

ANNUAL GENERAL MEETING
2009-2010

35th Anniversary

Tuesday, June 22, 2010
Sandy Hill Community Centre
250 Somerset Street East
Main Hall
5:00 p.m. – 8:30 p.m.

Chair: William Kelly
Recorder: Cristina Coiciu

APPROVED MINUTES

The business meeting was preceded by a Meet-and-Greet reception.

OPENING REMARKS

Mr. William Kelly, President of the Board for 2009-2010, welcomed staff and members of the Sandy Hill Community Health Centre, Inc./Centre de santé communautaire Côte-de-Sable, Inc. (SHCHC/CSCCS), and other interested residents of the community to the Annual General Meeting (AGM). He acknowledged and thanked the special guests in the audience:

- Mme Thérèse Goneau, on behalf of The Honourable Madeleine Meilleur, MPP for Ottawa-Vanier;
- Mr. George Ireland, CA, from the firm Welch LLP – Chartered Accountants

Mr. Kelly invited to the podium Mr. David Gibson, the Executive Director of SHCHC, to read a congratulatory letter for our 35th Anniversary from Mr. George Wilkes, the first Board President in 1975, who could not attend the meeting.

Subsequently, Mr. Gibson introduced the first guest speaker, Ms. Dennise Albrecht, the first Executive Director of the Centre in 1973. Ms. Albrecht spoke about the challenges of a new start, and the work, commitment and determination of staff to achieve the high standards of today.

Mr. Gibson invited then to the podium Mr. Yvon Lemire, Director of Addiction and Mental Health Services, to introduce the next guest speaker, Mr. Terry Finn, former client of the Centre. Mr. Finn spoke about the tremendous help and support he received at the Centre, to overcome his addiction and start a new life.

Mr. William Kelly thanked the guest speakers and offered them a token of appreciation. He invited Mr. Gibson to present the new AOHC video, "CHC Model of Care". The video was positively received by those in the audience.

2010 SHCHC AWARD FOR EXCELLENCE IN HEALTH PROMOTION

Mr. William Kelly invited Mr. Colin Palmer, Board Director and member of the Award Nomination Committee, to present the award for this year. Mr. Palmer explained the eligibility and award criteria, and the reason for the creation of the award. The 2010 SHCHC Award for Excellence in Health Promotion was conferred to:

Aamina Badran – in recognition of her untiring role as a committed volunteer with the SLOE (Sustainable Living Ottawa East), and resident of Old Ottawa East community.

Ms. Aamina Badran accepted the award.

BUSINESS MEETING

Mr. William Kelly called the business meeting to order at 7:30 p.m., and invited Ms. May Morpaw, former President of the Board from 2005 to 2007, to accept the role of moderator for the business meeting. Ms. Morpaw accepted.

1) DECLARATION OF CONFLICT:

Ms. May Morpaw asked Members to declare any conflict.
No conflict was declared.

2) RULES OF ORDER AND ELIGIBILITY OF VOTING MEMBERS:

Ms. Morpaw indicated that the meeting would follow Robert's Rules of Order. She informed those in attendance that the meeting would be conducted in both official languages.

All those in attendance were reminded that, in accordance with the current corporation's by-laws, all persons over eighteen (18) who live or work in the City of Ottawa and who have applied for or renewed their Membership at least thirty (30) days prior to the meeting are eligible to vote at the AGM. All Members eligible to vote were given voting cards.

Those who would like more information about becoming Members were invited to speak to Cristina Coiciu, Executive Assistant. Copies of the agenda, annual reports, audited financial statements and minutes from the 2008-2009 AGM were distributed at the meeting.

3) VERIFICATION OF QUORUM:

Cristina Coiciu informed Ms. Morpaw that there was a quorum for the AGM: sixteen (16) Members in good standing were present at the meeting.

4) APPROVAL OF THE AGENDA:

May Morpaw asked for a motion to approve the agenda.

It was moved by Lynsey James and seconded by Claire Beauchesne-Chabot to approve the agenda as presented.

ALL IN FAVOUR – CARRIED

5) APPROVAL OF MINUTES OF THE 2008-2009 AGM (JUNE 25, 2009):

May Morpaw asked for a motion to approve the Minutes of the AGM 2008-2009.

It was moved by Anselme Allah and seconded by Colin Palmer to approve the minutes of the AGM 2008-2009, as presented.

ALL IN FAVOUR – CARRIED

6) BOARD PRESIDENT'S REPORT:

Ms. Morpaw invited to the podium Mr. William Kelly, the Board President. He presented highlights of the Board's work over the past year and acknowledged the contribution of the Staff, Management Team and Executive Director to the achievements of the Centre.

Ms. May Morpaw asked for a motion to approve the Board President's report for 2008-2009.

It was moved by Claire Beauchesne-Chabot and seconded by Siobhan Harty to accept the Board President's report, as presented.

ALL IN FAVOUR – CARRIED

7) EXECUTIVE DIRECTOR'S REPORT:

Ms. May Morpaw invited to the podium Mr. David Gibson, the Executive Director. He presented highlights of the Centre's work over the past year and acknowledged the contribution of Staff and Management Team to the achievements of our Centre. He thanked Mr. William Kelly for his leadership during his term as Board President.

Ms. May Morpaw asked for a motion to approve the Executive Director's report for 2008-2009.

It was moved by Lynsey James and seconded by Siobhan Harty to accept the Executive Director's report, as presented.

ALL IN FAVOUR – CARRIED

8) TREASURER'S REPORT:

Ms. May Morpaw invited to the podium Ms. Lynsey James, the Board Treasurer. She informed the audience about the activity of the Finance and Development Committee for the past year, and invited to the podium Ms. Nancy Zahavich, the Centre's Finance Manager, to present the audited financial statements. Ms. Zahavich reviewed the audited financial summary in the Annual Report, and spoke to the financial challenges the Centre was facing. Copies of the complete audited financial statements for the year ending March 31, 2010, were available in both official languages.

Ms. May Morpaw asked for a motion to approve the Executive Director's report for 2008-2009.

It was moved by Lynsey James and seconded by Andrew Conway to approve the audited financial statements of the Sandy Hill Community Health Centre, Inc./Centre de santé communautaire Côte-de-Sable, Inc. for the year 2009-2010, as presented.

ALL IN FAVOUR – CARRIED

9) AUDITOR'S REPORT:

Ms. Nancy Zahavich reported on behalf of Welch LLP, the firm which audited and prepared the statements of financial position of the Centre, that, during their examination, no significant deficiencies in the accounting systems were found. She also acknowledged the presence at the meeting of Mr. George Ireland, CA and Partner with Welch LLP.

10) APPOINTMENT OF AUDITORS FOR THE NEXT FISCAL YEAR:

Ms. May Morpaw asked for a motion to approve the appointment of the firm Welch LLP – Chartered Accountants as the auditors for the upcoming year, and approve the audit fee of \$11,500 plus taxes.

It was moved by Siobhan Harty and seconded by Anselme Allah to approve the appointment of Welch LLP as the auditors for the upcoming year, with the audit fee of \$11,500 + taxes.

ALL IN FAVOUR – CARRIED

11) NOMINATIONS COMMITTEE REPORT:

Ms. May Morpaw invited to the podium Ms. Claire Beauchesne-Chabot, Chair of the Nominations Committee for 2008-2009, to review the role of the Board Nominations Committee and explain the election process. She invited to the podium Mr. Andrew Conway, member of the Nominations Committee, to present the Board slate for the AGM.

Mr. Conway reported that there were seven (7) individuals nominated to fill seven (7) positions on the Board of Directors, three (3) of whom were seeking re-election for another 2-year term on the Board. He presented the names of the candidates: Claire Beauchesne-Chabot, Louise Ebeltoft and Bob Mather – who were seeking re-election for another 2-year term – and: Edmond Kingsbury, Murray MacLean, Matthew Symonds and Robert Walsh – as new candidates. Mr. Conway invited the candidates to introduce themselves. Louise Ebeltoft, Bob Mather, Edmond Kingsbury and Murray MacLean could not be present at the meeting, but a short biography was included in the AGM package.

Mr. Conway indicated that the by-laws also provide for nominations from the membership at the AGM, and called for nominations from the floor.

After calling three times for nominations from the floor and receiving no response, Mr. Andrew Conway declared the nominations closed. He presented the slate, which included seven (7) candidates for seven (7) positions, as follows (in alphabetical order):

1. Claire Beauchesne-Chabot: standing for re-election
2. Louise Ebeltoft: standing for re-election
3. Edmond Kingsbury: standing for election
4. Murray MacLean: standing for election
5. Bob Mather: standing for re-election
6. Matthew Symonds: standing for election
7. Robert Walsh: standing for election

Ms. May Morpaw asked for a motion to approve the Board slate, as presented.

It was moved by Andrew Conway and seconded by Colin Palmer to approve the slate, as presented.

ALL IN FAVOUR – CARRIED

Ms. Morpaw welcomed the new and returning Directors and invited all Board Members to attend a very brief meeting at the end of this AGM, for the elections of the Officers.

12) OTHER BUSINESS:

Mr. William Kelly thanked Ms. Morpaw for being the moderator of the Annual General Meeting, and offered her a token of appreciation.

1. Recognition of Outgoing Board Members

Mr. William Kelly thanked Olly Wodin for her valuable input and contribution to the Board of Directors as Staff Representative for the past two years, and offered her a token of appreciation. He announced that the new Staff Representatives are: Dayna Barnes, Brittany Morris and Shelley Reid.

2. Recognition of Staff for Years of Service

Mr. Kelly invited Mr. David Gibson to conduct the formal acknowledgment. Mr. Gibson recognized and thanked the following Staff members who, this year, turned 10, 15, 20 and 30 years of dedicated service at the Centre:

<u>For 10 years of service:</u> <ul style="list-style-type: none">- Marie-Claire Morency- Caroline Deschamps- Mona Staples- Aline Facette- Nadarajah Arumugan	<u>For 15 years of service:</u> <ul style="list-style-type: none">- Sylvie Roy- Michele Demers- Gina Rifa- Melanie Atkinson- Lisa Bromley- Hannah Cowen	<u>For 20 years of service:</u> <ul style="list-style-type: none">- Robert Bourrier- Michael Schmitz- Susanne McKim- Shirley Ostendorf <u>For 30 years of service:</u> <ul style="list-style-type: none">- Mary-Lynne Reardon
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13) ADJOURNMENT OF BUSINESS MEETING:

Mr. William Kelly called for any other business items.

There being no further business, it was moved by Bob Walsh and seconded by Colin Palmer that the meeting be adjourned.

ALL IN FAVOUR – CARRIED

Meeting adjourned at 8:15 p.m.