

Ontario Healthy Workplace Coalition (OHWC) Annual General Meeting Minutes

Meeting: Ontario Healthy Workplace Coalition Annual General Meeting
Date: October 18, 2012
Time: 12:00 noon - 1:30 pm
Location: Centre for Health & Safety Innovation
 5110 Creekbank Road, Mississauga, Ontario, L4W 0A1

Present: **Members, In Person:** Janet Baker, Catherine Thomas, Janet Carr, Norma Gibson-MacDonald, Susan Jakobson, , Julie Fischer, Roslyn Wright. Erika Caspersen, Jessica Guichelaar, Ivian Tchakarova, Myrna Ojala, Nicole Rusling, Lisa Van Der Vinn, Anna Blake, Judy Kerling, Joan Burton, Jennifer Lombardo, Lara Arnold, Stan Murray, Steve Horvath, Gerry Culina,

Members, Via Webinar: Megan Laan, Barbara Woodward, Laura Tue-Fee

Chair: Joan Burton
Recorder: Desiree D'Souza

Time	Item	Content	Movers and Seconders	Vote
12:00 noon	2.0 Welcome & Introductions	<ul style="list-style-type: none"> • Joan Burton welcomed everyone including those participating by webinar. • Joan Burton acknowledged Workplace Safety and Prevention Services (WSPS) for allowing the OHWC to hold this AGM at the Centre for Health and Safety Innovation, and for arranging for staff to facilitate the 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"> • Call to Order 	<ul style="list-style-type: none"> • Joan Burton called the third Annual General Meeting (AGM) to order. 		
	<ul style="list-style-type: none"> • Secretary and Scrutineers 	<ul style="list-style-type: none"> • Norma Gibson-MacDonald was acknowledged as acting Secretary and appointed Scrutineer, in the absence of OHWC Secretary, Jennifer Krueger. 		
	<ul style="list-style-type: none"> • Notice of Meeting 	<ul style="list-style-type: none"> • The acting Secretary was assigned to keep a copy of the notice of meeting with the records of the meeting. 		
	<ul style="list-style-type: none"> • Meeting Regularly Constituted 	<ul style="list-style-type: none"> • Joan Burton acknowledged that quorum requirements were met and that advance notice of the Annual General Meeting and its details had been provided. 		
	Minutes of October 24, 2011 Annual General Meeting	<ul style="list-style-type: none"> • No comments/changes were proposed for October 24, 2011 AGM minutes. Joan Burton stated “May I have a motion to approve the minutes.” • “Will those participating by webinar please now vote on your screen “yes” or “no” in favour of approving the minutes of the October 24, 2011 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.” • Joan Burton declared the minutes of the 2011 Annual General Meeting dated October 24, 2011 approved. 	Moved: Catherine Thomas Seconded: Gerry Culina	All in favour
	3.0 Board of Directors’ Report	<ul style="list-style-type: none"> • Joan Burton reviewed highlights of the OHWC Annual Report, August 1, 2011, to July 31, 2012, including the following items: <ul style="list-style-type: none"> ○ Role of Secretariat ○ Breakfast Networking Meetings 		

		<ul style="list-style-type: none"> o Change of Name o Partnership Development & Sustainability Committees o Public Policy & Systemic Change Committee o Website Changes <p>Joan Burton asked if anyone had any questions about this or anything else in the Annual Report. There were no questions.</p>		
	4.0 Financial Report	Stan Murray, Treasurer, reviewed the highlights of the Treasurer's Report and the financial statements		
	<p>5.0 Proposed Resolutions</p> <ul style="list-style-type: none"> • Resolution #1: Appointment of Accountants for the Fiscal Year Ending July 31, 2013 	<ul style="list-style-type: none"> • Joan Burton stated that the first resolution was the appointment of accountants for the fiscal year ending July 31, 2013: “May I have a motion to appoint Good & Partners, LLP Chartered Accountants, as accountants of the Corporation to prepare a Notice to Reader report for the fiscal year ending July 31, 2013, holding office until the next annual meeting or until their successors are appointed, and that the Board of Directors be authorized to fix the accountants’ remuneration?” • “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, 2013. 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.” • Joan Burton declared 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 	<p>Moved: Stan Murray</p> <p>Seconded: Janet Baker</p>	All in favour

		ending July 31, 2013.		
	Resolution #2: Announcement of Elected Directors at the Annual General Meeting	<ul style="list-style-type: none"> • This year 3 directors' term of office ended in 2012 and there were two resignations from the Board. Two outgoing Directors, Stan Murray and Janet Carr, agreed to let their names stand for re-election for another term. One additional individual, Lisa van der Vinne, was nominated for the Board. Since there were 5 vacancies and 3 nominations, the By-laws state that these individuals can be considered elected by acclamation for the term October 18, 2012 to the date of the Annual General Meeting in 2014. • Joan Burton stated: “May I have a motion that Janet Carr, Stan Murray, and Lisa Van der Vinne be considered elected by acclamation to the OHWC Board of Directors.” • “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.” • Joan Burton declared the resolution carried welcomed Stan Murray, Janet Carr and Lisa Van der Vinne as Directors of the OHWC. • In addition to Janet Carr and Stan Reid, whose terms were completed at this time, Joan Burton's term is also over. As stated in the By-laws, she will be remaining on the board as Past Chair, which is an <i>ex-officio</i> role. 	<p>Moved: Norma Gibson- MacDonald</p> <p>Seconded: Myrna Ojala</p>	All in favour

		<ul style="list-style-type: none"> • Outgoing Directors – Joan Burton acknowledged the work of Caron Reycraft and Susan Jakobson for their contributions to the Board before their resignations. Susan has worked tirelessly on the Partnership Development Committee, and did most of the ground work for the name change of the OHWC. <p>Continuing Directors – Joan Burton also thanked the continuing Directors for 2012-2013, namely: Janet Baker, Gerry Culina , Andrew Harkness, Norma Gibson-Macdonald, Jennifer Krueger, Catherine Thomas and Diane Thompson.</p>		
	Resolution #3: Acceptance of New Members	<ul style="list-style-type: none"> • Joan Burton stated that the third resolution is regarding Acceptance of New Members. The list of new Organizational members and Student members was read by Stan Murray. “May I have a motion that the proposed slate of new members of the Corporation be accepted? And a 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.” • Joan Burton declared the resolution carried and that the proposed slate of new members has been accepted as members of the Coalition. 	Moved: Janet Carr Seconded: Catherine Thompson	All in favour
	6.0 Other Business	<ul style="list-style-type: none"> • Joan Burton inquired if there was any other business to be brought before the meeting and there was none. Joan Burton thanked the participants who attended the AGM in person or joined by webinar. 		

1:30 pm	7.0 Adjournment	<ul style="list-style-type: none"> Joan Burton stated: "If there is no further business, may I have a motion for the termination of the meeting? Will those participating by webinar please 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." Joan Burton declared the motion carried and the meeting terminated." 	Moved: Gerry Culina	All in favour
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Meeting Adjourned: 1:30 pm

Signatures:



JOAN BURTON,
Co-Chair



ANDREW HARKNESS,
Co-Chair