



Nova Scotia Automobile Dealers Safety Association

P.O. Box 9410 Station A

Halifax, NS B3K 5S3

902-425-2445 phone

902-425-2441 fax

NOVA SCOTIA AUTOMOBILE DEALERS SAFETY ASSOCIATION

2010 ANNUAL REPORT

JANUARY 1 - DECEMBER 31
2010

PRESIDENT'S REPORT

2010 marked the first operational year of the Nova Scotia Automobile Dealers Safety Association. Three years ago, the New Car Dealers Association of Nova Scotia, with the support and guidance of the Workers' Compensation Board began the planning and organization to establish a safety association, dedicated to reducing lost time injuries in Nova Scotia's new car dealerships.

Initial funding for planning and organization was provided in the form of a loan from the Nova Scotia Automobile Dealers' Association.

Significant support and guidance was forthcoming from the Workers' Compensation Board and its staff. Their advice and guidance has been extremely valuable, and the availability of technology and tools developed by the WCB and made available to our Association, enabled us to undertake the necessary research and planning required.

All new car dealerships were provided information regarding the proposed establishment of the Safety Association, and invited to attend meetings held throughout the province in the fall of 2008. Industry consultation meetings were held in Weymouth, New Minas, Bridgewater, Halifax, Truro, Amherst, New Glasgow, Antigonish and Sydney. In addition, information and surveys were sent to all new car dealers. These meetings were followed up with another similar series of meetings in the fall of 2009 announcing plans to establish the safety association.

Our Association became operational in early 2010, with the first event being the launch of our newly developed introductory Safety Curriculum in April 2010. Additional training sessions were scheduled to be held throughout the province in late 2010, and early 2011. A training discount with St. John Ambulance was also established.

Work proceeded, governed by the Business Plan developed in 2008 and 2009. A Board Policy Handbook was produced, a financial auditor appointed, and a safety trainer engaged.

Our Association's principal challenge in 2011 is one of member engagement. Services are being considered to assist in the achievement of this objective, including the establishment of a safety audit service for members. It is our intention to expand the size and depth of our Board of Directors.

I wish to thank my fellow Directors for their support, and our staff members Christine James and Sandra Williams for their work to establish NSADSA. I thank the Nova Scotia Automobile Dealers' Association for seconding Executive Vice President John Sutherland to the Safety Association.

We look forward to the opportunities and challenges that will present themselves in 2011.

Respectfully submitted,

Jeffrey Best
President



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VISION AND MISSION

VISION:

Nova Scotia's Automobile Dealership employees - safe and secure from workplace injury.

MISSION:

The Nova Scotia Automobile Dealers Safety Association (NSADSA), in coordination and cooperation with the Nova Scotia Automobile Dealers Association, works to reduce the impact of workplace injuries for the new car retail industry in Nova Scotia, and the individuals employed by the industry.



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Board of Directors:

- | | | |
|------------------------|---|--------------------------|
| - Jeffrey Best | - | President |
| - Duane Rath | - | First Vice President |
| - Ron MacGillivray | - | Second Vice President |
| - Doug Wilson | - | Secretary Treasurer |
| - Michael Velemirovich | - | Immediate Past President |

Staff:

- | | | |
|-------------------|---|-------------------------------|
| - John Sutherland | - | Executive Vice President |
| - Sandra Williams | - | Administration Officer |
| - Christine James | - | Business Planning Coordinator |

In Progress or Completed as of December 2010:

Governance:

- Incorporation process
- Bylaw approval process
- Documentation of member support
- Development of contract with Workers' Compensation Board of Nova Scotia
- Purchase of Directors and Officers Insurance (Marsh Canada)
- Development and approval of a Policy Handbook
- Reconvened and reconstituted the Board of Directors
- Reconstitute the Curriculum Committee and develop formal Terms of Reference (in progress)
- Determined the date and timing of Annual General Meeting
- Approval of Mission and Vision Statements

Member Services:

- Establishment of membership database and initial data gathering for members responsible for safety programming in dealerships
- Development of FAQs pertaining to Safety Association structure, levy, and relationship between NSADSA and WCB
- Customization of WCB's "Preventing Workplace Injuries" curriculum to form the initial curriculum for the Safety Association
- Initial curriculum launch - April 9, 2010 Halifax, Nova Scotia
- Established a more formal structure for member communication (identified key targets, etc.) (in progress)
- Determined (via RFP) appropriate resources for delivery of introductory curriculum
- Delivered curriculum to Dealers in Halifax, Digby, and Sydney
- Meet with Corrie Anderson (MacPhee) and Tommy Harper (Fishing Safety Association) regarding development and /or identification of template resources and instructors
- Continued with addition of resources to website as they became available

Communications:

- Development of logo/corporate brand
- Launched website - www.nsadsa.ca
- Addition of templates drawn from curriculum launch to website
- Development of general information presentation on the Safety Association and its importance to the industry
- Determined strategy to meet with all dealers to promote and educate RE: Safety Association
- Further fine-tuned membership database for purposes of electronic communication with members
- Utilized website as a cost-effective method of communication with members

- Reviewed training calendar functionality on website and ensured it will meet the Safety Association requirements; remove sample text currently on site (in progress)

Finance/Operations:

- Development of internal operational structure such as accounting codes and filing structure
- Reviewed budget and adjust as necessary based on year-to-date results (in progress)