

## Ontario Healthy Workplace Coalition (OHWC) Annual General Meeting Minutes


**Meeting:** Ontario Healthy Workplace Coalition Annual General Meeting  
**Date:** September 14, 2009  
**Time:** 4:00 – 5:00 pm  
**Location:** Centre for Health & Safety Innovation  
 5110 Creekbank Road, Mississauga, Ontario, L4W 0A1


**Present:** **In Person:** Kendal Bradley, Shaun Baylis, Janet Carr, Erika Caspersen, Sandra Clark, Dawn Cressman, Gary Gannage, Jessica Elgie, Andrew Harkness, Judy Kerling, Raymond Langlois, Jennifer Lombardo, Sameer Masood, Vic Pakalnis, Marion Reeves, Anita Sieben, Allan Smofsky, Jody Young.

**Via Webinar:** Mary Grace Baker, Lynda Brown, Megan Clinton, Brenda Jackson, North Bay Parry Sound Health Unit, Debbie Packer, Linda Smith, Catherine Thomas, Barbara Woodward

**Chair:** Judy Kerling & Janet Carr, Co-Chairs  
**Recorder:** Kendal Bradley, Secretary

Time	Item	Comments	(1) Movers (2) Seconders	Votes
4:00 pm	1.0 Registration			
4:10 pm	2.0 Welcome & Introductions	<ul style="list-style-type: none"> <li>Janet welcomed everyone, including those participants by webinar. She explained the voting process in person and on-line. She advised that the electronic votes would be completed first prior to the hand votes.</li> </ul>		

	<i>Call to Order</i>	<ul style="list-style-type: none"> <li>Judy stated “The meeting will come to order. This is the first Annual General Meeting of the Members of the Ontario Healthy Workplace Coalition, and as President, I shall act as Chair of this meeting.”</li> </ul>		
	<i>Secretary and Scrutineers</i>	<ul style="list-style-type: none"> <li>Judy stated “Kendal Bradley, Secretary of the Corporation, will act as Secretary of the meeting, and I shall ask the Secretary to also act as Scrutineer.”</li> </ul>		
	<i>Notice of Meeting</i>	<ul style="list-style-type: none"> <li>Judy stated “The notice calling this meeting was sent to all members. I direct that a copy of the notice be kept by the Secretary with the records of this meeting.”</li> </ul>  <ul style="list-style-type: none"> <li>OHWC_AGM Sept. 14, 2009.pdf</li> </ul>		
	<i>Meeting Regularly Constituted</i>	<ul style="list-style-type: none"> <li>Judy stated “Due notice having been given and a quorum being present, I declare this meeting to be duly constituted for the transaction of business. Details of the business to be conducted at today’s meeting have been given in the Notice sent to all members of the Corporation. For convenience, I propose that the meeting commence by following the same order of business as</li> </ul>		

		the Notice of Meeting.”		
	3.0 Minutes of March 12, 2009, Special Meeting	<ul style="list-style-type: none"> <li>Judy stated “May I have a motion to approve the minutes. Seconder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of approving the minutes of the March 12, 2009 Special Meeting. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand.”</li> <li>Judy stated “I declare the minutes of the Special Meeting dated March 12, 2009 approved.”</li> </ul>	<p>(1) Andrew Harkness moved</p> <p>(2) Jody Young seconded</p>	All in favour
	4.0 Co-Chairs’ Report	<ul style="list-style-type: none"> <li>Janet reviewed Co-Chair report highlights</li> </ul>  <p>OHWC Annual Report Sept2008-Aug</p>		
	5.0 Financial Report <ul style="list-style-type: none"> <li>Auditor’s Report</li> </ul>	<ul style="list-style-type: none"> <li>Judy stated “May I have a motion to accept the auditor’s report as submitted by our Treasurer?”</li> <li>Judy stated “Will those participating by webinar please now vote on your screen “yes” or “no” in favour of accepting the auditor’s report. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting</li> </ul>	<p>(1) Raymond Langlois moved</p> <p>(2) Erika Caspersen seconded</p>	All in favour

		<p>contrary to the resolution signify by raising their right hand.”</p> <ul style="list-style-type: none"> <li>• Judy stated “I declare the auditor’s report for our year ending July 31, 2009 accepted.”</li> <li>• A member posed the question: Does The Health Communication Unit’s (THCU’s) financial contribution consist of cash versus in-kind contribution?</li> <li>• Raymond replied that THCU does not give OHWC cash, that the OHWC is a line item on THCU’s budget.</li> </ul>		
	<p>6.0 Board Members</p> <ul style="list-style-type: none"> <li>• Board Member Positions</li> <li>• Timelines for Next Election</li> </ul>	<ul style="list-style-type: none"> <li>• Judy identified Board Member positions:</li> <li>• Shaun Baylis, Human Solutions, Advocacy Standing Committee Lead</li> <li>• Kendal Bradley, Canadian Mental Health Association, Ontario Division (CMHA)- Website Task Force Lead and Secretary</li> <li>• Janet Carr, Ottawa Public Health, Co-Chair</li> <li>• Erika Caspersen, Innovative Wellness Solutions – Capacity Building Standing Committee Co-Lead</li> <li>• Gary Gannage, Association of Management, Administrative &amp; Professional Crown Employees of Ontario (AMAPCEO)</li> <li>• Norma Gibson-MacDonald, Canadian Centre for Occupational Health and Safety (CCOHS) – Resource Integration Standing Committee Lead</li> <li>• Andrew Harkness, Industrial Accident</li> </ul>		

		<p>Prevention Association (IAPA) – Communication Standing Committee Lead</p> <ul style="list-style-type: none"> <li>• Judy Kerling, Region of Peel – Co-Chair</li> <li>• Raymond Langlois, Peel Public Health – Treasurer</li> <li>• Vic Pakalnis, Queen's University – Vice-Chair and Nomination Standing Committee Lead</li> <li>• Bonnie Topic, ArcelorMittal Dofasco – Capacity Building Standing Committee Co-Lead</li> <li>• Jody Young, Ministry of Labour – Membership Task Force Lead</li> </ul> <ul style="list-style-type: none"> <li>• Vic explained the adjusted election period/timeline for the new Board of Directors. As well he explained that there are possible roles for members on any one of the committees mentioned.</li> </ul>		
	<p>7.0 Proposed Resolutions</p> <ul style="list-style-type: none"> <li>• Admittance of New Members</li> </ul>	<ul style="list-style-type: none"> <li>• Judy stated “The first resolution is the admittance of new members. May I have a motion that the proposed slate of new members of the Corporation be accepted? New member list read aloud. Joan Burton Sarah Webster Lynn Marie Ciassie Ana Flores Ingrid Anisits Lisa Roberston Ryan Luyk Jennifer Tisshaw</li> </ul>	<p>(1) Vic Pakalnis moved (2) Allan Smofsky</p>	All in favour

		Leo Pasia Brittany Dunlop Norma Segreto Deb Garland Rachelle Malboeuf Debbie Packer Megan Clinton Mona Forrest Amanda Parr Joanne Hurd Monica Bovett Giovanna Ferrara Shannon Robinson Allan Smofsky Lisa Bynoe Margaret Cernigoj Debbie Packer Linda Bain Joanne Bergen Marjorie Collie Donna Fraleigh Michelle Tew Melanie Franke Anita Sieben Lori Balan Dawn Cressman Jill Tackney Brian Verrall Bessie Wang Janet Baker Allyson McElwain Jennifer Lombardo Dina Meunier Sandra Wilson		
--	--	---	--	--

		<p>Linda Smith Motion. Secunder?"</p> <ul style="list-style-type: none"> <li>• Judy stated "Will those participating by webinar please now vote on your screen "yes" or "no" in favour of admitting new members. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand."</li> <li>• Judy stated "I declare the resolution be carried and declare that the proposed slate of members are accepted as members of the Corporation."</li> </ul>		
	<ul style="list-style-type: none"> <li>• Change in Fiscal Year End</li> </ul>	<ul style="list-style-type: none"> <li>• Judy stated "The next item of business is the change in the fiscal year end. May I have a motion that the fiscal year end be changed from March 31 to July 31? Motion. Secunder?"</li> <li>• Judy stated "Will those participating by webinar please now vote on your screen "yes" or "no" in favour of accepting the change in the fiscal year end from March 31 to July 31. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand."</li> <li>• Judy stated "I declare the resolution be carried and declare that the Corporation's fiscal year end is July 31."</li> </ul>	<p>(1) Raymond Langlois moved (2) Shaun Bayliss seconded</p>	All in favour

	<ul style="list-style-type: none"> <li>• Extension of Board of Directors' Terms</li> </ul>	<ul style="list-style-type: none"> <li>• Vic Pakalnis stated "I propose the terms of the following members of the Board of Directors be extended from March 31, 2010, to September 30, 2010:   Judy Kerling  Raymond Langlois  Norma Gibson-MacDonald  Shaun Baylis  Vic Pakalnis  Janet Carr  Jessica Elgie (ex-officio)</li> </ul> <p>And further that the terms of the following members of the Board of Directors be extended from March 31, 2011, to September 30, 2011:  Kendal Bradley  Bonnie Topic  Gary Gannage  Andrew Harkness  Erika Caspersen  Jody Young"</p> <ul style="list-style-type: none"> <li>• Judy stated "May I have a motion that the proposed extension of Board of Directors' terms be accepted. Motion. Secunder?"</li> <li>• Judy stated "Will those participating by webinar please now vote on your screen "yes" or "no" in favour of extending the terms of the Board of Directors. Will those present in the room in favour of</li> </ul>	(1) Vic Pakalnis moved (2) Jody Young seconded	All in favour
--	--	---	---	---------------



		<p>the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand.”</p> <ul style="list-style-type: none"> <li>• Judy stated “I declare the resolution be carried and declare that the proposed extension of Board of Directors’ terms is accepted.”</li> </ul>		
	<ul style="list-style-type: none"> <li>• Appointment of Auditor</li> </ul>	<ul style="list-style-type: none"> <li>• Janet stated “The next item of business is the appointment of an auditor. May I have a motion that <i>Good &amp; Partners, LLP Chartered Accountants</i>, be appointed auditors of the Corporation to hold office until the next annual meeting or until their successors are appointed, and that the Board of Directors be authorized to fix the auditor’s remuneration. Motion. Secunder?”</li> <li>• Janet stated “Will those participating by webinar please now vote on your screen “yes” or “no” in favour of accepting <i>Good &amp; Partners, LLP Chartered Accountants</i> as the Corporation’s auditor. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand.”</li> <li>• Janet stated “I declare the resolution be carried and declare that <i>Good &amp; Partners, LLP Chartered Accountants</i>, is the duly appointed auditor.”</li> </ul>	<p>(1) Raymond Langlois moved (2) Erika Caspersen seconded</p>	All in favour

	<ul style="list-style-type: none"> <li>• Change in By-law to allow the Board of Directors to Conduct a Notice To Reader or Financial Review Instead of a Full Audit</li> </ul>	<ul style="list-style-type: none"> <li>• Raymond stated “I propose a motion in the change of by-law to allow for the Board of Directors to have a Notice to Reader or a Financial Review in lieu of an Audit.”</li> <li>• Janet stated “May I have a motion that the proposed change in By-law to allow the Board of Directors to conduct a Notice to Reader or Financial Review instead of a full yearly audit. Motion. Secunder?”</li> <li>• Janet stated “Will those participating by webinar please now vote on your screen “yes” or “no” in favour of changing the By-law to allow the Board of Directors to conduct a Notice To Reader or Financial Review instead of a full audit. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand.”</li> <li>• Janet stated “I declare the resolution be carried and declare that the change in By-law to allow the Board of Directors to conduct a Notice to Reader or Financial Review instead of a full yearly audit is accepted.”</li> </ul>	<p>(1) Raymond Langlois moved (2) Vic Pakalnis seconded</p>	<p>All in favour</p>
	<p>8.0 Other Business</p>	<ul style="list-style-type: none"> <li>• Janet stated “is there any other business to be brought before the meeting?”</li> <li>• Janet announced that the next OHWC Annual General Meeting will be held on</li> </ul>		

		<p>Wednesday, September 15, 2010.</p> <ul style="list-style-type: none"> <li>Janet thanked all participants for attending in person or by webinar.</li> </ul>		
5:00 pm	9.0 Adjournment	<ul style="list-style-type: none"> <li>Janet stated “If there is no further business, may I have a motion for the termination of the meeting? Motion.”</li> <li>Janet stated “Will those participating by webinar please now vote on your screen “yes” or “no” in favour of accepting. Will those present in the room in favour of the resolution signify by raising their right hand. Will those present in the room voting contrary to the resolution signify by raising their right hand.”</li> <li>Janet stated “I declare the motion be carried and declare the meeting is terminated.”</li> </ul>	(1) Vic Pakalnis moved	All in favour

**Meeting Adjourned:** 5:00 pm

**Signature:**



Janet Carr, Co-Chair, Ontario Healthy Workplace Coalition  
 Judy Kerling, Co-Chair, Ontario Healthy Workplace Coalition

