



CCHA

ANNUAL GENERAL MEETING

MINUTES

June 20, 2018
7:00-9:00pm
[Sick Kids Hosp/Teleconference]

Attendees: Allan Weatherall, Jennifer Graham, Krista Vriend, Saad Minhas, Joanna Hunt, Farrukh Aman, Teleconference - Robbyn McLellan, Stella Cockett, Meaghan Sharp, Effie Slapnicar, Christina Ding, Jennifer M (EO), Jenna Yaraskavitch, Jennifer Silaghi, Heather Joe, Laura Phillippe, Shelagh Ross, Matthew Crichley, Alfredo, Roberta Leblanc, Shelley Chuter, RJM, Trish, Alfredo, Roberta LeBlanc, unknown (416-819-0612)

Recorder: Joanna Hunt

MINUTES

1. Welcome – Allan Weatherall

- Call to Order
- Quorum established
- Appointment of Recording Secretary – Joanna Hunt
- Proof of Notice of Meeting

2. President's Report – Krista Vriend

- 1) 3-year Strategic Plan objectives
 - Build Awareness of CCHA nationally
 - Establish a sustainable fundraising program
 - Provide ongoing support for CHD patients and stakeholders
- 2) Recap of 2017 Accomplishments
 - Professional Advisory Committee formed
 - Attended Canadian Cardiovascular Society conference in Vancouver
 - Engaged Provincial Health Ministries regarding patient record keeping and disability grants
 - Increased efforts on fundraising
 - Worked in conjunction with CHEO to secure ~\$200,000 Fearless Physical Activity program grant in 2016; project development and delivery in 2017
 - Walk of Life and Toronto & Ottawa race weekend events
 - Attended events including Labatt Family Heart Centre Family Conference, Edmonton Patient Education conference, Cardiac Kids BBQ, Sick Kids Transition Night
- 3) 2018 Year to Date Accomplishments & Initiatives
 - Finalized Chapter Guidelines for operations and conduct
 - Participated in numerous events including ISACHD Symposium, Labatt Family Heart Centre Family Conference, BC PACH Education Day, Walk of Life - Toronto & Ottawa Race Weekend
 - Completed Fearless Physical Activity Project events, project ends June 30, 2018
 - Strategic Planning session postponed - due to scheduling conflicts and ON ice storm
- 4) Fearless Physical Activity
 - 2 year project in collaboration with CHEO RI, funded through Ontario Ministry of Tourism, Culture and Sport OSRCF Grant. The grant ~\$186,000 funded 31 family friendly, low cost physical activity events across Ontario in partnership with local recreation centre partners to help educate individuals and families with CHD of all ages learn to exercise without fear, barriers and limitations. Project included a research

component

- CHD Clinics across Ontario also partnered with us in support
- Positive feedback and highlighted opportunity to connect with CHD families
- Fearless resources and program will be available ongoing on CCHA website.
- Future looking to establish permanent program in Ontario and expand across Canada.

5) Looking Ahead

- Board to refocus organization's efforts by streamlining initiatives into three key projects that will build the base for the 2018 plan: 1) national awareness campaign through social & earned media; 2) building a donor pitch and execute fundraising tactics; and 3) developing a holistic CCHA/CHD education platform
- 2018 is a strategic planning year; plan to be introduced at next AGM

6) Ask of the Membership

- Looking for volunteers to join committees and help drive CCHA's key initiatives
- As we begin preparing for Strategic Planning, we ask our membership to share thoughts and opinions on how you would like to see CCHA support CHD and our membership. Online survey now available.

3. Executive Director's Report – Allan Weatherall

- Continue to work in 5 key areas
 - Administration
 - Awareness - 3 PSA for CCHA voiced by Joe Bowen, Algonquin College video
 - Media relations
 - Political issues
 - Fundraising
- Eastern Ontario Chapter update
 - Expanding membership
 - Ottawa Race Weekend - raised \$4500, booth at Health and Wellness Expo
 - Work with CHEO to support Fearless events
 - Chapter leadership transferred from Brynne to Jenn
- London Chapter
 - Active CHD Awareness Week - including earned media on radio and TV. City Hall, London Tourism and London Life buildings lit red for CHD Awareness Week
 - McCormick grant to research and chapter, demonstrated research equipment at C-Day
- BC Chapter
 - Chapter temporarily inactive

Question - Farrukh Aman - Have the PSAs been recorded and saved for future use on website and social media? Yes, we have the recordings but audio only. Can make them available on website and media

Question - Christina - When will the research from Fearless be available? Final report is due end of October and any publications or papers would come after that and be published at that time. All resources developed for the project are currently available on CCHA website.

4. 2017 AGM Minutes – Joanna Hunt

- Minutes posted on CCHA website June 19, 2018 for review
- Quorum established

Motion - to approve 2017 AGM minutes – moved by Robbyn McLellan, 2nd by Jennifer Graham - approved

5. CCHA Financial Report – Robbyn McLellan

- Conducted Accounting Firm search, membership approved CCHA Board to conduct

search at 2017 AGM. Membership was asked at 2017 AGM to provide referrals to Accounting Firms that work with Non-Profits.

- Accounting Firms put forward were from Ontario, each asked to submit a quote for services. Narrowed to 2 Accounting Firms, Jennifer Rade's Firm was selected by Board and started working with CCHA in February 2018 to prepare audit and government forms
- Will consult to assist with set up of bookkeeping software and development of Financial Reporting to best practices to the Board.
- 2017 Financial Overview reviewed - audited statements have been uploaded to website for review. Significant increase in Total Revenues due to Fearless grant
- Reviewed 1 year Trend Report - surplus by end May 2017 of over \$2000

Question - Saad Minhas - The surplus showing at end May of ~\$2000, is that allocated to any projects or expenses? No, they have not been earmarked for anything.

Motion - to approve hiring of new Accounting Firm Jennifer Rade for accounting services – moved by Jennifer Graham, 2nd by Christina Ding - approved

Motion - to approve 2017 Financial Statements - moved by Joanna Hunt, 2nd by Meaghan Sharp - approved

6. CCHA Board Elections – Jennifer Graham

- Reviewed current sitting Board of Directors
- Three open board positions, two current members not renewing their terms, 1 has stepped down
- Review of Application process (notice posted May 9, 2018; applications due May 31, 2018; notice posted on website and social media
- 5 applicants, brought forward 2 candidates from 2017
- Interview committee composed of Executive Director (Allan Weatherall) and three board members (Krista Vriend, Robbyn McLellan, Effie Slapnicar)
- 4 candidates shortlisted and interviewed
- Review of preferred skills, mandatory criteria and other factors considered
- Credentials of short-listed candidates reviewed - Farrukh Aman (honourary board member since Nov 2017), Jennifer Silaghi, Laura Phillipe, Alyssa Slike
- Recommended candidates:
 - Farrukh Aman (to be elected)
 - Jennifer Silaghi (to be elected)
 - Laura Phillipe (to be elected)
- Call for any other candidate nominations - none recommended

Motion - elect Farrukh Aman to the Board of Directors – moved by Stella Cockett, 2nd by Saad Minhas - approved

Motion - elect Jennifer Silaghi to the Board of Directors – moved by Meaghan Sharp, 2nd by Joanna Hunt - approved

Motion - elect Laura Phillipe to the Board of Directors – moved by Jenna Yaraskavitch, 2nd by Saad Minhas - approved

7. New Business – Open

Comment - Shelagh Ross - great job and thrilling to see CCHA going strong and lots of plans? - Survey link will be posted on website and social media, open to CHD community.

Question - Meaghan Sharp - can we share the survey with physicians and medical community, local planning authorities?

Asking everyone to provide their input on the survey for Strategic Planning, share the link with others in CHD community.

Question - Saad Minhas - how will the survey results be used going forward? Also, Shelagh Ross was past president and driving force of CCHA in past and so comments and compliments very appreciated.- We will

consolidate results and use to help share and inform the Strategic Planning process. Survey is geared to those who have interest in CHD.

Question - Christina Ding - we are revamping/redeveloping our website. Looking for input and feedback as we go forward. We will look at creating a survey specifically focused on website. Stella suggest anyone with comments can email input to Allan Weatherall.

Also welcome any volunteers to get involved with CCHA on projects or committees.

8. Adjourn

Motion - to adjourn the 2018 AGM at 8:35pm – moved by Laura Phillipe, 2nd by Saad Minhas - approved

Approved: July 10, 2019