chair of Communications. Jessica also practices full time at Billard Physiotherapy, a multidisciplinary clinic, in Grand Falls Windsor.

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Financial Statements

Year Ended March 31, 2013

(Unaudited)



COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
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Year Ended March 31, 2013
(Unaudited)

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Fred Earle

Chartered Accountant

REVIEW ENGAGEMENT REPORT

To the Members of College of Massage Therapists of Newfoundland and Labrador Inc.

I have reviewed the statement of financial position of College of Massage Therapists of Newfoundland and Labrador Inc. as at March 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the company.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

St. John's, Newfoundland and Labrador
October 25, 2013



CHARTERED ACCOUNTANT

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
Statement of Financial Position
March 31, 2013
(Unaudited)

	2013	2012
ASSETS		
CURRENT		
Cash	\$ 274,049	\$ 227,954
Term deposits	60,805	60,177
Interest receivable	350	395
Prepaid expenses	616	615
	<u>335,820</u>	289,141
CAPITAL ASSETS <i>(Note 3)</i>	<u>704</u>	1,006
	<u>\$ 336,524</u>	<u>\$ 290,147</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 6,666	\$ 3,335
NET ASSETS		
General fund	329,154	285,806
Invested in capital assets	704	1,006
	<u>329,858</u>	286,812
	<u>\$ 336,524</u>	<u>\$ 290,147</u>

ON BEHALF OF THE BOARD

_____ Director

_____ Director

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
Statement of Revenues and Expenditures
Year Ended March 31, 2013
(Unaudited)

	2013	2012
REVENUE		
Membership fees	\$ 95,815	\$ 76,875
Examination fees	38,300	78,360
Travel reimbursement	5,472	-
Interest income	584	494
	<u>140,171</u>	<u>155,729</u>
EXPENSES		
Examinations	38,475	38,581
Registrar remuneration	29,480	12,672
Meetings, conferences and travel	13,121	12,536
Telephone	3,917	3,205
Professional fees - accounting	3,334	3,334
Bank charges	2,318	2,411
Insurance	1,528	1,532
Board training	1,352	400
Office supplies	1,170	284
Professional fees - legal	972	-
Printing and photocopy	531	2,759
Postage and delivery	389	959
Amortization	302	431
Information technology services	236	599
Miscellaneous	-	2,355
Office administration	-	2,708
Travel	-	11,722
	<u>97,125</u>	<u>96,488</u>
EXCESS OF REVENUE OVER EXPENSES	\$ 43,046	\$ 59,241

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.
Statement of Changes in Net Assets
Year Ended March 31, 2013
(Unaudited)

	General Fund	Invested in Capital Assets	2013	2012
NET ASSETS - BEGINNING OF YEAR	\$ 285,806	\$ 1,006	\$ 286,812	\$ 227,571
Excess of revenue over expenses	43,348	(302)	43,046	59,241
NET ASSETS - END OF YEAR	\$ 329,154	\$ 704	\$ 329,858	\$ 286,812



COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Statement of Cash Flows

Year Ended March 31, 2013

(Unaudited)

	2013	2012
OPERATING ACTIVITIES		
Excess of revenue over expenses	\$ 43,046	\$ 59,241
Item not affecting cash:		
Amortization of capital assets	302	431
	<u>43,348</u>	<u>59,672</u>
Changes in non-cash working capital:		
Interest receivable	45	(67)
Accounts payable	3,331	(8,706)
Prepaid expenses	(1)	1
	<u>3,375</u>	<u>(8,772)</u>
INCREASE IN CASH FLOW	46,723	50,900
Cash - beginning of year	<u>288,131</u>	237,231
CASH - END OF YEAR	\$ 334,854	\$ 288,131
CASH CONSISTS OF:		
Cash	\$ 274,049	\$ 227,954
Term deposits	60,805	60,177
	<u>\$ 334,854</u>	\$ 288,131

The notes are an integral part of these financial statements

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.**Notes to Financial Statements****Year Ended March 31, 2013***(Unaudited)*

1. DESCRIPTION OF BUSINESS

The Newfoundland and Labrador Massage Therapists Board was established by the Massage Therapy Act which received Royal Assent on December 13, 2001. The organization commenced active operations on June 01, 2002. The organization was incorporated as College of Massage Therapists of Newfoundland and Labrador Inc. under the Newfoundland Corporations Act on July 27, 2006 as a corporation without share capital.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Outlined below are those policies considered particularly significant for the Organization.

Cash and short term investments

Cash is defined as cash on hand, cash on deposit, and short term deposits with maturity dates of less than 90 days, net of cheques issued and outstanding at the reporting date.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Revenue recognition

Revenue from membership and examination fees are recognized as revenue in the period to which the fees relate.

Contributed services

The College of Massage Therapists of Newfoundland and Labrador Inc. and its members benefit from contributed services in the form of volunteer time for various committees. Contributed services are not recognized in these financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of capital assets. Actual results could differ from these estimates.

(continues)

COLLEGE OF MASSAGE THERAPISTS OF NEWFOUNDLAND AND LABRADOR INC.

Notes to Financial Statements

Year Ended March 31, 2013

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Capital assets

Capital assets are stated at cost less accumulated amortization. Capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	20%	declining balance method
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Income tax

The College of Massage Therapists of Newfoundland and Labrador Inc. is a not-for-profit organization and is not subject to corporate income tax.

3. CAPITAL ASSETS

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Computer equipment	\$ 4,205	\$ 3,501	\$ 704	\$ 1,006

4. FINANCIAL INSTRUMENTS

The organization's main financial instrument risk exposure is detailed as follows.

Credit Risk

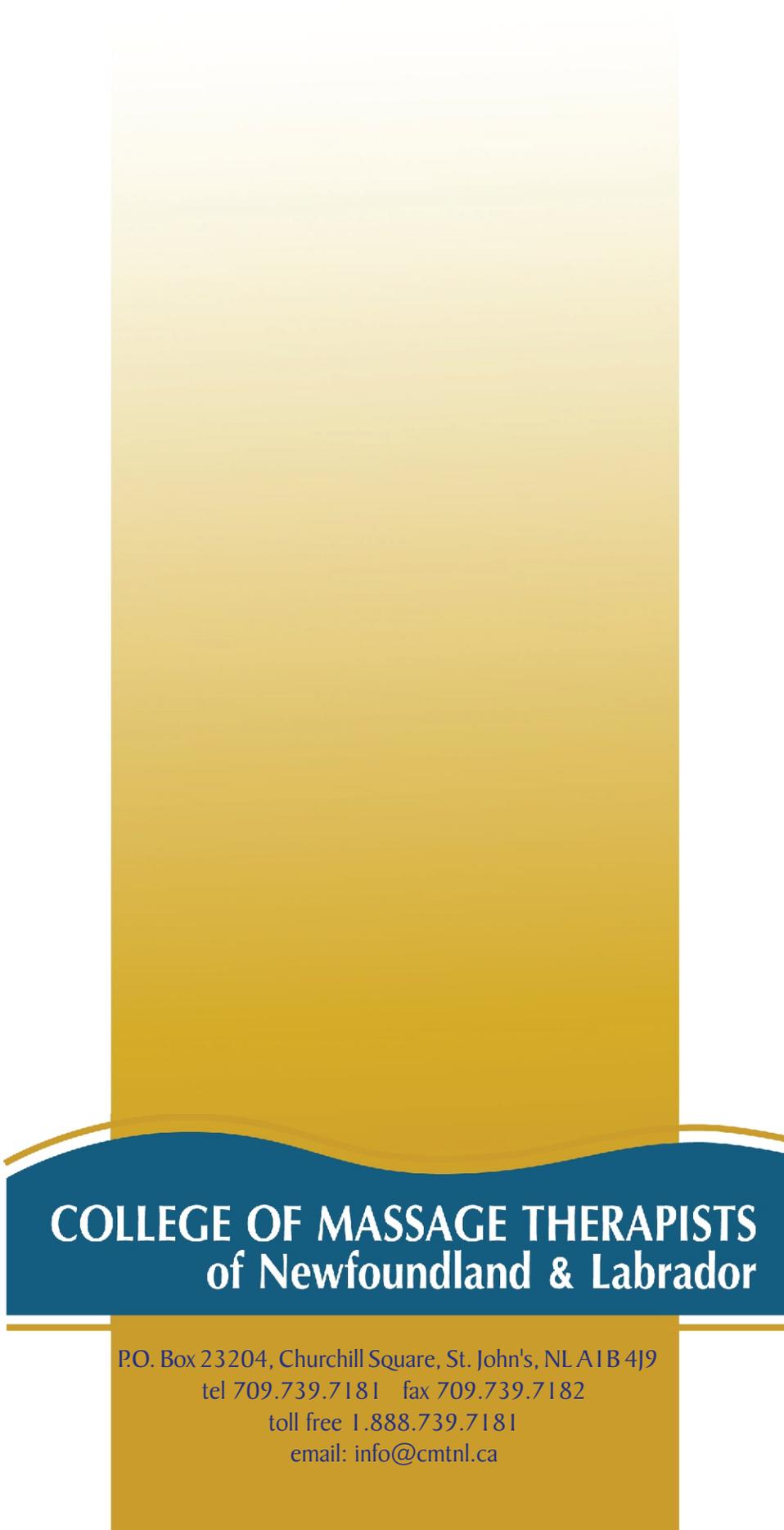
Credit risk arises from the potential that a counter party will fail to perform its obligations. The Organization is exposed to credit risk from member fee income. Given the nature of the Organization's activities including requirement of members to be licenced, the organization does not have material exposure to credit risk.

Liquidity Risk

The organization's liquidity risk represents the risk that the organization could encounter difficulty in meeting obligations associated with its financial liabilities. The organization is, therefore, exposed to liquidity risk with respect to its accounts payable and accrued liabilities. The organization manages liquidity risk by monitoring its cash flows and ensuring that it has sufficient cash available to meet its obligations and liabilities.

Fair Value

The Organization's carrying value of cash and cash equivalents, accounts receivable, and accounts payable approximates its fair value due to the immediate or short term maturity of these instruments.



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of Newfoundland & Labrador**

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