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# CCHA 2018 ANNUAL GENERAL MEETING

June 20, 2018

# Agenda

TIME	ITEM	TOPICS	SPEAKER
7:30pm	Welcome	<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Determination of Quorum</li> <li>• Appointment of Recording Secretary</li> <li>• Proof of Notice of Meeting</li> </ul>	Allan Weatherall (Executive Director)
7:40pm	President's Report	<ul style="list-style-type: none"> <li>• 3-year strategic plan objectives</li> <li>• Recap of 2017 accomplishments</li> <li>• YTD 2018 accomplishments &amp; initiatives</li> <li>• Looking Ahead</li> </ul>	Krista Vriend (President)
8:00pm	Executive Director's Report	<ul style="list-style-type: none"> <li>• ED Initiatives</li> <li>• Chapter Reports</li> </ul>	Allan Weatherall
8:10pm	2017 AGM Minutes	<ul style="list-style-type: none"> <li>• Approval 2017 AGM Minutes</li> </ul>	Joanna Hunt (Secretary)
8:15pm	CCHA Financial Report	<ul style="list-style-type: none"> <li>• Review and approval of 2017 Audited Financial Statement</li> <li>• Trend Report 2017 – Q1 2018</li> <li>• New accountant</li> </ul>	Robbyn McLellan (Treasurer)
8:25pm	Board Elections	<ul style="list-style-type: none"> <li>• Current Board of Directors' Terms</li> <li>• Overview of positions to fill</li> <li>• Recruitment Process</li> <li>• Review of Candidates &amp; Recommendations</li> <li>• Request for votes</li> </ul>	Jennifer Graham (Vice President)
8:45pm	New Business	Open floor to membership	Krista Vriend
9:00pm	Meeting Adjournment	Request for motion	Krista Vriend



# Welcome

- Call to Order
- Determination of Quorum
- Appointment of Recording Secretary
- Proof of Notice of Meeting





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# President's Report

# 3-year Strategic Plan Objectives

- Build Awareness of CCHA nationally
- Establish a sustainable fundraising program
- Provide ongoing support for CHD patients and stakeholders.

## CCHA MISSION:

To improve the quality of life and health outcomes for individuals with congenital heart defects: by raising awareness, providing peer support and mentoring, advocacy, and advancing research.



# Recap of 2017 Accomplishments

- Professional Advisory Committee formed
- Attended the *Canadian Cardiovascular Congress* in Vancouver
- Lobbied Provincial Health Ministries for patient record keeping and disability grants
- Increased Efforts on Fundraising
  - Worked in conjunction with (CHEO) to successfully win ~ \$200,000 for 'Fearless Activity' proposal
  - 'Walk of Life' – Toronto & Ottawa Marathon Race Weekend
- Labatt Family Heart Centre Family Conference, Cardiac Kids BBQ, Sick Kids Transition Night, Edmonton Patient Education Conference



# 2018 Year to Date Accomplishments & Initiatives

- Finalized Chapter Guidelines for operations and conduct
- Participated in ISACHD symposium, Labatt Family Heart Centre Family Conference, BC PACH Patient Education Day
- Walk of Life Toronto & Ottawa Marathon Race Weekend
- Completed Fearless Physical Activity events. Project ending June 30, 2018
- Strategic Planning session postponed - due to scheduling conflicts and ON ice storm



# Fearless Physical Activity Project

*Family-based events designed to introduce individuals to low cost, adaptable, heart-friendly physical activity opportunities available in their community.*

## Partners

## Recreational Facilities

- YMCA (Ottawa, London, Sudbury)
- Canada Games Complex (Thunder Bay)
- Variety Village, MLSE Launchpad & City of Toronto Parks and Recreation (Toronto)

## Clinic Partners

- Children's Hospital of Eastern Ontario & University of Ottawa Heart Institute
- Thunder Bay Regional Health Sciences Centre & Curan's Heart Centre
- Health Sciences North (Sudbury)
- London Health Sciences Centre - Congenital Heart Clinic
- Hamilton Health Sciences Centre - Congenital Heart Clinic
- Toronto - Peter Munk Cardiac Centre - Adult Congenital Heart Clinic





# Fearless Physical Activity Project



## Project Recap

### To Date

- Completed 4 full seasons of events across the province, **31** events in total.
- Total attendance = **275** individuals.
- Feedback from all events has been positive. Families highlighted the opportunity to connect with other families living with CHD.

## Feedback

“A well organized event with an opportunity to try different activities. It was wonderful to interact with others who have CHD in an active setting.” *Ottawa Event*

“I enjoyed the afternoon. It was a great way to meet some people and learn about the breadth of activities we should consider in our everyday lives to improve our fitness and health.” *Toronto Event*

“A great day! Wonderful to get together with other CHD folks, share stories and exercise together. Thank you!” *London Event*

“ This was a great experience for my young daughter. She had a great time and made some new friends!” *Sudbury Event*



# Fearless Physical Activity Project

## Resources

Resources used throughout the Fearless Physical Activity project are now available on the CCHA website.

## Next Steps

- Establish permanent program across Ontario
- Build partnerships
- Expand program across Canada

### Yoga



### What is yoga?

Yoga is a series of poses designed to build:



### Benefits of yoga?

Yoga practice can last as little as 5 minutes or upwards of an hour. Yoga can be performed fully seated or be a dynamic practice. Yoga is a suitable for all because it can be tailored to fit your ability level. In yoga you are encouraged and reminded to listen to your breath and body.

### Crafts

#### Breathing Beads



#### You will need:

- 5 large beads
- 2 textured beads
- Smaller beads (15-25 beads total)
- Stretchy bead & jewellery cord (found in craft section of most stores)
- Scissors

#### To make:

- Cut a length of cord which goes around your wrist twice easily
- Place the 5 large beads in the centre. Hold the cord in a loop (holding both ends) to ensure that the beads do not slide off when you are placing them on
- Place one textured bead on either side of the 5 large beads. These beads will be considered your start and stop points for your breathing practice
- Add the smaller beads on either side of the centre beads, distributing the beads evenly until the bracelet fits around your wrist.
- Tie off bracelet using a secure knot!

Tip: Don't stretch your bracelet over your hand, gently roll the bracelet over your hand onto your wrist

# Looking Ahead

- The Board will be refocusing the organization's efforts by streamlining initiatives into three key projects that will build the base for the 2018 Strategic Plan. They are:
  1. National Awareness campaign through social & earned media.
  2. Build a donor pitch and execute a number of fundraising tactics based on a key project platform to drive increased funding support.
  3. Develop a holistic CCHA/CHD education platform.
- 2018 will also be a strategic planning year for CCHA which the Board will bring forward to the membership at the next AGM



# Ask of Membership

## 1. Looking for Volunteers

- Join a committee and help drive CCHA's key initiatives

## 2. Your opinion and input

- As we go into strategic planning please give us your thoughts and input on how you would like to see CCHA support CHD and our membership.

Complete our online survey @

<https://www.surveymonkey.com/r/BDK7TWS>





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# Executive Director's Report

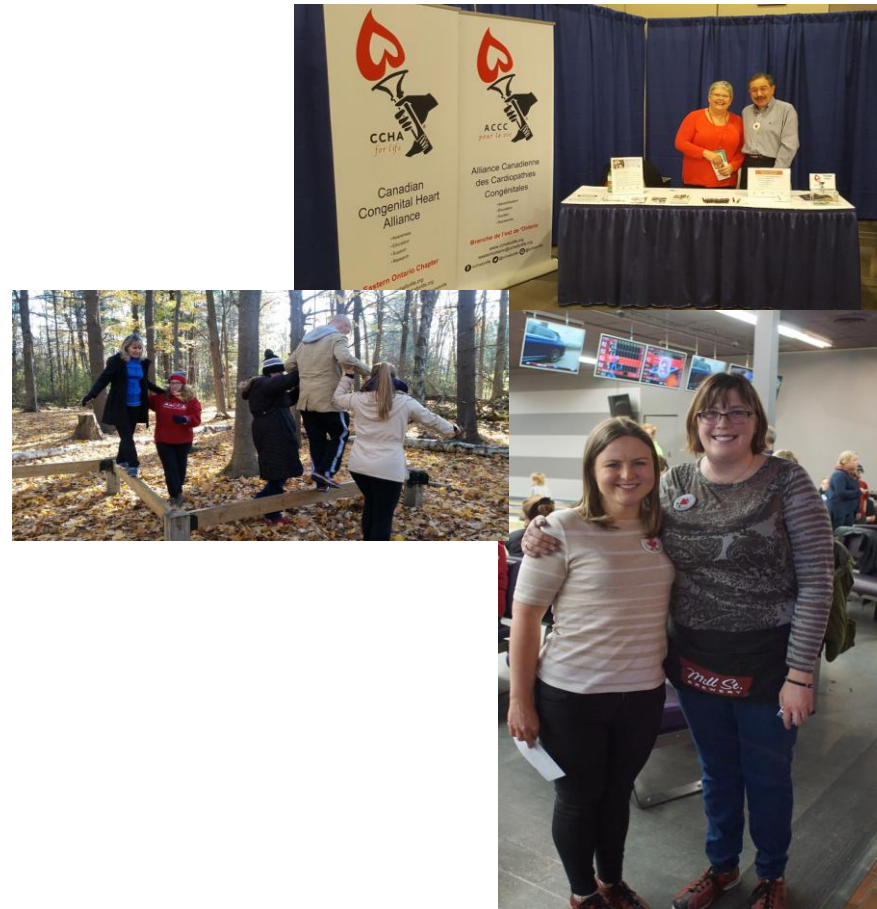
# ED Initiatives

- Wide range of support for CCHA
  - Administration
  - Awareness
    - Joe Bowen (announcer for Toronto Maple Leafs) voiced 3 PSA for CCHA
    - Algonquin College video
  - Media relations
  - Political actions
  - Fundraising



# Eastern Ontario Chapter

- Made great strides
- Membership Expanding
- Ottawa Race Weekend
  - raised \$4500
  - booth at Health and Wellness Expo
- Bowling fundraiser
- Working with CHEO - 'Fearless' events
- Building upon a solid foundation
- Transfer chapter lead Brynne to Jenn



# London Chapter

- Active promotional work with earned media across radio, TV & print
- CHD Awareness week
  - City Hall, London Tourism & London Life - lit in red
- McCormick \$\$ being put to good use
  - Dr. Norozi at LHSC & support material for patients/family
  - C-Day just held – great demonstration of equipment





# BC Chapter

- The BC Chapter is temporarily not active.
- We thank them for their past support and hope they return soon





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# 2017 AGM Minutes

# 2017 AGM Minutes

- Minutes posted on CCHA website June 19, 2018 for review
- Approve 2017 AGM Minutes





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# CCHA Financial Report

# New Accountant - Update

## Accountant Search Process:

- Contacted various Accounting firms or Accountants that were recommended
- Each Accountant provided CCHA with estimated quotes on the work/service they would provide

Accountant Firm or Individual Name	Location	Note
Charity Accounts - <a href="http://www.charityaccounts.ca/">http://www.charityaccounts.ca/</a>	Oakville, Ontario	
Sam Marinucci	Toronto, Ontario	
Ledgers - <a href="http://www.ledgers.com/en">http://www.ledgers.com/en</a>	Various locations but we talked to Oakville Ontario location	Gordon Haslam was Accountant
Jennifer Rade	Markham, Ontario	
Gregory MacLeod - <a href="http://www.leslieandmacleod.ca">www.leslieandmacleod.ca</a>	Ottawa, Ontario	



# Final 2 for recommendation to the Board

<b>Name</b>	Jennifer Rade	Greg McLeod
<b>Service Providing CCHA</b>	Full Audited Financial Statement GST Rebate Filing Government Filing	Full Audited Financial Statement GST Rebate Filing Government Filing (T3010)
<b>Location</b>	Markham Ontario	Ottawa Ontario
<b>Referred by</b>	Jennifer Mulder - This accountant has worked with the family for years	
<b>Notes</b>	Work with other charities	
<b>Book Keeping</b>	Works with Quickbooks and has offered to help me set up  We can set up Quick Books to do separate accounts for each type of income/donation/contribution and actually track the income and expenses for a project or capital assets to provide more information	Suggested Excel Spreadsheet to do Book Keeping  The Excel template shows receipts and disbursements, not a full set of financial statements. Saying that, it would not be difficult to set up an income statement on another tab that would pull the information from the receipts and disbursements tab and provide the information you want. If you like I can send it to you and we can discuss. I only mentioned this as a cost saving alternative to purchasing an accounting software package.
	Happy to answer questions and provide solutions throughout the year - helps both of us. It provides us with correct information to make decisions and her as she will have less adjustments at year end and allows insight into what the organization has been doing	
<b>Any Additional questions regarding book keeping</b>	Additional fees would depend on amount of time. If short question - don't charge. Reach understanding about additional fees - wants to be fair and equitable for both of us	We normally don't charge for a few phone calls/emails etc during the year. Our bookkeeping rate is \$50/hr there was a specific issue we needed to help with.



# New Accountant - Jennifer Rade

- Started working with CCHA - February 2018
- Experience with Not-for-Profit Charities
- Prepare Audited Financial Statements & Government Forms
- **Consulting:**
  - Assisting with set up of book keeping within software (Treasurer will continue to do monthly)
  - Suggestions on best practice on Financial reporting to Board and Membership
  - Available to answer questions on Financial/Accounting matters when necessary



# 2017 Financial Overview

## Statement of Operations & Changes in Net Assets

Year Ended December 31	2017	2016
Total Revenues	\$ 149,456	\$ 95,307
Total Expenditures	\$ 146,630	\$ 89,080
Net Assets, beginning of year	\$ 32,657	\$ 26,430
Excess of Revenue over Expenditures	\$ 2,826	\$ 6,227
Net Assets, end of year	\$ 35,483	\$ 32,657

## Statement of Financial Position

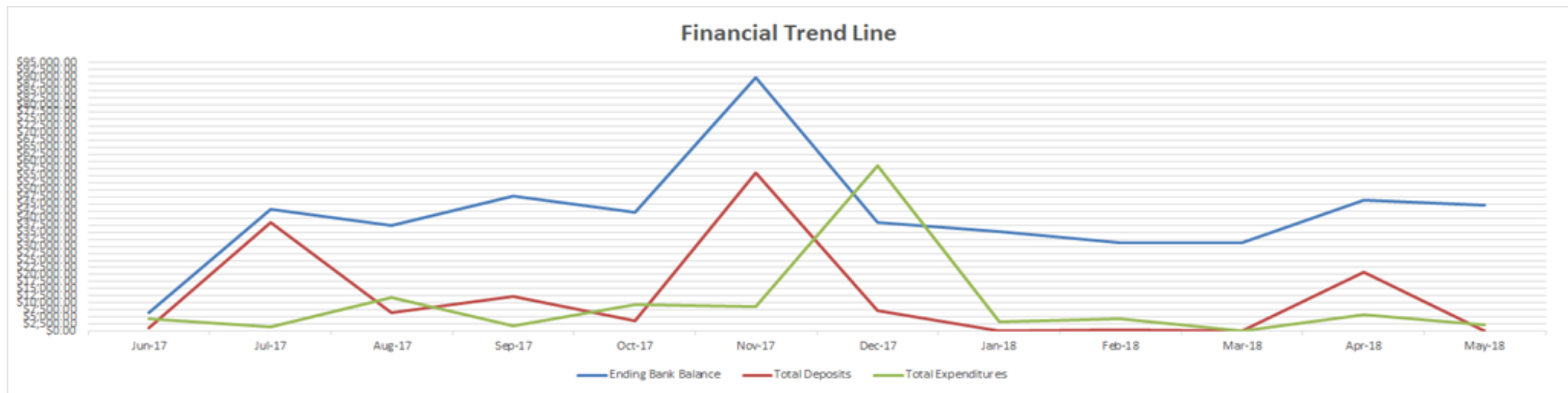
December 31	2017	2016
Total Assets	\$ 86,631	\$ 151,916
Total Liabilities	\$ 51,149	\$ 119,259
Net Assets, Unrestricted	\$ 35,483	\$ 32,657





# Trend Report: 2017 – Q1 2018 (end of May)

Financial Item	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Average
Ending Bank Balance	\$6,602.49	\$43,257.92	\$37,283.67	\$47,667.59	\$42,150.16	\$89,690.33	\$38,498.96	\$35,140.14	\$31,225.18	\$31,411.19	\$46,395.35	\$44,397.93	\$41,143.41
Total Deposits	\$1,309.33	\$38,283.30	\$6,542.03	\$12,314.17	\$3,851.05	\$56,147.75	\$7,254.53	\$19.30	\$603.13	\$189.76	\$20,882.50	\$285.38	\$12,306.85
Total Expenditures	\$4,227.05	\$1,627.87	\$11,913.75	\$1,930.25	\$9,368.48	\$8,607.58	\$58,445.90	\$3,378.12	\$4,518.09	\$3.75	\$5,898.34	\$2,282.80	\$9,350.17





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# CCHA Board Elections

# Current CCHA Sitting Board of Directors

Board Member	Sitting Term	Position Status / Renewing
Krista Vriend, Sitting President	2017-2020	
Jennifer Graham, Sitting Vice-President	2016-2019	
Robbyn McLellan, Sitting Treasurer	2016-2019	
Joanna Hunt, Sitting Secretary	2015-2018	Up for Renewal <b>X</b>
Stella Cockett	2016-2019	
Christina Ding	2016-2019	
Jordan Heir	2015-2018	Up for Renewal <b>X</b>
Saad Minhas	2017-2020	
Meaghan Sharp	2017-2020	
Effie Slapnicar	2017-2020	
Andrea Van Rossum	2017-2020	Resigned



# Application Process

- Notice posted on May 9, application deadline May 31
- Published on website and social media.
- Five candidates applied for 2018-2021 Board positions

Name	Location	Date applied	Note
Habib Mirza	Toronto	2018	
Renee Charette	Toronto	2018	
Jennifer Silaghi	Winnipeg	2018	
Laura Phillippe	Waterloo	2018	
Heather Joe	Vancouver	2018	
<b>2017 Applicants Brought Forward</b>			
Alyssa Slike	Winnipeg	2017	
Farrukh Aman*	Toronto	2017	*honorary board member since Nov 2017



# Interview Process

- Three (3) Board positions open
- Interview committee: Krista Vriend, Robbyn McLellan, Effie Slapnicar, Allan Weatherall
- Five applicants in 2018. Also reviewed and brought forward two applicants from 2017.
- 4 candidates shortlisted
- Committee interviewed three candidates
  - Alyssa Slike
  - Laura Phillipe
  - Jennifer Silaghi
- Honorary director brought forward for nomination
  - Farrukh Aman - honorary director since November



# Selection Criteria

- Preferred Skills
  - Experience on a non-profit board
  - A business and/or philanthropy/fundraising/development background
  - Communications, media relations, social media, marketing and/or advertising experience
  - Legislative/public policy knowledge
  - A direct CHD link - possibly have CHD or have a family member with CHD
  - A professional background within the CHD Medical Community
- Every elected Board Member should possess:
  - A passion for the CCHA Mission
  - A willingness to dedicate time and expertise with a commitment to engaging others
  - An understanding and ability to be a consensus builder
- Additional Criteria
  - Geographic location - Leadership qualities - Time available - Knowledge of CCHA activities



# Farrukh Aman

- Currently CCHA Honorary Board Member
- Senior Manager with Scotiabank
  - Digital Enablement - creditor insurance products
- Experience in digital strategy and engagement
- Communications, product launch background
- Knowledge of CHD through fellow board member - and friend - Saad Minhas
- Involved with United Way and fundraising for Oakville Trafalgar Hospital Foundation



# Jennifer Silaghi

- Youngest child has CHD - Tetralogy of Fallot
- Marketing Specialist at Manitoba Hydro
  - Project Management
- Bachelor of Commerce
- Former Board member - several charities
  - Sponsorship, event planning and volunteer coordination





# Laura Philippe

- Daughter with CHD
- Communications and Marketing
- Social media, marketing
- M.A. Communications - Royal Roads



# Alyssa Slike

- Mother of CHD child - Tetralogy of Fallot
  - child now at university following multiple surgeries
- Fund development professional
  - @ The Dream Factory, Parkinson Canada
- Former Disaster Manager with FEMA (contract)
- Small business owner



# Recommended Candidates for Board Nomination

- In accordance with CCHA by-laws, the individuals voted onto the Board will each begin three-year terms, regardless of time remaining on vacancy terms.
- Recommended Candidates:
  1. Farrukh Aman (Toronto)
  2. Jennifer Silaghi (Winnipeg)
  3. Laura Philippe (Kitchener)
- Request for nominations & voting





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**New Business**

**Meeting Adjournment**

***THANK YOU!***