



# ANNUAL GENERAL MEETING MINUTES

November 29, 2016

7:30-9:00pm

PG Learning Centre and teleconference

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**Attendees:** Eric Gonneau - Chair, Krista Vriend, Allan Weatherall, Jennifer Graham, Saad Minhas, Joanna Hunt, Toby Cox, Dr. Pat Longmuir

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Via Teleconference - Stella Cockett - Vancouver, Mark Myers - Oakville, Jordan Hier - Montreal, Brynne Campbell - Ottawa, Robbyn McLellan - Guelph, ON, Sandra Zimmerman Mahoney - Ottawa, Christina Ding - Montreal, Tina Jennings - Whitby, Lisa Dudley-Correa - Whitby

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## MINUTES

### 1. Call Meeting to Order

Eric called the meeting to order at 7:30pm

### 2. Determination of Quorum

Eric determined that quorum has been met according to the By-Laws.

### 3. Appointment of Recording Secretary

Jennifer G is appointed as recording secretary for the meeting.

### 4. Proof of Notice of Meeting

Confirmed Notice of Meeting was sent to membership via email on November 8 and 12, 2016, posted on website.

### 5. Approval of minutes from 2015 AGM

Q - Saad - highlighted question posed by Denise L on page 3 of minutes to start 2nd Beat Retreat. Jennifer will remove the highlighting.

**MOTION:** Approve the 2015 AGM minutes. Jennifer moved, 2<sup>nd</sup> - Krista Vriend - Approved

### 6. President's Report

- Professional Advisory Committee revamped former Medical Advisory Committee - Stella Cockett liaison
- 2016 Overview
  - Joined Canadian Coalition for Genetic Fairness
  - Attended Canadian Cardiovascular Congress in Montreal
  - Contacting Provincial Health Ministries - patient record keeping and disability grants
  - Successful grant recipient (~\$200,000) from Ontario Ministry of Tourism, Culture and Sport for Fearless Physical Activity project in partnership with CHEO (Children's Hospital of Eastern Ontario)
  - Attended annual Labatt Family Heart Centre Family Conference
  - Received ~\$55,000 from McCormicks Canada (located in London) - funds directed towards research at London Health Sciences and London chapter
  - Received \$12,000 cheque from Pefferlaw District A-16 Lioness Club - CCHA chosen as charity for their yearlong charitable project
  - Donation from Georgian Bay Regatta \$1,000
  - Proceeds from book Target Practice by Chris Dyson going to CCHA (book to be launched 2017)
  - Events
    - 2016 Beat Retreat success - biggest camp to date, looking at expanding beyond Ontario
    - Warrior's Walk - BC
    - Walk of Life - Toronto
    - Ottawa Race Weekend

## 7. Chapter Report

- London -
  - London City Hall lit **red** - CHD Awareness in February
    - Multiple interviews on local radio
    - CCHA display at London Health Sciences Centre - centre atrium
    - CTV London interview
  - Worked with McCormicks and LHSC cardiology team for Charity Day
  - Gave 3 presentations on CCHA and CHD at McCormick's general meeting
  - Cheque presentation at Children's Health Foundation - McCormicks - \$55 000 (Oct)
- BC
  - Conducted the 3rd annual Congenital Heart Warriors Walk - increase # participants.
    - The Congenital Heart Warriors Walk
    - . 1<sup>st</sup> Year (2014) - 106 people - \$3,448.15 raised
    - . 2<sup>nd</sup> Year (2015) - 121 people - \$3,075.00
    - . 3<sup>rd</sup> year (2016) - 168 people - \$3,996.00
    - Support from local businesses and from communities/residents growing each year
  - Presented at the '**Unique Hearts, Unique Lives**' patient education conference - St. Paul's Hospital
- Eastern Ontario
  - 5 new members
  - Ottawa Race Weekend - big success - \$5,500 + signed up for May 2017
  - Participated in:
    - Health and Wellness fair to raise awareness (2017)
    - Graduate Program Committee - @ Children's Hospital of Eastern Ontario and University of Ottawa Heart Institute, working on Transition program
    - Ottawa Heart Support and Alumni Group
    - Adult Congenital Clinic, CHEO and the Support Group.
  - Presented @ Ottawa Heart Support Group - Dr. Gyaandeo Maharajh,
  - Working with CHEO + YMCA – '2017 Cardiology Camp'

## 8. Presentation of Audited Financial Statements for the Fiscal Year ended December 31, 2015 and Auditor's Report thereon

- Reviewed 2015 Audited Financial Statements - prepared by Charles Havill, CPA, CA
  - raised \$42K and expenses of \$41K. Assets of almost \$29K end 2015
  - reviewed cash flow statement and balance sheet

**MOTION:** Approve the 2015 Audited Financial Statements. Krista V moved, 2<sup>nd</sup> - Joanna H - Approved

## 9. Appointment of Auditor

**MOTION:** To appoint Charles Havill to remain as the Auditor for CCHA Audited Financial Statements for 2016 fiscal year. Krista V moved, 2<sup>nd</sup> Joanna H - Approved

## 10. Appointment of Accountant

**MOTION:** To appoint Charles Havill to remain as the Accountant for CCHA for 2016 fiscal year. Krista V moved, 2<sup>nd</sup> Joanna - Approved

## 10. Thank You to 2016 Board

Thank you to the current board of directors - Toby Cox, Stella Cockett, Jennifer Graham, Eric Gonneau, Jordan Hier, Joanna Hunt, Saad Minhas, Mark Myers, Krista Vriend

## 11. Election of Directors

Director terms are 3 years - current director appointment 2017-2019

Board comprised of 11 board members, 3-4 new board members elected/renewed each year. This year had 1 board members up for renewal, 3 positions open, and a 4th board position opened after submission deadline

Notice of Election posted on September 10, 2016. Deadline to apply was October 10, 2016

Selection committee consisted of - Joanna, Jordan, Eric. Phone interviews conducted with each applicant

Selection criteria taken into consideration

- Geographic representation
- male/female – patient/parent/spouse/sibling
- medical professional / education / work
- leadership qualities
- time available
- knowledge of CCHA activities
- previous non-profit board experience and other activities

**RECOMMENDED CANDIDATES:**

Christina Ding - Montreal, QC, co-founder/co-President - Heart4Heart charity, trilingual, project manager

Jennifer Graham - Toronto, ON, renewing board candidate, board secretary, fundraising chair, active in CCHA since 2006, CHD patient

Robbyn McLellan - Guelph, ON, HR professional, previous board and HR committee experience, CHD patient

Sandra Zimmerman Mahoney - Ottawa, ON, teacher, EO chapter members, parent liaison with Social Work Cardiology Department – CHEO, parent of CHD child

**MOTION:** For membership to accept the recommended candidates as board directors. Krista V moved, 2<sup>nd</sup> Toby C  
- Approved

## **12. New Business**

No new business

## **13. Looking ahead to 2017**

- Continue to follow the Strategic Plan adopted last year
- Create monthly newsletter
- Speak/represent at numerous CHD events and patient conferences
- Secure funding for expanded Beat Retreat camps, investigate 'Beat Retreats' in other locations
- Host more 'meet and great' seminars
- Fundraise
- Work in partnership with other groups
- Enhanced media coverage
- Clarified to be voting member, must be registered through the CCHA website (Facebook, Twitter does not qualify as registered voting member)

Emphasize member to become active by

- Become a member
- Help spread the message, speak about CHD and CCHA, (share on FB, retweet on Twitter etc)
- Donate and/or fundraise
- Volunteer - visit volunteer section on the CCHA website

## **13. Fearless Physical Activity**

Project in collaboration with CHEO-RI (Children's Hospital of Eastern Ontario - Research Institute)

Funds provided by Ontario Ministry of Tourism, Culture and Sport through the Ontario Sport and Recreation Communities Fund

- Physical Activity fun and education session
- Events held for children, youth and adults with CHD
- Events held in each season, across 4 regions of Ontario (48 events)
- Partner with community recreation centres
  - YMCA/YWCA - Ottawa, Sudbury and London

- MLSE Launchpad - Toronto
- Canada Games Complex - Thunder Bay

Completed Fearless Survey - 94% interested in attending

- to determine structure of event activities, interest and times
- determine questions/concerns people have about exercising with CHD

Materials from Fearless Physical Activity events will be made available in English and French to CCHA members via website when project completed.

Q - Krista - Can we provide details of where to complete survey, chapters can provide to their members. Survey is through SurveyMonkey and will be reposted on CCHA website, Facebook and Twitter

Members Agree to move forward with Fearless Physical Activity structure and plan as presented.

Once detailed structure of event activities and education sessions formalized, will submit to CCHA Executive and PAB for review and approval.

Fearless event information and education resources will be made available to all members via CCHA website

Q - Krista - Ensure that when posting event details we ensure any medical oversight on site as required.

All recreation partners involved in the project have expressed interest and committed to offering the Fearless Events on ongoing basis beyond project completion

Q - Eric - Success will be dependent on amount of advertising and promoting done ahead of events. Working with all CHD clinics across to promote events and place materials in clinics.

Q - Krista - Project provides great opportunity for CCHA to promote our organization and overall awareness for CHD. Tight communication and PR plan will be key to getting message out. Leverage CCHA communications committee, CHEO PR and media staff and Allan's media experience. Part of Project Coordinator responsibilities will include network development for CCHA.

Q - Eric - Goal of project should include increase membership of CCHA and engagement.

Will work with PAB to repurpose and promote tools and resources to rest of members across Canada.

Look at ways to broadcast events through partners, particularly in Northern region or other parts of country.

#### 14. Adjournment

Eric reminded next board meeting is December 13 @7pm, will be discussing roles

Q - Sandra - Who to contact to ensure receiving CCHA communications. Can contact Eric (president@cchaforlife.org) to investigate. As well suggest check spam filter in email.

Q - Saad - who are the attendees online in blue and grey sweatshirt. Tina and Lisa for attendance purposes.

Thanked everyone who volunteer on behalf of CCHA, to those continue to support mission and objective and commitment to our organization, to those who fundraise, and those who provide support. Appreciate your commitment to help our organization and develop better community.

**MOTION:** Adjourned meeting. Saad M moved, 2<sup>nd</sup> Krista - Approved @ 10:00 pm

<https://vimeo.com/193766515>

**Board approved: June 14, 2017**

**Membership approved: November 29, 2017**