



# CCHA

## ANNUAL GENERAL MEETING

### MINUTES

June 22, 2021  
7:30-9:00pm ET  
Teleconference

<b>Attendees:</b>	Allan Weatherall (Executive Director), Jennifer Graham (Vice President, interim President), Robbyn McLellan (Treasurer), Jennifer Michaud (Secretary), Christelle Roy-Couillard, Bengy Mercier, Jacey Hughes, Priyanka Kuugamoorthy, Brenaven Kuugamoorthy, Lauren Rea
<b>Guests:</b>	Frances Knowles, Renee Charette
<b>Secretary:</b>	Jennifer Michaud (call recorded)

## MINUTES

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### 1. Welcome – Allan Weatherall, Jennifer Graham

- Attendance & Introductions
- Call to Order
- Quorum Established
- Appointment of Recording Secretary:
  - Jennifer Michaud
- Proof of Notice of Meeting
  - Provided on website and through emails to membership May 27, 2021 to AGM being called

### 2. The CCHA Mandate – Jennifer Graham

- Mission, Vision and Value Statement

### 3. Presidents Report – Jennifer Graham

- 2020
  - Partnerships with other organizations
  - Beat Retreat rejoin CCHA
    - Virtual camp in September 2020, and again in 2021
  - CHD Awareness Week and Heart Month
  - COVID-19 awareness & CHD impact, website resources
  - Revisited strategy (due in part to large board membership turnover)
- 2021
  - CHD Advocacy tools and video in collaboration with other CHD organizations
  - Launch children's book "Penelope goes for her heart checkup"
  - Lit Canada Red for CHD Awareness and Heart Month
  - Strategic Planning 2022-2025
- Education
  - Transition Resources – 2020 CHD Awareness Week, with 5 partnership organizations (Heart & Stroke, Fondation En Coeur, Braveheart Support Society, iHeartChange, Global ARCH)
  - COVID-19 Resources – 2020 spring, with partner organizations
  - Advocacy Tools – 2021 CHD Awareness Week, with partner organizations
  - Launched children's book: "Penelope goes for her heart checkup"
    - Internship (via Riipen) with UBC Okanagan students helped to create the book
    - Reviewed by pediatric child life specialists and nurses

- Available online on our website
    - Next steps: translate into French, fundraising for printing hard copies
- Advocacy
  - Statement in House of Commons by MP Karen Vecchio
    - Recognizing CHD Awareness Week and work CCHA does
  - CHD Awareness Week proclamations
    - Edmonton, Calgary and Chestermere
  - Campaign to light Canada red for CHD Awareness
    - BC, Alberta, Ontario – coverage across Canada
- CHD Awareness Week and Heart Month
  - Heart Month events
    - Family Trivia Night
    - Online Scavenger Hunt
    - Music with Hearts: 1 in 100 Journey live virtual concert for CHD Awareness
      - Second time (first in 2020), will be an annual event
  - Thank you to Jennifer Mulder and Michelle M for their work in planning these events
- Research Partnerships and Collaborations
  - Co-principle investigators
    - March 2020 CHEO RI Halo group collaborative paper published
    - Ongoing research project with CHEO RI Halo group
  - Collaborations/Partners
    - Dr. Jasmine Grewal and St. Pauls Hospital (Vancouver)
      - Bridging the Gap: Screening for Fontan Associated Liver Disease study
    - Dr. Tieghan Killackey and Dr. Ahola Kohut, Sick Kids Hospital (Toronto)
      - Virtual peer to peer mentoring for adolescents with CHD
- Letters of Support for other research projects led by:
  - Dr. Luke Eckersley, Stollery Children's Hospital
  - Dr. Kevin Harris, UBC and BC Children's Hospital
  - Dr. Suzanne Fredericks, Lind Alliance and Ryerson University
  - Dr. Andrew Mackie and Dr. Jennifer Conway, Edmonton
    - All studies reviewed by Dr. Jasmine Grewal, CCHA's PAB leader, in advance of CCHA signing support letters
- Partnerships
  - Collaborated with 5 other CHD organizations in Canada, including Heart & Stroke, Fondation En Coeur, Braveheart Support Society, iHeartChange, Global ARCH
  - Presented at 2020 Patients Redefining the Future of Health Care
  - Presented at IFA Expert Meeting (regarding pneumonia vaccination in at risk groups)
- 3-Year Strategy Pivot
  - Due to large turnover in Board members in 2019 and 2020 (7/11) and the COVID-19 pandemic created a need to shift the focus and outlook for CCHA
  - Resulted in a need to revisit the remainder of our 3-year strategy and determine how the organization should pivot in this new environment.
  - In August and September 2020 board reprioritized focus to:
    - Website
    - Fundraising
    - Education
    - Social Media
    - Awareness
  - Strategic Planning for 2022-2025
    - Fundamental global changes may shift needs of our members
    - Work to ensure diversity and inclusion across the organization
      - Student project (Riipen) was focused on Indigenous resources

- Student project (Riipen) translated some resources into Spanish, Hindi and Tagalog
- Fuller engagement of Professional Advisory Board
  - Working on project with PAB and CACHnet (sidetracked during third wave of pandemic, but will pick back up in the fall)

#### 4. Executive Directors Report – Allan Weatherall

- Allan Weatherall commends Jennifer Graham for all her work on CCHA accomplishments over the past year
- Administration
  - Donation stewardship – monitors donations, responds/thanks donors accordingly
  - Liaise with CCHA chapters
  - Continue to build relationships with various organizations:
    - Riipen, Members of Parliament, McMaster and Dalhousie Universities
- Media
  - Contacted Globe and Mail, CBC, Global TV, Toronto Star
  - However for past 18 months media's primary focus has been on COVID-19 pandemic
  - Will aim to Light Canada Red again in February 2022
- Fundraising
  - Monitors Canada Helps donations
  - Reviewed Donor Management Systems, decision likely in fall
  - Continued contact with HealthPartners, and continued initiatives with companies and foundations
- Chapter Reports
  - London Chapter
    - February Heart Month Awareness
      - London City Hall lit red, two radio interviews
    - Due to pandemic, all activities stopped
  - Eastern Ontario Chapter
    - Due to pandemic, all activities stopped
    - Chapter representative (Jennifer Mulder) has stepped down
    - Allan Weatherall thanks Jennifer Mulder for her work
  - Board should plan to review chapters in fall

#### 5. 2020 AGM Minutes – Jennifer Michaud

- Minutes posted on CCHA website June 15, 2021 for review
  - Quorum established
- *Motion to approve 2020 AGM Meeting Minutes. Moved by Christelle Roy-Couillard, seconded by Lauren Real. All in favour – approved.*
- Jennifer Graham thanks Jennifer Michaud for her work as Secretary

#### 6. CCHA Financial Report – Robbyn McLellan

- 2020 Financial Overview reviewed – audited statements were uploaded to website on June 17, 2021 for review.
  - Statement of Operations
    - Total Revenues – increase of approx. \$7K from 2019 to 2020
      - Due to our efforts in fundraising and saw an increase in donations
    - Total Expenditures – decrease (due to pandemic primarily)
    - Net Assets end of year for 2020: \$26,330 (up from \$19,860 in 2019)
  - Statement of Financial Position
    - Total liabilities are the same YoY as that is what we owe to our accountant
    - Net Assets unrestricted for 2020: \$26,330 (up from \$21,363 in 2019)

- Accountant does Notice to Reader, audits and taxes
  - Appointment of Accountant: Jennifer Rade Chartered Professional Accountant
  - Completed CCHA Notice to Reader Financial Statements 2020
- *Motion to approve 2020 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 fiscal year. Moved by Christelle Roy-Couillard, seconded by Allan Weatherall. All in favour – approved.*
- Jennifer Graham thanks Robbyn McLellan for her work as Treasurer

## 7. CCHA Board Elections – Christelle Roy-Couillard

- Review of Application process (notice posted May 21, 2021; application deadline May 31, 2021; notice posted on website, social media and emailed to members).
- Three open board positions
  - Laura Phillipe is not renewing
  - Jacey Hughes is interim replacement
  - Christelle Roy-Couillard is moving to honorary board position
- Review of preferred skills, mandatory criteria and other factors considered
- Interview committee composed of Executive Director (Allan Weatherall) and two board members (Karen LeComte, Christelle Roy-Couillard)
- 2 applicants, 2 interviewed
  - Credentials of short-listed candidates reviewed:
    - Priyanka Kuugamoorthy – Markham, ON
    - Brenaven Kuugamoorthy – Markham, ON
  - Returning Board Members:
    - Jacey Hughes
    - Christelle Roy-Couillard (Honorary)
- Nominations from the floor
  - None are brought forth
- Christelle Roy-Couillard thanks Laura Phillipe for her time and contributions as leaving board member
  - Jennifer Graham seconds this, advises Laura has agreed to be a liaison for CCHA in the future
- Elections
  - Priyanka Kuugamoorthy (to be elected)
    - *Motion to elect Priyanka to the Board of Directors. Moved by Robbyn McLellan, seconded by Jennifer Michaud. All in favour – approved.*
  - Brenaven Kuugamoorthy (to be elected)
    - *Motion to elect Brenaven to the Board of Directors. Moved by Lauren Rae, seconded by Robbyn McLellan. All in favour – approved.*
  - Jacey Hughes (to be elected)
    - *Motion to elect Jacey to Full Board Membership on the Board of Directors. Moved by Robbyn McLellan, seconded by Jennifer Michaud. All in favour – approved.*

## 8. New Business – Open

- Priyanka Kuugamoorthy thanks board for her and Brenaven Koogamorthy's elections to board, conveys her excitement to begin working with CCHA
- Brenaven Koogamorthy also thanks board and conveys excitement to begin working with CCHA
- Priyanka Kuugamoorthy asks if presentation will be available to board members to review
  - Jennifer Graham advises yes
  - Priyanka Kuugamoorthy states she is interested in contributing to connections with PAB, media, translating resources

## 9. Adjourn

- o *Motion to adjourn meeting. Moved by Allan Weatherall, seconded by Christelle Roy-Couillard. All in favour – approved. Adjourn at 8:35pm ET.*

**Approved:**