



CCHA ANNUAL GENERAL MEETING MINUTES

December 13, 2022
7:30-9:00pm ET
Teleconference

Attendees:	Allan Weatherall (Executive Director), Jennifer Graham (Vice President, interim President), Robbyn McLellan (Treasurer), Anna Bailie (Secretary), Bengy Mercier, Jacey Hughes, Priyanka Kugamoorthy, Brenaven Kugamoorthy,
Guests:	Edith Tham, Elina Williams and Luxshika Canthiya
Secretary:	Anna Bailie (call recorded)

MINUTES

1. Welcome – Allan Weatherall, Jennifer Graham

- Attendance & Introductions
- Call to Order
- Quorum Established
- Appointment of Recording Secretary:
 - Anna Bailie
- Proof of Notice of Meeting
 - Provided on website and through emails to membership November 30, 2022 to AGM being called

2. Presidents Report – Jennifer Graham

- 2021-22 Highlights
 - Advocacy during CHD Awareness Week, especially the well-received Light Canada Red, proclamation in the house of commons,
 - Writing a new Strategic Plan
- Education
 - Development of informational documents and created transition materials
 - Participated in learning opportunities
 - Brenaven Kugamoorthy presented on the importance of physical activity – looking to develop a new project in collaboration with the Blue Jays/Sick Kids
- Research Partnerships and Collaborations
 - Priyanka Kugamoorthy presents on our research activities, including a recent presentation at the inaugural CRN-ACHDi Inaugural Meeting, importance of patients participating and being an active part of studies
 - Also supporting research at CHEO, in Vancouver and at SickKids, and also indicating support for other research projects by providing letters
- Support
 - Collaborated with 5 other CHD organizations in Canada, including Heart & Stroke, Fondation En Coeur, Braveheart Support Society, iHeartChange, Global ARCH
 - Continued our support for the Beat Retreat, in person again in September 2022, also supporting a virtual Fontan camp run by Dr. Tham, which had more than 30 and 40 participants in February and November

- Also supported the Fontan Camp in the WCCHN Boost Competition pitches

3. Executive Directors Report – Allan Weatherall

- Allan Weatherall commends all of the Board members who have been so active the past two years, and especially Jennifer Graham for all her ongoing efforts
- Administration
 - Monitoring and responding to emails, providing other support as needed
- Media
 - Ongoing efforts to interact and liaise with media to help raise awareness
 - However focus has continued to be on COVID issues in the health sphere - but continues trying
- Fundraising
 - Donation stewardship – monitors donations, responds/thanks donors accordingly
 - Have continued investigating donor management systems – currently its pretty basic
 - have had good success this year in terms of special events taking place, stock transfers, etc. such as more than \$13K raised in memoriam
- Chapters - notes that London and Eastern Ontario chapters are currently dormant

4. 2022-2026 Strategic Plan - Anna Bailie

- This year, it was time for us to develop our new strategic plan, previous had finished in 2021 but with the pandemic we had to pivot and redirect our priorities
 - August and September 2020 had decided to re-focus on 5 key priorities – website, fundraising, education, social media and awareness
- Started developing new strategic plan in late 2021 and into 2022
 - Engaged a facilitator and used Riipen student projects to help us focus on opportunities and challenges, and provide input
- Anna presents the 2022-2026 Strategic plan
 - First conducted a review of our mission and values statement - we decided to retain those from the previous version endorsed several years ago as it continues to reflect what we do, especially the pillars of education, advocacy, research and support.
 - Conducted a review of both the opportunities and challenges facing the CCHA, including awareness, partnerships and financial sustainability and governance.
 - To respond to those challenges we set our priorities for the next three years to include:
 - Connecting with people;
 - Deepening and expanding our partnerships; and,
 - Growing and sustaining CCHA.
 - We have worked to establish clear metrics to allow us to assess progress made against our stated objectives.
- *Motion to approve 2022-2026 Strategic Plan. Moved by Anna Bailie, seconded by Priyanka Kugamoorthy. All in favour – approved.*
- Anna thanks Lauren Rea and Christelle Roy for their contributions to the Strategic Plan before their departure.

5. 2022 AGM Minutes – Anna Bailie (for Jennifer Michaud)

- Minutes posted on CCHA website November 18, 2022 for review
 - Quorum established
- *Motion to approve 2020 AGM Meeting Minutes. Moved by Priyanka Kugamoorthy, seconded by Jacey Hughes. All in favour – approved.*

- Jennifer Graham thanks Jennifer Michaud for her work as Secretary

6. CCHA Financial Report – Robbyn McLellan (outgoing Treasurer)

- 2021 Financial Overview reviewed – audited statements were uploaded to website on November 18, 2022 for review.
 - Statement of Operations
 - Overall financial status - assets at the beginning of the year were \$26,330 and at the end of the year was \$26,451 – commends Board on careful management
 - End of 2021 Statement of Financial Position, total liabilities the same as 2020 – the fee for the accountant
 - Did have an upswing in fundraising in 2021, but also saw an increase in expenditures – but it had been down in 2020 due to the pandemic, this year there were greater costs for insurance and for fundraising and promotions
- Accountant does Notice to Reader, audits and taxes
 - Appointment of Accountant: Jennifer Rade Chartered Professional Accountant
 - Completed CCHA Notice to Reader Financial Statements 2021
- *Motion to approve 2021 Notice to Reader Financial Statements. Moved by Jennifer Michaud, seconded by Allan Weatherall. All in favour – approved.*
- *Motion to approve Jennifer Rade as accountant/auditor for CCHA 2021/22 fiscal year. Moved by Robbyn McLellan, seconded by Allan Weatherall. All in favour – approved.*
- Jennifer Graham thanks Robbyn McLellan for all her efforts as Treasurer over the past several years.
- Allan asks if the accountant continues to recommend just doing the notice to reader – but depends on what we want to do, if we want to start applying for grants or larger funding an audit would be prudent. Jennifer notes that if you are under \$100K you don't need to have audited statements. A full audit is also a lot more work for the Board.

7. CCHA Board Elections – Anna Bailie and Allan Weatherall

- Review of Application process (notice posted May 26, 2022; application deadline extended to October 30, 2022; notice posted on website, social media and emailed to members).
- Five open board positions
 - Jennifer Michaud, Robbyn McLellan, Lauren Rea and Christelle Roy (honourary) all departed or transitioning away given other personal and life commitments.
 - Jennifer Graham and Karen Lecomte are seeking re-election.
- Review of preferred skills, mandatory criteria and other factors considered
- Interview committee composed of Executive Director (Allan Weatherall) and three board members (Anna Bailie, Priyanka Kugamoorthy and Jacey Hughes)
- 4 applicants, 4 interviewed
 - Credentials of short-listed candidates reviewed:
 - Elina Williams (Edmonton, AB)
 - Dr. Edythe Tham (Edmonton, AB)
 - Luxshika Canthiya (Markham, ON)
 - Amanda Fregonas (Ottawa, ON)
 - Returning Board Members:
 - Jennifer Graham (Toronto, ON)

- Karen LeComte (PAB Liaison, Vancouver, BC)
- Nominations from the floor
 - None are brought forth

Elections

- Luxshika Canthiya (to be elected)
 - *Motion to elect Luxshika to the Board of Directors. Moved by Anna Bailie, seconded by Robbyn McLellan. All in favour – approved.*
- Elina Williams (to be elected)
 - *Motion to elect Elina to the Board of Directors. Moved by |Priyanka Kugamoorthy, seconded by Jacey Hughes. All in favour – approved.*
- Amanda Fregonas (to be elected)
 - *Motion to elect Amanda to the Board of Directors. Moved by Jacey Hughes, seconded by Priyanka Kugamoorthy. All in favour – approved.*
- Jennifer Graham (to be re-elected)
 - *Motion to re-elect Jennifer to the Board of Directors. Moved by Anna Bailie, seconded by Priyanka Kugamoorthy. All in favour – approved.*
- Karen LeComte (to be re-approved)
 - *Motion to approve Karen as the PAB Liasion to the Board of Directors. Moved by Priyanka Kugamoorthy, seconded by Robbyn McLellan. All in favour – approved.*
- Dr. Edythe Tham (to be approved)
 - *Motion to approve Dr. Tham as an Honourary member of the Board of Directors. Moved by Jacey Hughes, seconded by Allan Weatherall. All in favour – approved.*
- Board is confirmed.
- Huge thank you to outgoing Board members – Robbyn has been with us since 2016 and working as Treasurer for many years, wish her and others the very best of luck, Jen Michaud, who was a great secretary and contributed to committees including the Light Canada Red campaign, Christelle who was a Board member and then remained as Honourary contributed a lot on Riipen and social media, Lauren who contributed to work on our mental health survey and other projects with Allan and inputting into the strategic plan.

8. New Business – Open

- Allan Weatherall will put together the updated list of Board members and send it around for verification.
- There will be a Board meeting tomorrow night as well - but will ask Board to stay a few minutes after this meeting to discuss.

9. Adjourn

- *Motion to adjourn meeting. Moved by Allan Weatherall, seconded by Priyanka Kugamoorthy. All in favour – approved. Adjourn at 8:47pm ET.*

Approved: