



## Annual General Meeting Minutes

<b>Date:</b> December 2, 2014	<b>Time:</b> 7:00 pm – 9:00 pm	<b>Location:</b> HSC Toronto
<b>Attendees</b>		

**Shelagh Ross, Paula Andrade, Jack Colman, Saad Minhas, Mathew Main, Sara McMillan, Krista Vriend, Julie Bard, Stella Cockett, Denise Hackett, Dave Harman, Aubyn Baker, Katie Devine, Ted Thaler, Denise Lapointe, Paula Mooney, Jennifer Graham, Katherine Hunter, Eric Gonneau**

### 1. Introduction and attendance

### 2. Review of the November minutes

Minutes have been approved (Paula approved motion passed)

### 3. Bank balance (added December 27 since original wasn't recorded)

Primary: \$25,146.04

London: \$1,089.70

Sick Kids: \$-2.01

### 4. Presidents Report

- CCHA's new website unveiled this year cost of the website was covered by CHEO & Pixel Sweatshop (website company)
- Increased Twitter activity – now 140 followers – need more people to post tweets
- CCHA membership is now at 500
- CCHA created a Q & A documents based on Beat Retreat discussions with NPs – on website
- Developed 4 handouts (based on ACHD organization information)
- Created two new videos
- 6<sup>th</sup> year speaking at the Sick Kids Family Foundation
- 7<sup>th</sup> year attending the CCS
- Shelagh spoke at Sick Kids nursing education event – booked again for April 2015
- We participated in the Cardiac Foundation of Canada's walk of life raised \$16000.00
- This year was the 1<sup>st</sup> annual heart warriors walk in BC. Organized by Julie Bard raised \$3200.00
- 6<sup>th</sup> annual Beat Retreat – 30 campers attended this year

### 5. Review of CCHA annual report

### 6. Future Activities

- Patient Conference planned for Calgary and Edmonton in April & May 2015 (have

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asked CP cover the costs –will find out in January 2015)

- Create national newsletters in partnership with other CHD organizations
- Create Medical Advisory board
- Speak at CHD events
- Secure sustainable funding for Beat Retreat
- London Chapter – Lisa planning events for the Feb 14 CHD day
- BC Chapter- Julie planning for the 2015 Congenital Heart Warriors walk under way, online registration is now available.
  - Julie will be attending the CHN growing with Heart Disease transition on April 11
  - Researching to see if BC can start their own Beat Retreat- Kiwanis club maybe able to assist with costs.
  - Planning on have a CCHA spring or summer barbeque.

## 7. Audited Financial Statements

- Statements provided to all attendees and asked for comments or questions
- Questions: where does CCHA receive revenues from- Actilion Pharmaceuticals donation, Bank of Montreal Donation, Grants, Walk of Life and Individual donations
- Recommendations by group for a more detailed description of revenues for future
- Ted approval of financial statement - all agreed, motioned passed to accept financial statements

## 8. By law changes

- CCHA will be changing our accountant from John Parker to new company in Oakville (Chuck Havill)
- CRA requirements for audited statements. CCHA would like to change the bylaw to have audited statements as required by CRA. **Would like to change by-laws to read from:**

*At every annual meeting, in addition to any other business that may be transacted, the report of the board, the financial statements and the report of auditors shall be presented and auditors appointed for the ensuing year. The members of a soliciting corporation may, with gross annual revenues less than \$50,000 or any other such sum permitted under the NFP Act and Regulations, by unanimous vote, resolve to not appoint a public accountant.*

**To:**

*At every annual meeting, in addition to any other business that may be transacted, the report of the board and the financial statements shall be presented and accountants appointed for the ensuing year.*

*(The members of a soliciting corporation may, with gross annual revenues less than \$500,000 or any other such sum permitted under the CRA Regulations, by majority vote, resolve to not appoint an auditor.)*

- Motion to accept as written by Stella, Krista second all in favour. Motion passed

## 9. Review of Current CCHA Directors review of new candidates up for election to the board

- Denise Hackett
- Krista Vriend
- Eric Gonneau
- Lea Legge

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- Stella thanked all participants who put their names forward and a vote was taken
- Paula nominated Denise. Stella second –motion passed to include Denise as part of the CCHA board of directors
- Ted nominated Krista. Stella second –motion passed to include Krista as part of the CCHA board of directors
- Jennifer nominated Eric. Ted second- motion passed to include Eric as part of the CCHA board of directors\
- Paula nominated Lea. Stella second- motion passed to include Lea as part of the CCHA board of directors.

#### **10. New Business**

- Paula Moore and Aubyn would like to know how the board operates for listening to and accepting new ideas. They would like to propose the CCHA consider the Living Well self-management program. They would like to adapt the program for CHD. Paula is currently a leader for the accredited program and has been told she can adapt the program for CHD. This program is funded by government
- They may be able to meld this program with a CCHA peer support program
- Paula and Aubyn were asked to put a proposal together and submit to the board for review
- The board would like to start committees where work will be done and board will become more of an advisory board
- Committees should be formed based on the Strategic plan
- Board is to review their structure at first meeting in January 2015

#### **11. Suggestions for the board to consider**

- Denise suggests a health retreat in winter, Ted is considering offering a winter retreat for the participants of the Beat Retreat.
- Stella mentioned a possibility of education sessions for a core group that meets a couple of time per year.
- Krista has questions about having a meet and greet for board members
- Consider having a CCHA education conference to coincide with the CHD conference
- Suggest having one of the board members take the lead to utilize the volunteers who would like to participate in CCHA events
- Consultant that offer services for non-profits may be able to help with strategic plan

#### **12. Next Steps**

- Shelagh will be sending the board an email regarding the best day for the next meeting
- First meeting of the new board of directors of CCHA will be January 2015.