



CCHA ANNUAL GENERAL MEETING MINUTES

June 19, 2023
7:30-9:00pm ET
Teleconference

Attendees:	Allan Weatherall (Executive Director), Jennifer Graham (interim President), Priyanka Kugamoorthy (Vice President) Bengy Mercier (Treasurer), Anna Bailie (Secretary), Brenavent Kugamoorthy, Dr. Edythe Tham
Guests:	Robbyn McLellan, Kristina, Claire Lellan,
Secretary:	Anna Bailie (call recorded)

MINUTES

1. Welcome – Allan Weatherall & Priyanka Kugamoorthy

- Agenda
- Call to Order
- Land Acknowledgement
- Quorum Established
- Appointment of Recording Secretary:
 - Anna Bailie
- Proof of Notice of Meeting
 - Provided on website and through emails to membership, on May 31, 2023 to AGM being called
- Overview of CCHA mandate, including mission, vision and value statement

2. President's Report – Jennifer Graham & Priyanka Kugamoorthy

- 2022-23 Highlights
 - Finalized and approved strategic plan
 - Collaborated with Virtual Heart Connection and 3D Heart Project
 - Ongoing work with college and university programs across Canada
 - Launched the French version of 'Penelope goes for her heart checkup'
 - Continued to grow the Canada Lit Red campaign
 - Four pillars: Awareness, Education, Research and SupportConfirmed Strategic Plan
- Mission: Awareness
 - Expanded the Canada Lit Red Campaign, added to the number of monuments lit red - across 9 cities
 - Continued to grow reach across each year since 2019, even though we had to start a new Instagram account this year
 - Got proclamations in 9 cities for 'CHD Awareness week'
 - Statement read in the House of Commons
 - Shared more stories of those with CHD
 - Also released posts in over 40 languages!
- Mission: Education

- Translated 'Penelope goes for her Heart Check Up' into French - further plans include creating an audiobook, having printed copies sent to pediatric clinics across Canada, making other copies available for purchase and download
- Also worked on transition video resources, planning on creating YouTube materials along with more CHD stories
- Mission: Research
 - Mission: participated in the first CRN-AChDi network meeting - spoke about our organization, activities and contributed to discussions about future studies and other activities
 - Finalizing a research project with the Children's Hospital of Eastern Ontario, collaborating with other partners including Dr. Grewal at St. Paul's (Vancouver) and at Sick Kids
 - Attended and presented at sharing about our organization and opportunities for further research in support of CHD - also indicating support for other research projects by providing letters
- Mission: Support
 - Continued our support for the Beat Retreat, in person again in September 2022, happening again in 2023 for its 14th year will do so again in 2023 - for the 14th year,
 - Supporting a virtual Fontan camp run by Dr. Tham, will take place again in November - will be bilingual this year
- Mission: Advocacy
 - Cross cutting activity
 - Heart to Heart Event in Ottawa, organized by board member Amanda Fregonas (assisted by Anna Bailie) - an event for medical students, with representatives from
 - SickKids Advanced Pediatric Cardiology Nursing presentation, attended by members who shared their CHD stories
 - On social media have launched a FunFact Friday on our social media to share about CHD defects, terms and other important information
- 20th Anniversary
 - Will celebrate our 20th anniversary in 2024
 - Plan on running more advocacy and awareness campaigns, larger scale Heart Month - stay tuned for more!
- Strategic Plan (2023-26)
 - Approved at 2022 AGM
 - Identified areas of challenge and potential work to include awareness, partnerships and financial and overall sustainability
 - Can also build upon opportunities and strengths including our niche role in Canada, positive reputation as a partner and source of information and perspective, a passionate Board
 - Priorities to include connecting with people, e.g. growing our social media and other presences, growing and sustaining CCHA, e.g. through donations and a well enabled Board, and deepening and expanding our partnerships with other organizations and potential research collaborators
 - Established Key Performance Indicators for priority areas of work to track progress

3. Executive Directors Report – Allan Weatherall

- Allan Weatherall congratulates the Board for everything accomplished
- Continues to provide administrative support to numerous initiatives
- Shares information with the Board on various topics, monitors e-mails, provides thank you to donors and others, assists with networking and recruitment and other activities, try to build relationships with other organizations such as Ottawa Heart Institute
- Continues to liaise with media trying to drive up interest - this year drafted and shared a press release to share about 'Canada Lit Red'
- Fundraising a focus - tries to focus on Giving Tuesday, supports special events and encourages other ways of giving, with the objective of supporting a better financial position of the organization wants to acknowledge the significant work and effort to advance the considerable work undertaken in the last year.

Spends significant time on administration and supporting Board activities, including monitoring, responding to and forwarding e-mails, assisting in work such as coordinating with MP Ryan Williams and trying to establish new relationships, such as with the Ottawa Heart Institute

- Assists on fundraising, sending messages to all donors (especially for significant events such as the one that took place in memoriam) and working to encourage other forms of giving, such as through stocks or employee giving
- Chapters - notes that London and Eastern Ontario chapters are currently dormant - Board will need to consider options

4. 2022 AGM Minutes – Anna Bailie

- Minutes posted on CCHA website in advance of AGM
 - Quorum confirmed again.
- *Motion to approve 2022 AGM Meeting Minutes. Moved by Priyanka Kugamoorthy, seconded by Jacey Hughes. All in favour – approved.*

5. CCHA Financial Report – Robbyn McLellan and Bengy Mercier (previous and new Treasurer)

- 2022 Financial Overview reviewed – audited statements were uploaded to website in advance of meeting for review
 - Statement of Operations
 - Overall financial status - financial status has improved quite a bit over the last year.
 - Evident from the hard work underway and increase in donations.
 - Total revenue \$36,945 - primarily from donations, such as the event which took place in Kitchener.
 - Expenditures were \$21,862 - about the same year over the year, namely administrative fees and programs supported, as mentioned in previous reports.
- Total assets \$43,285 - primarily cash, the liability of \$1,751 is the invoice for the accountant - net assets \$41,534. *Motion to accept the 2022 CCHA Financial Statements. Moved by Allan Weatherall, seconded by Bengy Mercier. All in favour – approved.*
- Motion to Appoint Accountant - who does Notice to Reader, audits and taxes
 - Appointment of Accountant: Jennifer Rade, Chartered Professional Accountant
 - Completed CCHA Notice to Reader Financial Statements 2022, now nominated for 2023/24.
- *Motion to approve Jennifer Rade as accountant/auditor for CCHA 2023/24 fiscal year. Moved by Robbyn McLellan, seconded by Allan Weatherall. All in favour – approved.*

6. CCHA Board Elections – Priyanka Kugamoorthy, Anna Bailie and Allan Weatherall

- Four members had the terms up for renewal this year - three decided not to renew, resulting in three vacancies
- Review of Application process (notice posted in May 2023; application deadline extended to June 4, 2023; notice posted on website, social media, including LinkedIn and Charity Village and emailed to members).
- Two open board positions
 - Anna Bailie, Jacey Hughes and Meagan Sharpe not renewing their positions given other personal and life commitments.
 - Dr. Edythe Tham (Honourary member) recommended for full member.
 - Bengy Mercier seeking re-election.
- Review of preferred skills, mandatory criteria and other factors considered

- Interview committee composed of Executive Director (Allan Weatherall) and two board members (Anna Bailie and Priyanka Kugamoorthy)
- 21 applicants, 8 invitations to interview, 6 interviewed
 - Credentials of short-listed candidates reviewed:
 - Davita F (AB)
 - Licensed practical nurse, active on social media, with CHD;
 - Rick H (AB)
 - Consultant with significant fundraising and strategic planning experience, family member with CHD;
 - George J (ON)
 - Detective Constable with significant community experience, family member with CHD;
 - Nathalie L-H (ON)
 - Retired teacher with significant experience organizing school events, born with CHD and recent transplant recipient;
 - Dr. Katie L (ON)
 - Pediatric cardiologist with interest in wellness, born with CHD; and,
 - Jacqueline W (ON)
 - Paralegal with regulatory background, own health history.
 - Returning Board Members:
 - Bengy Mercier (QC)
 - Dr. Edythe Tham (AB, Honourary to full Board member)
- Nominations from the floor
 - None are brought forth
- **Elections**
- Dr. Edythe Tham (to be elected)
 - *Motion to elect Dr. Tham to the Board of Directors. Moved by Bengy Mercier, seconded by Allan Weatherall. All in favour – approved.*
- Rick (Richard) Harland (to be elected)
 - *Motion to elect Rick to the Board of Directors. Moved by Allan Weatherall, seconded by Anna Bailie. All in favour – approved.*
- George Jiri (to be elected)
 - *Motion to elect George to the Board of Directors. Moved by Allan Weatherall, seconded by Bengy Mercier. All in favour – approved.*
- Bengy Mercier (to be re-elected)
 - *Motion to re-elect Bengy to the Board of Directors. Moved by Robbyn McLellan, seconded by Anna Bailie. All in favour – approved.*
- 2023/24 Board is confirmed.
- Will be seeking to have other applicants still assist us in a consulting or honorary capacity to make best of their skills to help us advance other objectives.

7. New Business – Open

- Allan Weatherall wants to acknowledge everyone for working so hard for CCHA.

- Jennifer Graham echoes - have made great progress in the past year, looking forward to what will be accomplished, and also thanks to the departing Board members, wishing them all the best.
- Guests reiterate those congratulations.
- Encourages all to attending to follow us on social media, engage and volunteer if interested. again acknowledges the significant work of all members - with more to come!
- Kristina (Guest) reiterates this view and congratulates the CCHA for its ongoing efforts

Adjourn

- *Motion to adjourn meeting. Moved by Priyanka Kugamoorthy, seconded by Robbyn McLellan. All in favour – approved. Adjourn at 8:29 pm ET.*

Approved: