

Ontario Healthy Workplace Coalition (OHWC) Annual General Meeting Minutes

Meeting: Ontario Healthy Workplace Coalition Annual General Meeting
Date: September 15, 2010
Time: 12:30 – 1:30 pm
Location: Centre for Health & Safety Innovation
 5110 Creekbank Road, Mississauga, Ontario, L4W 0A1

Present: **Members, In Person:** Kendal Bradley, Janet Carr, Erika Caspersen, Dawn Cressman, Andrew Harkness, Judy Kerling, Raymond Langlois, Bonnie Topic, Norma Gibson-MacDonald, Susan Jakobson, Myrna Ojala, Linda Smith, Anna Blake, Dora Pender, Joan Burton, Julie Fischer, Allan Smofsky, Jennifer Lombardo, Melissa Jamieson, Robyn Barbetta, Sean O’Seasmain, Stan Murray
Guests, In Person: Larry Hershfield , Jennifer Krueger, Tom Sermon

Members, Via Webinar: Vic Pakalnis, Megan Laan, Jessica Brown, Hilda Chow, Barbara Woodward

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

Time	Item	Comments	Movers and Seconders	Vote
12:30 pm	Registration			
12:45 pm	1.0 Welcome & Introductions	<ul style="list-style-type: none"> Janet Carr welcomed everyone, including those participants by webinar. She explained the voting process in person and on-line and that only registered, paid-up members would be entitled to vote. She advised that the electronic votes would be completed first prior to the hand votes. 		

		<ul style="list-style-type: none"> Identified an omission in the Annual Report on page 8. The Communication Standing Committee members should have been listed as: Dawn Cressman, Linda Smith, Lori Walker, Courtenay Dowd, and Shelley Martel. Janet Carr acknowledged Workplace Safety and Prevention Services (WSPS) (formerly IAPA) for allowing the OHWC to hold this AGM at the Centre for Health and Safety Innovation. She extended special thanks to Mark Atkins for technical assistance in facilitating the webinar and to Andrew Harkness and Sandra Patterson for logistical support. 		
	Call to Order	<ul style="list-style-type: none"> Judy Kerling called the second Annual General Meeting (AGM) to order. 		
	Secretary and Scrutineers	<ul style="list-style-type: none"> Kendal Bradley acknowledged as Secretary and appointed Scrutineer. 		
	Notice of Meeting	<ul style="list-style-type: none"> Secretary assigned to record meeting proceedings 		
	Meeting Regularly Constituted	<ul style="list-style-type: none"> Judy Kerling acknowledged that quorum requirements were met: 22 members attended in person and 5 via webinar. Acknowledged that advance notice of the Annual General Meeting and its details had been provided. <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  AGM_Notice_5Aug20 10 </div> <div style="text-align: center;">  AGM_Final Notice_13Sept2010 </div> </div>		
	2. Minutes of September 14, 2009, Annual General Meeting	<ul style="list-style-type: none"> No comments/changes proposed for September 14, 2009 AGM minutes. Judy Kerling 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 September 14, 2009 	<p>Moved: Allan Smofsky</p> <p>Seconded: Bonnie Topic</p>	All in favour

		<p>Annual General 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.”</p> <ul style="list-style-type: none"> • Judy Kerling stated “I declare the minutes of the past 2009 Annual General Meeting dated September 14, 2009 approved.”  <p>2009_AGM_Minutes_Final</p>		
	<p>3.0 Board of Directors’ Report</p>	<p>Janet Carr reviewed highlights of the OHWC Annual Report, August 1, 2009 to July 31, 2010, including the following items:</p> <ul style="list-style-type: none"> ○ Transition from The Health Communication Unit (THCU) ○ Support from Canadian Mental Health Association (CMHA) Ontario ○ OHWC submission to the Tony Dean Expert Advisory Panel on occupational health and safety in the province ○ Advocacy Standing Committee produced two documents: <i>Healthy Workplace Handbook</i> and <i>Proposal for an Ontario Comprehensive Workplace Health Strategy</i> ○ OHWC/THCU Symposium ○ Board of Directors election ○ Fundraising and sustainability efforts ○ OHWC working with Eat Smart provincial working group ○ OHWC collaborated with McGill University on funding submission to Public Health Agency of Canada 		

	<ul style="list-style-type: none"> • Notice to Reader 	<ul style="list-style-type: none"> • Judy Kerling stated: “May I have a motion to accept the Notice to Reader report as submitted by our Treasurer? Secunder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the motion accepting the Notice to Reader report? Will those present in this room in favour of the motion signify by raising their right hand. Will those present in the room voting contrary to the motion signify by raising their right hand.” • “I declare the motion carried and the Notice to Reader report for the fiscal year ended July 31, 2010 is accepted.” 	<p>Moved: Bonnie Topic</p> <p>Seconded: Myrna Ojala</p>	<p>All in favour</p>
	<p>5.0 Board Members</p> <ul style="list-style-type: none"> • Introduction of Newly Elected Board Members 	<ul style="list-style-type: none"> • Vic Pakalnis announced the newly elected Board members: <ul style="list-style-type: none"> ○ Joan Burton, <i>Joan Burton & Associates</i> ○ Janet Carr, <i>Ottawa Public Health (Retired)</i> ○ Dawn Cressman, <i>Ministry of Labour</i> ○ Judy Kerling, <i>Region of Peel</i> ○ Stan Murray, <i>National Quality Institute (NQI)</i> ○ Lorne Zon, <i>Canadian Mental Health Association (CMHA) Ontario</i> • Vic Pakalnis announced recently appointed Board member, Susan Jakobson, to replace Jody Young who resigned from the Board • Vic Pakalnis acknowledged the Board Members returning for the second year of their term: <ul style="list-style-type: none"> ○ Kendal Bradley, <i>Graduate Student</i> ○ Erika Caspersen, <i>Inspiring Hope-Innovative Wellness Solutions</i> ○ Gary Gannage, <i>Association of Management, Administrative &</i> 		

	<ul style="list-style-type: none"> • Thank You to Departing Board Members • Timelines for Next Election • Acknowledgement of Departing Board Members 	<p><i>Professional Crown Employees of Ontario (AMAPCEO)</i></p> <ul style="list-style-type: none"> ○ Andrew Harkness, <i>Workplace Safety & Prevention Services</i> ○ Bonnie Topic, <i>ArcelorMittal Dofasco</i> <ul style="list-style-type: none"> • Vic Pakalnis announced and thanked the departing Board members: Shawn Baylis, Norma Gibson-MacDonald, Raymond Langlois, Vic Pakalnis. • Vic Pakalnis stated that timelines for the next election would be the same as this past year and to watch for notice in spring 2011. He encouraged members to consider running for election. • Judy Kerling acknowledged and thanked departing board members for their contributions to the OHWC. 		
	6.0 Special Presentation	<ul style="list-style-type: none"> • Janet Carr reviewed a short history of The Health Communication Unit’s involvement with the OHWC. She invited Larry Hershfield, Manager of THCU, to come up and accept an award to THCU for their support of the OHWC over the past 4 years. • Larry Hershfield received the award from the Co-Chairs and acknowledged his appreciation. 		
	7.0 Proposed Resolutions Resolution #2: Appointment of Accountants for the Fiscal Year Ending July 31, 2011	<ul style="list-style-type: none"> • Judy Kerling stated: “The second resolution is the appointment of accountants for the fiscal year ending July 31, 2011. May I have a motion that Good & Partners, LLP Chartered Accountants, be appointed accountants of the Corporation to prepare a Notice to Reader report, holding office until the next annual meeting or until their 	Moved: Raymond Langlois Seconded: Bonnie Topic	All in favour

		<p>successors are appointed, and that the Board of Directors be authorized to fix the accountants' remuneration? Secunder? Will those participating by webinar please now vote on your screen "yes" or "no" in favour of the resolution regarding appointment of Good & Partners, LLP Chartered Accountants, as accountants of the Corporation to prepare a Notice to Reader report for the fiscal year ending July 31, 2011. Will those present in this 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."</p> <ul style="list-style-type: none"> • Judy stated: "I declare the resolution carried and the appointment of Good & Partners, LLP Chartered Accountants, as accountants of the Corporation, to prepare a Notice to Reader report for the fiscal year ended July 31, 2011." 		
	Resolution #3: Electronic Notation of Audit Waiver	<ul style="list-style-type: none"> • Judy Kerling stated: "May I have a motion that an electronic notation would constitute an acceptance of the audit waiver. Secunder? Will those participating by webinar please now vote on your screen "yes" or "no" in favour of the resolution regarding electronic notation of audit waiver. Will those present in this 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." • Judy stated: "I declare the resolution carried and that an electronic notation will constitute an acceptance of the audit waiver." 	<p>Moved: Raymond Langlois</p> <p>Seconded: Joan Burton</p>	All in favour
	Resolution #4: Removal of References to THCU in the	<ul style="list-style-type: none"> • Judy Kerling stated: "The fourth resolution is the removal of references to The Health 	<p>Moved: Susan Jakobson</p>	All in favour

	Bylaws	<p>Communication Unit (THCU) in the Bylaws of the Corporation. May I have a motion that all references to The Health Communication Unit (THCU) be removed from the Bylaws of the Corporation? Motion? Seconder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution regarding the removal of references to The Health Communication Unit (THCU) from the Bylaws. Will those present in this 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.”</p> <ul style="list-style-type: none"> • Judy stated: “I declare the resolution carried and that all references to The Health Communication Unit (THCU) will be removed from the Bylaws of the Corporation. 	<p>Seconded: Myrna Ojala</p>	
	Resolution #5: Appointment of Directors to the Board	<ul style="list-style-type: none"> • Judy Kerling stated: “The fifth resolution is the appointment of Directors to the Board. May I have a motion that the Board of Directors can appoint up to three key strategic partners during the election process (i.e. excluding acclamation or those appointed to cover vacancy to end of term); and that a maximum of three appointed (during the election process) Board members can be sitting on the board at any one time. Motion? Seconder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution regarding appointment of Directors to the Board. Will those present in this 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.” 	<p>Moved: Andrew Harkness</p> <p>Seconded: Joan Burton</p>	<p>All in favour</p>

		<ul style="list-style-type: none"> Judy stated: “I declare the resolution carried and that the Board of Directors can appoint up to three key strategic partners during the election process.” 		
	Resolution #6: Change in Resource Integration Committee to Sustainability Focus	<ul style="list-style-type: none"> Janet Carr stated: “The sixth resolution is regarding a change in the Resource Integration Committee to a sustainability focus. May I have a motion that the Resource Integration Standing Committee evolves into the Sustainability Standing Committee and takes on the role of exploring fundraising options, including grants and sponsorships.” Motion? Seconder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution regarding change in the Resource Integration Committee to a sustainability focus. “Will those present in this 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.” Janet stated: “I declare the resolution carried and that the Resource Integration Committee will evolve into the Sustainability Committee.” 	<p>Moved: Susan Jakobson</p> <p>Seconded: Norma Gibson-MacDonald</p>	All in favour
	Resolution #7: Acceptance of New Members	<ul style="list-style-type: none"> Janet Carr called on Robyn Barbetta to read the list of new members. Robyn stated that the new members are: “Langer, Amy; Subraj, Kristen; Jangizi, Roghieh; Vidal, Portia; Underhill, Sandford; Barbetta, Robyn; Jurgens, Kathy; Zon, Lorne; Marmen, Linda; Ferguson, Ginny; Kavanagh, Rebecca; Bolton, Julie; Dewey, Lois; Owens, Susanne; Parameswaren, Meena; Tew, Michelle; Farquhar, Alec; Richards, Vij; Floyd, 		

		<p>Kimberly; Albarnaz, Elizabeth; Fischer, Julie; Richardson, Sandy; Moscoe, Rosalie; O'Seasnain, Sean; Hall, Dan; Porplycia, Lynn; Luke, Cheryl; Roussakis, Alex; Gravelle, Lorraine; Yau, Rosemarie; Zukowski, Nadya; Della-Spina, Christina; Wood, Richard; Elkin, Karen; Jamieson, Melissa; Caoili, Margo; Garvin, Nancy; Wetmore, Diana; D'Gama, James; Desmeules, Carole; Jakobson, Susan; Chow, Hilda; Tomicic, Stephanie; Tue-Fee, Laura; Seremet, Lamia; Murray, Stan; Gannage, Gary”</p> <ul style="list-style-type: none"> • Janet stated: “May I have a motion that the proposed slate of new members of the Corporation be accepted? Seconder? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution to accept new members. Will those present in this 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. • Janet stated: “I declare the resolution carried and that the proposed slate of new members is accepted as members of the Corporation.” 	<p>Moved: Andrew Harkness</p> <p>Seconded: Bonnie Topic</p>	<p>All in favour</p>
	8.0 Other Business	<ul style="list-style-type: none"> • Janet Carr inquired if there was any other business to be brought before the meeting and there was none. Janet thanked the participants who attended the AGM in person or joined by webinar. 		
1:30 pm	9.0 Adjournment	<ul style="list-style-type: none"> • Janet Carr stated: “If there is no further business, may I have a motion for the termination of the meeting? Will those participating by webinar please 	<p>Moved: Alan Smofsky</p>	<p>All in favour</p>

		<p>now vote on your screen “yes” or “no” in favour of the motion regarding ending the meeting? Will those present in this room in favour of the motion signify by raising their right hand. Will those present in the room voting contrary to the motion signify by raising their right hand.”</p> <ul style="list-style-type: none">• Janet stated: “I declare the motion carried and the meeting terminated.”		
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Meeting Adjourned: 1:40 pm

Signature:

Handwritten signatures of Janet Carr and Judy Kerling.

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