



CCHA BOARD MEETING MINUTES

July 12, 2016
7:30-9:00pm
Teleconference

Attendees: Eric Gonneau - Chair, Toby Cox, Jordan Hier, Joanna Hunt, Mark Myers, Saad Minhas, Jennifer Graham, Allan Weatherall, Stella Cockett, Krista Vriend

Regrets:

Recorder: Jennifer Graham

MINUTES

1. Review & Approval of Agenda

Approval of Agenda - Moved - Eric, 2nd - Mark – Approved
Allan asked for update from Toby for Beat Retreat

2. Review & Approval of Minutes

Approval of June minutes - Moved - Jennifer, 2nd - Toby – Approved
Approval of June Overview minutes - Moved - Jennifer, 2nd - Toby – Approved

3. Items arising from last meeting

1. Annual Report - Allan, Eric

Eric reviewed draft from Allan. Looking for photos and financials. Allan to update and send to Eric for final review. Will distribute to board for review. Highlights include Strategic Plan review, Walk of Life, presentation at Sick Kids Family Day, BC Warriors Walk, Beat Retreat, Lions Club presentation, patient education conferences Calgary and Edmonton, CCS Congress

2. Update CRA with current directors - Mark, Eric

Eric had been updating directors list with Industry Canada. CRA director list had not been updated. Mark worked with accountant to complete and submit updated director list (Form 3010) to CRA. Mark compiled comprehensive list of current and past director details for ongoing use.

3. New Born Screening letter - Stella/PAB

Stella not had a chance to discuss with Dr. Grewal (PAB chair). Spoke with Karen LeCompte (PACH clinic) and agrees with approach. Also spoke with Dr. Human who has been instrumental in moving this forward in BC - BC perinatal services to be implementing across BC. Perinatal services BC developed to create and consolidate a standard protocol for new born testing across the province, including midwives. Most likely to be equivalent organizations in each province. Pushing for a National roll out at CCC. Agreed that CCHA/PAB write a letter in support of protocol after delivered.

PAB looking to meet at CCC in Montreal.

4. Audited Financial Statements - Mark

2015 Financial statements completed and submitted to Revenue Canada by June 30th for year-end for Non-Profits. 2015 revenues were up 45% year over year, expenditures were also up by 11%, therefore surplus of \$2,000. Will be included in Annual Report.

5. Budget - Mark

In progress. Mark to create, Eric to review. Jennifer to provide financial input on historical fundraising events.

6. Letter to Provincial Health Ministries - Joanna

Saad to take over this task due to Joanna's current medical restrictions. Joanna to send draft to Saad. Target completion date for draft by August meeting, final by Labour Day.

7. Brochure reprint - Jennifer

Ordered and delivered by next week. Ordered 2500. Any clinics requiring brochures, email contact info to Jennifer.

8. Past Board meeting minutes on website - Jordan

Posted approved minutes until May. June to be posted after approval this meeting.

9. Chapter Guidelines - Stella

Krista wanted to review prior to sending to Stella, Krista, Toby and Stella to connect next week and discuss again before next draft. Toby and Stella to send dates to Krista. Target draft to be sent to board for review prior to August board meeting.

10. Membership list updates - Krista

Present plan by August board meeting. Membership list will be used for several upcoming communications (AGM, newsletter, AGM notification)

11. OSRCF and McCormick Research proposals review by PAB - Stella/PAB

Dr. Norozi to provide details of research project to Allan to forward to PAB, initial review indicates no issues from PAB. Jennifer to provide Stella with research application for Fearless Physical Activity project (OSRCF grant). Jennifer will also send documentation for Ryerson research project to Stella for PAB review. Jennifer to discuss with Dr. Lapum process to select candidates for interviews.

12. New Board Member recruitments - Jordan, Joanna, Eric, Allan

Eric to arrange initial meeting with committee to start process.

Question - Krista - confirm that this is in preparation for AGM. Reminder that the board agreed last year to provide transparency to the CCHA members in the application and evaluation process for electing new board members. Suggested communication with membership begin in early September calling for applicants as well as outlining the interview and board selection process.

ACTION: Committee to develop formal process for selecting board candidates - to be included in by-laws that meets needs of transparency to the membership and the boards requirements to select qualified and representative candidates. Also communicate selected candidates to the membership in timely manner prior to AGM along with reasons selected so that questions can be brought forward prior to AGM

13. AGM prep - Eric

Board confirm holding AGM in Toronto again this year. Eric to arrange logistics. Tentative date November 29, 2016.

14. Year End Donor Appeal letters - Allan, Fundraising committee

Discussed at Fundraising committee meeting, target communication to be sent 2nd week of November. Looking at theme for letter.

15. Provincial Disability Programs/Grants - Jordan, Allan, Jennifer

Jordan researching Quebec and Eastern provinces, Allan researching Western provinces and Jennifer researching Ontario and Federal programs.

16. Newsletter - Saad

Mark has compiled articles and created draft newsletters. Inquire budget for printing newsletter. Jordan has contacts with costs of \$400-600, will get details of billing breakdown. Toby had offered in the past to provide design for free, Krista also has contacts. Saad to communicate requirements with Krista, Toby and Jordan to get quotes.

4. ED Report - Allan

- Working on contacts for Manitoba and western provinces regarding Provincial Disability Programs/Grants
- Drafting media release and background piece for CCHA announcement of OSRCF grant, awaiting official provincial announcement
- Ongoing chapter support and committee support
- Letters to provinces with regards to Health records
- Preparing Annual Report
- Expanding Media connections Nationally and distributions to increase CCHA profile
- Allan and Eric met via teleconference with Dr. Brian Roe - AB, was referred to by Federal Minister of Health - Jane Philpott; regarding awareness of CCHA

5. Treasurer's Report – Mark

- Main bank balance approx \$19,302.37 London account had minimal activity. Sick Kids account has been renamed MTCS grant account, to keep OSRCF grant separate from general CCHA funds.
- Also provided 2015 Annual Financial Reports

- Income was significantly lower than expenses. High expenses for Ottawa race weekend, Allan has donated a portion of his expenses back to CCHA. Walk of Life and Ottawa Race funds still to come.
 - Current funds would sustain CCHA for 20 months, down from 30 months last month.
 - Budget - Mark currently working on drafting 2015 budget.
 - Board agreed to \$1250 for annual audited financial statements by accountant.
- Question - Toby - are Beat Retreat camp registration cheques included in financial reports. Received \$350 in donations and numerous registration cheques.

6. Committees

Advocacy/Awareness Committee - Saad, Mark, Joanna, Allan

- Committee to regroup in July.

Membership Committee - Krista, Stella, Toby

- Committee to regroup in July.

Fundraising Committee - Jennifer, Mark, Jordan

- Expecting OSCRF/MTCS grant funds to be deposited in the next week. Accounting needs to be separate, any interest needs to be tracked and may reduce grant funds received from MTCS. Still waiting official announcement by MTCS of OSCRF grant recipients to send out CCHA media release.
 - Montreal Grocery Bagging fundraiser - Jordan - was unable to get enough volunteers for the weekend due to holiday weekend, postponed until September.
 - 100 men/100 women - Allan attended 2 sessions of 100 men in London and St. Thomas.
 - Puckstoppers - Allan waiting to hear date of book launch.
 - Georgian Bay Cup race - Brynne's father organized again this year, raised \$1000 for CCHA.
- ACTION:** Allan and Eric to send thank you letter to Georgian Bay Yacht club
- Walk of Life cheque to be presented next week ~\$9,000; Ottawa race weekend cheque should arrive any day ~\$5,500.

7. Professional Advisory Board (formerly MAB) - Stella

- Stella to discuss with PAB extend of involvement in research projects - involved in applications or just overview of projects.
- PAB potentially meet at CCS Congress.

8. New/Other Business

1. CCS Congress - Montreal, Oct 22-25

Jennifer to contact HSF to request funding for CCHA booth.

Last year HSF funded \$3000 or the \$3900 booth costs - conference was in Toronto, so minimal travel expenses.

Stella would like to attend CCS Congress if PAB is meeting at the conference. Jordan currently unsure extent of availability to work booth.

Last year's CCS Congress was most successful for CCHA with Ryerson and CHEO collaborations coming out of it. CCHA presents at CACHnet AGM meeting.

Board agreed important to attend, budget required. Ideally need 2 people at the booth. Krista has time with minimal cost (donate miles, stay with friends). CCHA will be expected to host PAB meeting, cost of room etc.

ACTION: Jennifer to contact HSF for funding as well as costing for booth

2. Upcoming events/activities

Beat Retreat - 29 applications to date. 6 new campers. Expecting 40 campers, 6-7 medical staff over the weekend.

Talks by Danielle Miller - TGH Social Worker - social work services available to CHD patients, Amanda Caden - UHN Dietician - healthy eating for CHD patients, Anne-Marie Koslag - heart transplant recipient and process. Will be having memorial flag for campers who passed. Budget approx \$6,000 from CCHA for camp.

ACTION: Toby to send Mark latest Beat Retreat budget

Krista may attend for the weekend, confirm late August. Eric may attend on Friday, September 16. Mark may attend for weekend. Saad may attend for weekend.

3. Website updates

Website to be updated with board members.

ACTION: Toby to provide an updated bio

ACTION: Stella to review PAB to ensure accuracy

ACTION: Jordan to upload 2015 Financial Report to website

4. Other

Fundraising committee discussed that website is not functioning to suit needs, over next couple months will do an analysis and review of the website.

ACTION: Board to review the website and provide feedback to fundraising committee

5. CHEO meeting

Jennifer awaiting response from Eric about schedule of meeting with Pat.

9. Next Board Meetings:

August 9th @7:30 to 9:00 - Krista not available to attend

September 13th @7:30 to 9:00 - Stella, Toby not available to attend

October 11th @7:30 to 9:00

November 3th @7:30 to 9:00

November 29th @7:30 to 9:00 - AGM

December 13th @7:30 to 9:00

Meeting adjourned @ 9:35 pm