

**COMMUNITY HEALTH CENTRES OF NORTHUMBERLAND
2020 VIRTUAL ANNUAL GENERAL MEETING
DRAFT MEETING MINUTES**

October 27, 2020
4:00 PM Via Zoom

Attendance:

Board Directors: A. Cooper (Chair), B. Weiss (Vice Chair), M. Delahay (Treasurer), D. Smith (Secretary), B. Gilmer (Director), J. Erridge (Director), K. vom Dorff (Director), L. Miller (Director), N. MacDonald (Director), Heidi Schaeffer (newly elected Director)

Staff: T. Rennicks, D. Dixon, L. Thompson, L. Rybenko, S. Jex, P. MacDougall, J. Spencer, B. Sturzenegger, C. Rutherford, R. Amatya, T. Kempt

Auditor: J. Lay, Wilkinson and Company LLP

Members of the Public: S. Lawson, S. Speirs, S. Goodman, D. Masters, R. Schwartz

1. Land Acknowledgement

The Chair, Anna Cooper, acknowledged the Indigenous Peoples on whose land the meeting was held.

2. Call to Order

The meeting was called to order by the Chair at 4:04 p.m.

3. Constitution of the Meeting and Declaration of Quorum

The Chair declared the meeting to be duly constituted. Quorum was obtained.

4. 2020 Annual General Meeting Agenda

Motion: To approve the agenda of the Community Health Centres of Northumberland 2020 Annual General Meeting.

Moved by: B. Gilmer **Seconded by:** B. Weiss
Carried.

5. Minutes of the 2019 Annual General Meeting

It was noted that the lack of quorum at the 2019 Annual General Meeting resulted in a variance in the appearance of the meeting minutes. No errors or omissions were reported.

Motion: To approve the minutes of the Community Health Centres of Northumberland 2019 Annual General Meeting.

Moved by: L. Miller **Seconded by:** D. Smith

Carried.

6. Introductory Remarks from the Chair

A. Cooper introduced Interim Executive Director, Taryn Rennicks, followed by the 2019-2020 members of the Community Health Centres of Northumberland (CHCN) Board of Directors:

Dr. Barbara Weiss – Vice Chair,
Doug Smith – Secretary,
Martin Delahay – Treasurer,
Brian Gilmer,
Neil MacDonald,
Lynda Miller,
Charlie Morrison,
Jamie Simmons,
Karl Vom dorff, and
Jill Erridge

7. Volunteer Recognition

Community Health Promoter, P. MacDougall, acknowledged and celebrated the continued efforts of CHCN volunteers, Board of Directors and Client and Family Advisory Roundtable (CFAR) members for their invaluable contributions to the organization.

P. MacDougall thanked the Town of Port Hope for continuing to recognize volunteers in the community during their annual Civic Awards ceremonies. Recently, 20 CHCN Soup Sister volunteers who play a critical role in the food security program, were celebrated during the first virtual Civic Awards ceremony hosted by the Town of Port Hope. Last year, the Soup Sisters made 1919 homemade bowls of soup that were distributed in the community.

Volunteers were recognized for 5 years of service, including:

Maureen Tambeau – administrative support for the Community Team
Celia Crangle- general administrative support and Souper Sister
Heather McKeown – administrative support for the Diabetes Education Clinic
Joanne Lyon – administrative support for the Diabetes Education Clinic
Judy Spiegel – administrative support for the Dental Program
Ken Dalby – Food Cupboard volunteer and delivery driver for Food 4 All donations

8. Client and Family Advisory Roundtable Recognition

T. Rennicks provided an overview of the Client and Family Advisory Roundtable (CFAR) and the contributions the committee makes to the Centre by providing invaluable input from a client perspective.

She thanked the 2019-2020 members of the Client and Family Advisory Roundtable, including:

Michelle Grebenjak,
Howard Goodfellow,
Bruce Gilley,
Michelle Carr,
Anna Gray,
Betty Beharry Lall,
Ed Hart,
Beverly Hart,
Pamela Crowe,
Blair Smith, and
Board Director Lynda Miller who facilitates the committee.

9. Report of the Chair

A. Cooper welcomed everyone to the 2020 Annual General Meeting at which staff, volunteers and clients were celebrating the Community Health Centres' delivery of valuable services to Northumberland County community members.

A. Cooper expressed her gratitude to Interim Executive Director, Taryn Rennicks, the Board of Directors, Client and Family Advisory Roundtable members, staff and volunteers for their contributions to the organization.

A. Cooper reflected on the challenges and achievements of the last year; including becoming a member of one of 24 approved Ontario Health Teams in the province; endorsing a new name for the organization and subsequently a new brand, new logo and new website; and an extensive renovation to the dental suite expanding services to reach more people in need of dental care.

A. Cooper acknowledged the dedication of former Executive Director, Duff Sprague, who announced in June 2020 that he would be accepting a new opportunity, concluding his time with the CHCN. During this time, the CHCN has been fortunate to have T. Rennicks assume the position of Interim Executive Director providing enlightened leadership to the organization. The CHCN is also happy to welcome the support of Doug Dixon, Interim Director of Corporate Services. With the support of a consultant, the recruitment process is underway and an Executive Director is expected to be identified by the end of November 2020.

A. Cooper recognized Suzanne Lawson for her efforts and long standing leadership to the CHCN over her 11 year tenure with the Board of Directors, including her position as Board Chair for the last two years.

A. Cooper acknowledged the dedication of staff and volunteers working diligently in an ever changing environment, remaining optimistic and supportive while focusing on the needs of the community.

10. Report of the Interim Executive Director

T. Rennicks thanked the Board of Directors for their support throughout the year. She expressed her gratitude to the staff and volunteers of the organization for their continued work within the communities served and acknowledged the many community partners of the CHCN.

T. Rennicks highlighted the excellent collaboration between partners of the Ontario Health Team-Northumberland (OHT-N) to ensure community members receive the care that they deserve at the right time and the right place, particularly during the current circumstances surrounding the COVID-19 pandemic. She also highlighted the implementation of a second electronic medical record system in two years and its significance in providing quality care to residents of Northumberland County. She thanked staff for their patience and perseverance during this heavy undertaking.

T. Rennicks reviewed the importance as well as the work involved in creating a new name for the organization that is more inclusive to the broader communities that we serve. The new name, Community Health Centres of Northumberland, represents the multiple outreach services that are provided to all areas of Northumberland County such as Alderville First Nations, Cramae Township, Cobourg and Port Hope.

T. Rennicks reviewed the introduction of a new initiative, the Ontario Seniors Dental Care Program, which allows low income seniors to receive free routine dental care. Through this program and in partnership with the HKPR District Health Unit, the CHCN received funding of \$244,000 from the Ontario Government to expand dental operations, a renovation that has successfully resulted in three fully operational dental suites.

11. Treasurer's Report

M. Delahay provided a summary of the financial position of the CHCN for the year ending March 31, 2020. The expenditures of the fiscal year were outlined and the breakdown of expenditures was explained.

M. Delahay also thanked donors who have continued to provide financial support to both the food security and dental programs.

12. Auditor's Report and Audited Financial Statements

Mr. Jeff Lay thanked the Board for selecting Wilkinson and Company LLP as the organization's auditors, and thanked staff for their cooperation during the audit process.

Mr. Lay acknowledged the unprecedented circumstances this year, as the audit was performed remotely due to the COVID-19 pandemic. However, as challenging as it was to complete the process remotely, they were able to obtain all of the items needed and were able to complete all necessary reporting with no issues.

Mr. Lay proceeded to outline the process for the audit and reported that the financial statements had been prepared internally and that they presented fairly in all material respects.

Motion: To accept the Audited Financial Statements, year ending March 31, 2020.

Moved by: M. Delahay **Seconded by:** D. Smith

Carried.

13. Appointment of Auditors

The Treasurer requested that the auditors leave the virtual meeting. Mr. Lay left the meeting at 4:33p.m. The Treasurer asked the membership, the Board of Directors, if there were any conflicts of interest to declare.

There were no conflicts of interest reported.

Motion: To approve Wilkinson and Company LLP as the organization's auditors for the fiscal year ending March 31, 2021.

Moved by: M. Delahay

All in favour.

Carried.

Mr. Lay was admitted back to the virtual meeting at 4:35 p.m. at which point he was informed that Wilkinson and Co. LLP had been selected as the organization's auditor for a further year.

The Chair thanked Wilkinson and Co. LLP for their work on the organizational audit.

14. Board Nominations

Dr. Barbara Weiss reported on behalf of the Nominations Committee and noted that three current Board members have come to the end of their first terms and therefore need to be re-elected for a second term.

Motion: To re-elect Lynda Miller of Port Hope, Neil MacDonald of Port Hope and Brian Gilmer of Port Hope, each for a second three year term.

Moved by: B. Weiss **Seconded by:** J. Erridge

Carried.

Dr. Weiss noted there was a vacancy on the Board and a recruitment process was conducted by the Nominations committee. The successful candidate was Heidi Schaeffer.

Dr. Weiss provided a review of H. Schaeffer's biography.

Motion: To elect Heidi Schaeffer of Campbellford to the Board of Directors of the Community Health Centres of Northumberland for a three year term.

Moved by: B. Weiss **Seconded by:** L. Miller

Carried.

The members welcomed H. Schaeffer to the Board.

15. Position of Community Member-at-Large for the Nominations Committee

Dr. Weiss advised that the CHCN is seeking to fulfill the position of Community Member-at-Large to the Nominations Committee. It was noted that a new candidate will not be presented today due to the change in Membership structure, however, once the process is complete the candidate will be announced on the organization's website.

Dr. Weiss thanked Kristina Nairn and acknowledged her contributions to the Nominations Committee during her tenure as the Community Member-at-Large.

16. Recognition of Retiring Board Director

The Interim Executive Director discussed the contributions of Suzanne Lawson and thanked her for her continued efforts, leadership, experience and wisdom during her 11 year tenure with the organization.

17. Questions and Comments / Open Forum

The Chair asked if there were any comments or questions from the floor. There were no questions.

18. Adjournment of the 2020 Annual General Meeting

The 2020 Annual General Meeting concluded at 4:44 p.m. on a motion by A. Cooper, seconded by M. Delahay.