



# CCHA BOARD MEETING MINUTES

October 11, 2016  
7:30-9:00pm  
Teleconference

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**Attendees:** Eric Gonneau - Chair, Joanna Hunt, Stella Cockett, Saad Minhas, Allan Weatherall, Jennifer Graham, Jordan Hier

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**Regrets:** Mark Myers, Krista Vriend Toby Cox,

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**Recorder:** Jennifer Graham

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## MINUTES

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### 1. Review & Approval of Agenda

No changes

### 2. Review & Approval of Minutes

Approval of September minutes - Moved - Jonna, 2<sup>nd</sup> - Saad – Approved

2015 AGM minutes - gaps in audio recording, looking from input from rest of board.

### 3. Items arising from last meeting

#### 1. Annual Report - Allan, Toby

Materials compiled and submitted to Toby for design. Awaiting financial documents, technical issues with documents. Toby indicated has not received file for financial statements

#### 2. Montreal Congress - Jordan, Stella

Jordan able to attend for portion of event, not available on Monday. Stella will be present for whole conference. Noted in September no HSF funding this year for booth (~\$3K). Stella will pay for own conference registration, CCHA will cover accommodations and flight costs. Booth shipping ~\$500. Discuss options include shipping vs Jennifer or Allan attend. Will Allan be paid for attending. Jordan available for booth on Saturday and Sunday, as well as set up and tear down. Jennifer organizing registration.

**ACTION:** Allan, Jennifer and Eric to discuss financials and logistics of who attending offline.

#### 3. New Board Member recruitment - Eric

Ads have been posted on website and social media, was delayed slightly due to technical issues. Email has been sent to members. 3 positions available, including Jennifer's term up for renewal. Currently 2 candidates submitted, another potential candidate incoming. Agreed at AGM last year that CCHA would be more transparent with board recruitment process, including posting candidates background a month prior. Committee of Eric, Joanna, Jordan and Allan to interview. Agree that call emergency board meeting if candidates not suitable.

#### 4. Creation of new born screening letter - Joanna, Stella

PAB will draft response after announcement at CCC conference.

#### 5. Audited Financial Statements - Mark

Mark sent draft Audited Financial Statements to board for approval. No objections by board members present. Board agrees to approve to accountant

#### 6. Creation of Budget - Mark

Still in progress.

#### 7. Letter to Provincial Health Ministries - Saad

Outstanding

#### 8. Reprint of Brochure - Jennifer

Completed in July

#### 9. Upload of Past Board Meeting minutes to Website - Jordan

Up to date

#### **10. Chapter guidelines - Krista**

In progress

#### **11. Updating Membership Lists**

Will be posting on social media to drive people to sign up on CCHA website. Membership only through those registered on CCHA website, big discrepancy between membership #s and FB #s.

Confirmed that those who unsubscribe through MailChimp does update website membership list. Membership has dropped from 505 to 499 in the last month.

#### **12. OSRCF Legal agreement review and signing - Saad, Joanna and Jennifer**

Review of contract still in progress. Joanna to review this week. Format similar to other organizations they have contracted with for similar projects. Items to consider a) legally enforceable b) cover whole agreement c) does it cover what want/need. Issues to clarify include payments, work responsibility, cost control etc. Majority of funding is for salary/contract - set cost over the 2 years. Staff will work on increasing awareness and membership throughout project. CCHA able to assign task to 2 project staff members within project scope. Dr. Longmuir donating her time and skills in-kind for the project. CHEO agreed to draft status and financial documentation for reporting to Ministry on behalf of CCHA - required by Ministry to retain documentation, travel receipts etc for 7 years after project completion.

**ACTION:** Joanna to review the CHEO contract

#### **13. AGM location and set up - Eric**

AGM scheduled for November 29, 2016 at 7pm EST at Sick Kids Peter Gilligan Research and Learning site, 686 Bay street in Toronto, 3rd floor media room. Will provide webcasting, facilities provided free of charge. Notice to be sent to members by October 29, materials required by By-Laws to be provided no later than 2 weeks prior

#### **14. Year End Donor Appeal letters - Allan**

Draft letter sent today for review. Expected to sent November 15th

#### **15. Research Disability Grants/Programs - Jordan, Allan and Jennifer**

In progress. Jennifer to compile for posting on website.

### **4. ED Report - Allan**

#### **1. Donation Thank You letters**

Allan has sent out number of thank you letters for various donations

#### **2. Ottawa chapter**

Allan has set up meetings with various individuals including Rachael to discuss Stats Canada report on changes to CHD, which has been circulated to the board. Also, she has connected with Dr. Brian Goldman of White Coat, Black Arts at CBC who may be interested in doing a report on CHD - specifically those who have been lost to follow up. Allan working on contacting Heather Hiscock at CBC to do CHD story, her husband is cardiac surgeon

#### **3. Bill S201/Genetic Fairness**

Continuing to update on progress.

#### **4. Health records**

Continue to investigate in each of provinces. Confirmed that BC has not changed length of retention of Health Records. BC Children's hospital has changed their protocol.

#### **5. Incoming emails**

Continue to monitor various CCHA emails and communications through website, forward on if necessary for response

### **5. Treasurer's Report – Mark**

Mark on vacation, has sent financial reports prior to meeting. Main bank balance approx \$30K. London branch has ~\$900, OSRCF grant funds unchanged.

Audited Financial Statements to be reviewed and approved

Budget - being drafted.

## 6. Committees

### **Advocacy/Awareness Committee - Saad, Mark, Joanna**

Newsletter update - looking for quote from Krista and Toby to produce newsletter. Quote provided through Jordan at \$400 per issue was high. Will look to broader CCHA network for options.

### **Membership Committee - Krista**

No update.

### **Fundraising Committee - Jennifer, Mark, Jordan**

- OSRCF grant - currently reviewing contract. Project has been submitted to CHEO Ethics Review Board (REB) and have suggested minor changes. Will be resubmitting this week and once approved will proceed with Survey hopefully before end of October. Need to upgrade SurveyMonkey account. MTCS liaison is very interested in attending events, will provide dates to him once know. Dr. Longmuir currently interviewing candidates to replace Stacey for project coordinator - 3 candidates.

- Montreal Grocery Bagging fundraiser - Jordan - postponed until February 11 & 12 for CHD Awareness week. Met with cofounder of Heart 4 Heart organization, looking to organize some activities for next year.

- 100 men/100 women who care - has potential and keep in mind if opportunity presents itself

- Puckstoppers - book delayed, expected publish this month

- McCormick's - cheque presentation on October 4th, \$54,979. ~\$46K will go to Dr. Norozi and London Children's Hospital for research project. Remaining \$9k will be split between London chapter - meeting space and travel bags and National CCHA - website update and upgrades.

**ACTION:** Allan to provide pictures to post on website and social media

- Pefferlaw District Lioness Club - Krista and Jennifer attending cheque presentation on November 16. Expect cheque will be at least \$10K

## 7. Professional Advisory Board (formerly MAB) - Stella

PAB concerns about financial reporting with McCormick research funds has been resolved. Discussed concerns regarding funding protocol regarding McCormick funds and research project at London Hospital. Concerns around setting precedent.

Jasmine held first PAB meeting in September. Hoping to organize another meeting at CCC after CACHnet meeting.

## 8. New Business/Other updates

### 1. Upcoming events

Events include CCS Congress in October, Giving Tuesday on November 29.

#### ▪ Inaugural Education Day in ACHD - Jennifer

PMCC and Dr. Oechslin and TGH team is holding Inaugural Education Day in ACHD for community cardiologists and paediatric cardiologists, Fellows and Residents. Received confirmation today that CCHA will have booth set up at the conference. Looking for other board members to attend for part of day and help with set up or take down. Joanna may be available. Will email rest of GTA board members

#### ▪ Ryerson Research Interview - Jennifer

Interview with CCHA board scheduled for October 18, 7-9pm

### 2. Board Candidate interviews

Scheduled for Monday October 17th, waiting to confirm times

### 3. CHEO Cardiac Kids LIFFE project

CCHA is collaborating with CHEO on another research project to develop physical activity toolkit. This project was deemed priority at Cardiac Kids LIFFE network meeting last October at CCC. Project to include London, Ottawa, Edmonton and Vancouver clinic sites. Application to be submitted to CIHR for funding in next few weeks.

**9. Next Board Meetings:**

**November 8<sup>th</sup> @7:30 to 9:00**

**November 29<sup>th</sup> @7:30 to 9:00 - AGM**

**December 13<sup>th</sup> @7:30 to 9:00**

Meeting adjourned @ 9:00 pm