



CCHA BOARD MEETING MINUTES

November 8, 2016
7:30-9:00pm
Teleconference

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

Regrets: Joanna Hunt, Saad Minhas,

Recorder: Jennifer Graham

MINUTES

1. Review & Approval of Agenda

No changes

2. Review & Approval of Minutes

No minutes provided

3. Items arising from last meeting

1. Annual Report - Allan, Toby

Materials compiled and submitted to Toby for design. Toby awaiting further input from Allan and Jennifer, awaiting response to email from October 22.

2. Montreal Congress - Jordan, Stella, Jennifer

Jordan, Stella and Jennifer attended. Conference was successful, overall community forum was less active, but made some great contacts, presentation to CACHnet meeting was short but Jennifer gave great presentation. Overall feedback from CACHnet was very positive, Dr. Von Mulher from Edmonton very interested in working with us if Beat Retreat expands to BC or SK, also invited CCHA to speak at upcoming patient education conference.

Jordan connected with nurse from Maude unit in Montreal, interested in helping to set up camp in QC

3. Board member resignation - Eric

Mark Myers has submitted resignation from CCHA board at AGM. Due to increase work demands and health, felt could not provide commitment and time necessary to fully deliver in role. Will continue to assist with Treasurer transition until end of year. Entire board commend Mark on his efforts and hard work to CCHA.

Q - Jennifer - Is there an issue with non-board member as Treasurer if cannot have signing authority? Need to review By-Laws, some charities have Executive Director as signing authority even though no voting authority

Q - Stella - How much time is Treasurer role taking? - Mark estimates 3-4 hours/week

Need to arrange mail pick up options as Mark was responsible for this task. Mark offered to continue to pick up mail until solution can be found. Discuss changing address to central location (Toronto), significant cost to change all publications and materials, CRA and Industry Canada, send out change of address notifications to all contacts. Look at forwarding to another location/address

ACTION: Krista, Mark and Jennifer look at options

4. New Board Member recruitment - Joanna, Jordan, Eric

Mark's departure creates additional board opening, board agrees to invite Robbyn to join the board.

Q - Stella - Will an open board position be available should a qualified candidate for Treasurer role be presented? Currently no other candidates have applied, need to review By-Laws if can appoint non-board member as Treasurer.

ACTION: Board candidates to be posted on website, Allan to update the document

Q - Krista - Any process going to be posted if members do not approve candidate? Looks like all candidates will be acclaimed to the board, so shouldn't be an issue unless someone appointed from the floor, or someone votes against a candidate.

Q - Jennifer - Does sufficient notice needed to be given to members for an vacant board position? With Mark's resignation, can we now appoint the 3rd candidate to the board?

Q - Stella - Can someone be appointed from the floor with a seconder at the AGM? Eric will review By-Laws to determine whether a nomination of a candidate can be made at the AGM.

5. Creation of new born screening letter - Joanna, Stella

Dr. Kenny Wong presented screening protocol at CCC, gave Stella presentation and research documents. Stella has presented to group of nurses and provide to head of paediatrics in Kamloops. Post recommended algorithm and summary page on CCHA website. Discuss that PAB need to draft a letter of support, necessary if presenting a Health Ministry

ACTION: Stella to compile package for posting onto website

6. Audited Financial Statements - Mark

Mark sent draft Audited Financial Statements for last meeting. Were reviewed by Board and approved last meeting.

Q - Jennifer - Do we have the signed final documents? That is still outstanding.

Q - Krista - Does any specific board member need to sign? No, typically President and Treasurer

7. Creation of Budget - Mark

2016 Budget still in progress. Look at creating for 2017.

Q - Mark - Is budget required for each year? Not required in By-Laws, some funding applications require them, unlikely to apply for anything before the end of year. Accountants do prefer them in order to compare Actuals to Budget.

ACTION: Mark to follow up with Accountant if 2016 budget required.

8. Letter to Provincial Health Ministries - Allan

Outstanding. Awaiting draft from Joanna

9. Chapter guidelines - Krista

In progress. Hope to have draft version ready for AGM to review and then approve at December board meeting.

10. Updating Membership Lists

Nothing to report.

Q - Stella - look at assigned new board member Membership portfolio. Will discuss at next board meeting.

11. OSRCF Legal agreement review and signing - Saad, Joanna and Jennifer

Joanna provided feedback on contract - no issues. Did not receive any other feedback. Pat also sent email looking for feedback. No response by deadline, therefore has been submitted to CHEO contracts for review and approval.

12. 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. Jennifer to update Agenda and Proxy, Allan to update Director candidate bios. Allan will also draft Powerpoint presentation. Officers - President, VP, Secretary and Treasurer terms expire (typically 2 years). To be voted on by board members after AGM. Eric looking at whether can continue on as President with increasing workload as CCHA grows and job/family commitments - looking at if more beneficial to stay on for remaining year of term as advisory capacity for new President.

Q - Krista - ask that Eric notify the board if decision made prior to December meeting to step down from President role so board.

Q - Mark - inquire whether could operate with 2 co-Presidents to lighten load. Consensus that would be good option if 2 individuals work together. Look at whether feasible in By-Laws or just operate this way

13. Year End Donor Appeal letters - Allan

Draft completed and edited. Ready to be mailed out. Expected to sent November 15th. Also to be sent to board members to send out to 3-4 contacts.

14. Research Disability Grants/Programs - Jordan, Allan and Jennifer

In progress. Jordan completed his research, Allan received some responses. Jennifer to compile for posting on website.

15. Partnering with CHEO Cardiac Kids LIFFE project

Application to CIHR submitted beginning of October. Design physical activity toolkit for children - checklist to activities can and cannot do based on CHD condition, reviewed with Dr. Toolkit can be taken to teachers, coaches etc. 2 year project, \$500,000 budget.

4. ED Report - Allan

1. Donation Thank You letters

Draft ready to go

2. Ottawa chapter

Allan was in Ottawa, met with Brynne, Sandra, and Rachael. Rachael will help us research potential funding/grants to apply for. Also meet with Lisa in London, discussing McCormick's funds.

3. Media

Continuing to contact media connections to get exposure for CCHA.

4. Incoming emails

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

5. Treasurer's Report – Mark

Main bank balance approx \$22K, decrease due to expected Beat Retreat expenses and CCC booth rental. Looking at trends, we have sufficient funds to fund activity for the next 60 months.

Unexpected windfall with GST rebate of >\$2000 in October.

London account \$56K, started to issue cheques for Dr. Norozi for research project through Children's Health Foundation. \$55K from McCormick's, \$46K going to CHF. \$9K remaining to be split between London chapter and National CCHA

MTCS account \$112K - no disbursements yet, need to pay some out before end of year, CHEO flexible - need to wait until contract in place before issuing funds.

ACTION: Mark and Jennifer to connect offline to discuss FPA disbursements

Slightly behind on monthly Financial Statements from accountant, should be up to date by December board meeting

6. Committees

Advocacy/Awareness Committee - Saad, Mark, Joanna

No update. Awaiting letters to Provincial Health Ministers

Membership Committee - Krista

No update. See above for chapter guidelines discussion.

Have posted on FB and Twitter driving to get FB members not officially members. 1000 on FB, 500 through website

Fundraising Committee - Jennifer, Mark, Jordan

- Montreal Grocery Bagging fundraiser - Jordan - scheduled for February 11 & 12 for CHD Awareness week. Working with Heart 4 Heart organization for volunteers.

- 100 men/100 women who care - no update

- Puckstoppers - about to be published, been in contact with Chris, helping with media exposure for launch

- McCormick's - see above. Need plaque for posting at McCormick's

- Pefferlaw District Lioness Club - Krista and Jennifer attending cheque presentation on November 16.

ACTION: Jennifer and Krista to connect. Discuss gift for Terry and thank you letter. Expect cheque will be at least \$10K

- Big Database - had presentation and discussed at last Fundraising meeting, membership option of \$4500 with money back guarantee if no funds received within 6 months - with letters submitted to prove. Gives access to templates that are successful. Allan has committed to invest the time needed

Q - Krista - what is estimated time commitment? Significant up front time to draft initial package

Q - Krista - How many involved in meeting with representative? Allan, Jennifer, Mark and Jordan in presentation and Allan had subsequent meeting.

Q - Mark - Do we need references from other clients? Allan has used in the past.

Q - Krista - Allan has used in the past, what is his past success/response with using it? Most large charities use the system, received \$1000s back

Q - Krista - Without tangible project/program to use to request funds, should we develop this first? Have potential expansion of Beat Retreat, children's, family and youth camps, further funding for research projects, patient education conferences, educational programs

Discuss delaying decision until December and sign up in January due to holidays. Better to do research and constructing package in December and have letters to go out the door in January.

MOTION: Does board agree to purchase membership of \$4500. Moved - Jennifer, 2nd - Krista - Approve. Allan to determine when to sign up.

7. Professional Advisory Board (formerly MAB) - Stella

Stella attended PAB meeting at CCC. Discussed PAB and CACHnet members overlap, potentially merge CACHnet and PAB to provide special and more robust connection. CACHnet will appoint CCHA liaison and invite patient/CCHA representation on CACHnet board. Jennifer had discussed with Stella concern whether paediatric CHD representation would be lost with merge. Stella spoke to Dr. Human (both paediatric and ACHD) and felt not an issue. Eric agrees great opportunity to create closer ties with CACHnet, but concern may lose multidisciplinary representation from other healthcare providers such as nurses, dieticians etc.

8. New Business/Other updates

1. Inaugural Education Day in ACHD - Jennifer

PMCC and Dr. Oechslin and TCCCA clinic team held Inaugural Education Day in ACHD for community cardiologists, Fellows and Residents. Very pleased that CCHA attended event. Approx 65 attendees, great conference. Made contacts in Thunder Bay can work with for FPA. Expected to be annual event. May look at holding similar event for Family Dr.

2. Website updates

Jordan keeping website up to date.

3. New Board positions

Discussed President, VP, Secretary and Treasurer roles. Discuss committee structure, working/not working. Board to think it over and discuss with new board members in December. Send Eric thoughts and feedback prior to December meeting

9. Next Board Meetings:

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

December 13th @7:30 to 9:00

January 10th @7:30 to 9:00

Meeting adjourned @ 9:20 pm. **MOTION:** Adjourn meeting. Moved - Jennifer, 2nd - Krista - Approve.