

## **ANNUAL GENERAL MEETING 2010-2011**

**Wednesday, June 29, 2011  
Saint Paul University  
223 Main Street  
Amphitheatre  
5:00 p.m. – 8:30 p.m.**

Chair: William Kelly  
Recorder: Cristina Coiciu

### **MINUTES - DRAFT**

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

#### **OPENING REMARKS**

Mr. William Kelly, President of the Board for 2010-2011, 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 – among others: Ms. Alexa Brewer, Board Director of the Champlain Local Health Integration Network, and Mr. Tim Larmour, President of the Cooperative Housing Association of Eastern Ontario (CHASEO) – and read a congratulatory message on behalf of Honourable Mauril Bélanger.

Mr. Kelly invited to the podium Mr. David Gibson, the Executive Director of SHCHC, to present the new AOHC video, “Community Health Centres Flying Together”. The video was positively received by those in the audience.

Following the viewing of the short film, Mr. Gibson introduced the guest speaker, Mr. Bill Tholl, founding Executive Director of the Canadian Leadership Network. Mr. Tholl’s presentation was focused on “A health check on Canada... from leaders to laggards”.

Mr. William Kelly thanked the guest speaker and offered him a token of appreciation.

#### **2011 SHCHC AWARD FOR EXCELLENCE IN HEALTH PROMOTION**

Mr. William Kelly invited Mr. Anselme Allah, Vice-President for External Issues and Chair of the Award Nomination Committee, to present the award for this year. Mr. Allah explained the eligibility and award criteria, and the reason for the creation of the award. The 2011 SHCHC Award for Excellence in Health Promotion was conferred to:

Karen Bays – in recognition of her leadership role as a committed volunteer with the Viscount Alexander Public School and resident of the Sandy Hill community. Her development of the Walking School Bus is the first of its kind in the Ottawa-Carleton District School Board. Her interest stemmed from research on physical activity and childhood obesity, as well as her perception of the neighbourhood as being a very “walkable” community.

Ms. Karen Bays accepted the award and offered a brief description of the project.

## **BUSINESS MEETING**

Mr. William Kelly called the business meeting to order at 7:30 p.m., and invited Ms. Claire Beauchesne-Chabot, Chair of the French Language Services Committee, to conduct the French parts.

### **1) DECLARATION OF CONFLICT:**

Mr. William Kelly asked members to declare any conflict.  
No conflict was declared.

### **2) RULES OF ORDER AND ELIGIBILITY OF VOTING MEMBERS:**

Mr. Kelly indicated that the meeting would follow Robert’s Rules of Order. He 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 2009-2010 AGM were distributed at the meeting.

### **3) VERIFICATION OF QUORUM:**

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

### **4) APPROVAL OF THE AGENDA:**

William Kelly asked for a motion to approve the agenda.

*It was moved by J-J D. and seconded by M.M. to approve the agenda as presented.*

**ALL IN FAVOUR – CARRIED**

### **5) APPROVAL OF MINUTES OF THE 2009-2010 AGM (JUNE 22, 2010):**

William Kelly asked for a motion to approve the Minutes of the AGM 2009-2010.

*It was moved by R.W. and seconded by F.M. to approve the minutes of the AGM 2009-2010, as presented.*

**ALL IN FAVOUR – CARRIED**

## **6) SANCTIONING ACTIONS OF THE BOARD OF DIRECTORS FOR 2010-2011**

Mr. William Kelly asked for a motion to sanction the actions and decisions of the Board of Directors for the year 2010-2011.

*It was moved by M.M. and seconded by J.M. to endorse the motion, as presented.*

**ALL IN FAVOUR – CARRIED**

## **7) BOARD PRESIDENT'S REPORT:**

Mr. William Kelly, the Board President, 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.

Mr. Kelly asked for a motion to approve the Board President's report for 2010-2011.

*It was moved by A.A. and seconded by F.M. to accept the Board President's report, as presented.*

**ALL IN FAVOUR – CARRIED**

## **8) EXECUTIVE DIRECTOR'S REPORT:**

Mr. William Kelly 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 and the Board of Directors for their contribution over the past year.

Mr. William Kelly asked for a motion to approve the Executive Director's report for 2010-2011.

*It was moved by J.-J. D. and seconded by M.S. to accept the Executive Director's report, as presented.*

**ALL IN FAVOUR – CARRIED**

## **9) TREASURER'S REPORT:**

Mr. William Kelly 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, 2011, were available in both official languages.

Mr. William Kelly asked for a motion to approve the audited financial statements for 2010-2011.

*It was moved by B.W. and seconded by C.B.-C. 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 2010-2011, as presented.*

**ALL IN FAVOUR – CARRIED**

## **10) 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.

Mr. William Kelly acknowledged the retirement of Ms. Nancy Zahavich, after 23 years of committed

work and dedication to the Centre, and offered her a token of appreciation.

#### **11) APPOINTMENT OF AUDITORS FOR THE NEXT FISCAL YEAR:**

Mr. William Kelly 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 applicable taxes.

*It was moved by A.A. and seconded by M.M. 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**

#### **12) NOMINATIONS COMMITTEE REPORT:**

Mr. William Kelly invited to the podium Mr. Bob Walsh, Board Director and member of the Nominations Committee for 2010-2011, to review the role of the Board Nominations Committee and explain the election process.

Mr. Walsh presented the Board slate for the AGM, and reported that there were ten (10) individuals nominated to fill ten (10) positions on the Board of Directors. Three (3) individuals were seeking re-election for another 2-year term, four (4) joined the Board of Directors after last year's AGM, thus were seeking confirmation from the members for a 2-year term, and three (3) individuals were seeking election for a 2-year term, as new candidates. He presented the names of the candidates and invited the audience to refer to their short biographies included in the AGM package.

Mr. Walsh 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. Bob Walsh declared the nominations closed. He presented the slate, which included ten (10) candidates for ten (10) positions, as follows (in alphabetical order):

1. Anselme Allah: standing for re-election
2. Lynda Chapman: standing for election
3. Claudia Fall: standing for election
4. Graham Gaylord: standing for election
5. Siobhan Harty: standing for re-election
6. William Kelly: standing for re-election
7. Erik Landriault: standing for confirmation
8. Jonathan Mahdi – standing for confirmation
9. Farwa Malik – standing for confirmation
10. Sarah Musavi – standing for confirmation

Mr. William Kelly asked for a motion to approve the Board slate, as presented.

*It was moved by J.-J.D. and seconded by F.M. to approve the slate, as presented.*

**ALL IN FAVOUR – CARRIED**

Mr. Kelly 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.

#### **13) OTHER BUSINESS:**

Mr. David Gibson thanked on behalf of the Board to the outgoing Board President, Mr. William Kelly,

for his leadership during his term as President since 2009, and offered him a token of appreciation.

**1. Recognition of Outgoing Board Members**

Mr. William Kelly acknowledged those Board Directors who retired during 2010-2011: Andrew Conway, Louise Ebeltoft, Mana Herel, Lynsey James, Edmond Kingsbury, Bob Mather, Colin Palmer and Ashley White.

**2. Recognition of Staff for Years of Service**

Mr. David Gibson conducted a formal acknowledgment of the following Staff members who, this year, turned between 5 and 10, 10, 15, and 20 years of dedicated service at the Centre:

<u>5 – 10 years of service:</u> - Allison Lampi – 9 - Lynne Rowe – 9 - Annette Tirschler – 9 - Joanna Binch – 8 - Robert Boyd – 8 - Jim Campiti – 8 - David Gibson – 8 - Carole Lapointe – 8 - Christina McDonald – 5 - Marieve Therien – 5	- Cristina Coiciu – 7 - Bridget Orr – 7 - Shelley Reid – 7 - Mark Reiter – 7 - Pamela Boyle – 6 - Jill Cotter – 6 - Bonney Elliott – 6 - Kimberley McDougall – 6 - Jean Park – 6 - Alison Smerek – 5	- Cynthia Phelan – 6 - Melina Pilon – 6 - Jenny Strange – 6 - Olly Wodin – 6 - Katherine Bercuson – 5 - Grace Chan – 5 - Sylvie Emond – 5 - Annabelle Finucan – 5 - Yvonne Makosz – 5 - Derrick St. John – 5
<u>For 10 years of service:</u> - Natacha Ducharme - Josée Anne Gauthier - Yvon Lemire - Chris Osler - Karen White-Jones - Katarina Zoric	<u>For 15 years of service:</u> - Suzanne Cardinal - Nathalie Graveline - Suzanne Morin	<u>For 20 years of service:</u> - Louise Besner - John Hawkins - Julie Henderson - Lisa Schmitz

**3. Recognition of Retired Staff**

Mr. David Gibson acknowledged the staff members who retired over the past year: Carol MacMurdo-Paton (after 6 years at SHCHC), Andrée Tremblay (after 12 years at SHCHC), and Nancy Zahavich (after 23 years at SHCHC).

**14) ADJOURNMENT OF BUSINESS MEETING:**

Mr. William Kelly called for any other business items.

*There being no further business, it was moved by A.A. and seconded by M.M. that the meeting be adjourned.*

**ALL IN FAVOUR – CARRIED**

**Meeting adjourned at 8:30 p.m.**