



## **2018 ANNUAL GENERAL MEETING**

PINECREST-QUEENSWAY COMMUNITY HEALTH CENTRE, 1365 RICHMOND ROAD, OTTAWA

Tuesday, September 11, 2018 from 5:30pm-6:40pm

# Minutes

## **Welcome and Opening Remarks – Emily Comor, Board President**

### **1. WELCOME AND CALL TO ORDER –**

Emily Comor, the Board of Directors President, welcomed all attendees to the Annual General Meeting. She reviewed the history of the organization and gave appreciation to the volunteers, staff and community members.

It was noted that in keeping with By-Laws the Annual General Meeting was sent out in mid-July and was included in local on-line ads at the end of June. The meeting was then called to order and was confirmed that 41 members were present, thereby establishing quorum which according to our By-Laws is 17. The process for voting/making decisions was reviewed and individuals who make motions or second motions were asked to identify themselves with their full name for the purpose of the minutes.

### **2. APPROVAL OF AGENDA**

All were asked if any additions to the agenda were needed and then a motion to approve the Agenda was requested.

The Agenda was Moved by: Khaled Nizami and Seconded by: Reginald Bonvie

### **3. APPROVAL OF MINUTES**

There was then a motion to approve the Minutes.

The minutes were then Moved by: Mete Pamir and Seconded by: Jean Wu

### **4. PRESIDENT'S REPORT –**

Emily again thanked all the employees and volunteers who dedicate their time to assist all the programs. The Board of Directors were also recognized for dedicating their personal time to support the direction of the organization. Attendees were informed that should they wish to have copies of the annual report they were available at the reception desk as well as online.

It was noted that over the past year there had been significant work building a new strategic planning framework in which PQ joined with 5 other CHC's in Ottawa to identify common strategic objectives

that lay the foundation for enhancing access for people with complex needs, demonstrating quality through impact, and leveraging our collective capacity. Attendees were reminded to stay tuned to the website for further developments.

## **5. FINANCIAL REPORT –**

Hayley Cooper of the auditing firm of Welch & Company presented a summary of the Auditor’s Report. Copies were available at the reception desk for any members who wished to review in more detail.

A motion was requested to approve the financial report:

The motion was moved by: Joan Gillespie and was seconded by: Nicholas Ramdass

### **b) Appointment of Auditors –**

The Board also recommended the re-appointment of Welch LLP as auditors for the 2018-2019 fiscal year. I would like to ask someone to move and second the following motion.

A motion was proposed to confirm the re-appointment of Welch LLP for the 2018-2019 fiscal year.

The motion was moved by: Cathy Doolan and seconded by: John James

## **6. FRENCH LANGUAGE SERVICES REPORT –**

Stéphane presented the French Language Service Report for which copies were available within the meeting package.

## **8. REPORT OF THE NOMINATIONS COMMITTEE –**

### **a. Election of Directors –**

The election process was reviewed in how nominations were advertised and promoted through the communities in adherence to our By-Laws. Nominees to the Board were solicited by advertisements and through promotion within the communities we serve. The Board may have a maximum of 14 individuals with a minimum of 12. It was noted that 2 Board Members were retiring this year with 4 individuals being up for re-election. Through a recruitment process an additional 3 new Board Members were proposed to join the Board bringing us to a total of 13 members.

### **ELECTION OF DIRECTORS –**

#### **Candidates standing for re-election:**

- Emily Comor
- Kathi Subramaniam
- Katherine Cole
- Geoff Hynes

### **New Candidates:**

- Cathy Doolan
- Nick Ramdass
- Paramjit Bahniwal

A motion to approve the appointment of the above board members was requested. The Motion was moved by: the Board Khaled Nizami and seconded by: John James

### **Recognition of Retiring Board members –**

The two retiring Board members Bessa Whitmore and Stéphane Cardinal were recognized.

### **9. SEED GRANT RECIPIENTS –**

Emily explained how the Seed Grants are made possible by the generosity of a past Board member to allow for incentives to support work within the community. A representative from the below 8 projects came to present on their own project from this year's grants.

- Multicultural Seniors' Mosaic of Cultural Arts (Sahra)
- Keeping it Moving (Marie-Louise)
- United Sisters: Me, Myself and You – Better Together (Hanan)
- Bayshore Youth in Action (Robynn)
- Parkwood Hills Community Fun Day (Susan)
- Winthrop Court Healthy Eating Group (Denise)
- Somali Youth Support Project – La Ronde trip (Magda)
- Dragon's Den Initiative (Hanan)

### **10. COMMUNITY AWARDS PRESENTATION –**

Emily explained how each year, we invite nominations through social media and postings in the community for nominees for the PQ AGM awards. Through these awards we have the opportunity to recognize some of the excellent contributions our partner organizations, community members and other volunteers make to help build healthy communities. The awards were then presented to each of the below recipients to recognize their dedication.

#### **Ruth Wildgen Award – Pinecrest Terrace Community Garden Group**

Pinecrest Terrace Community Garden Group received the award for their dedication to transforming a neglected space into a community garden.

#### **Health is a Community Affair Award – Jacqueline Lawrence and Wendy Verreault**

Jacqueline Lawrence and Wendy Verreault were recognized for their work at Sir Robert Borden in increasing the sense of belonging of racialized youth within their school.

**Individual Award – Bryant Holland**

Mark Taylor recognized Bryant for his dedication in volunteering at PQ since 2012.

All recipients were recognized and thanked for their contributions. Before adjournment all Board members were also asked to stand for recognition.

A motion to adjourn the meeting was requested.

The motion was moved by: Gerry Harrington and seconded by: Trish Ferguson

Board members were reminded of the short executive meeting to follow in room 102.

X



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Emily Comor  
Board of Directors, President