

## Hemophilia Ontario Board of Directors Meeting

November 23 & 24, 2019

In-Person in Toronto

Participant	Attend	Regrets	Participant	Attend	Regrets
Kathy Lawday	X		Brad Barber	Sat.	Sun.
Shelley Hewett	X		David Neal	Sat.	Sun.
Meagan Bordi	Sat.	Sun.	AJ Pilobello	X	
Jamie Hill	X		Byron James	X	
Emil Wijnker	X		Cameron Peters	X	
Ash Kurichh	X				

### November 23, 9:00 AM – 4:00 PM

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order – 9:09 AM			x
1.1 Quorum – quorum met			x
1.2 Declaration of conflicts  Re: #6 – The investment committee was comprised, from time-to-time, of Byron James, Brad Barbour, Meghna Singh, AJ Pilobello, Jamie Hill, David Neal and Cameron Peters.  The following potential conflicts were raised:  1. Brad Barbour has a professional relationship with Ken McNaughton. Brad has known Ken for over a decade, and they are both associated with the Cooperator’s Group.  2. Byron James has a professional relationship with Scott McElligott. Byron has known Scott for over a decade through their involvement with another charity.  3. Scott is currently managing Hemophilia Ontario’s cash reserve, and has had ongoing communication with Byron and Cam on a number of issues.  As a result of 1 and 2, neither Brad nor Byron were permitted to have any role in the ultimate decision on the investment manager and the asset ratio. They both provided general	x		

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information and guidance to the committee when requested. Brad was not present during meetings with Ken and Scott. It was decided that Byron would attend both, given his role as executive director. The ultimate decision regarding the recommendations for the investment manager and the asset ratio was made by David, AJ and Cam.			
1.3 Approval of agenda Moved: Dave Second: Jamie Motion carried			x
2. Approval of previous meeting minutes – October 21, 2019 <u>Tabled to November 24</u>			x
3. Women with bleeding disorders committee presentation and discussion with Amy Griffith <ul style="list-style-type: none"> <li>• Plan was to recruit members for committees from Women’s Day Events throughout the province</li> <li>• Women’s Days were held in CWOR and SWOR</li> <li>• Recruitment was difficult without knowing full commitment</li> <li>• Committee members as of now: Amy, Natalie, Pam Wilton</li> <li>• Natalie’s proposal: 6 Women’s days across the province next year, run by Natalie with assistance by Women’s Committee. Have focus group discussions during events about what women members need/want to see.</li> <li>• Need more consistency in planning of events/follow-through, event template</li> <li>• Each region has specific needs, need to keep visiting regions to see what their needs/goals are</li> <li>• Need to know how to refer/support potential members</li> <li>• Issue: Do we have the necessary funding to support these women’s programs</li> </ul>	x	x	
4. Staff reports  Natalie Philbert <ul style="list-style-type: none"> <li>• CWOR family event at Bingemans, good re-engagement</li> <li>• Women’s events in CWOR and SWOR</li> <li>• SWOR relationship is still being re-built; family event was cancelled due to lack of response. Progress is being made. Had small women’s event and holiday event.</li> <li>• Good relationship with the Women’s clinic in Toronto</li> <li>• Working on submitting for more foundation grants</li> <li>• CWOR and SWOR councils have created but may need to be adjusted based on how our organization is run now</li> </ul>	x		

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- Council is more of a support/feedback group rather than operational
- ACTION ITEM: Need to have a more in-depth discussion within the next year on what the role of councils is going forward.
- Pots and Wreaths fundraiser was carried out successfully
- Giving Tuesday Campaign – trying to get funding for 10 more campers
- ACTION ITEM: Natalie to provide a information package for promotion of events

## Susan Turner

- 2019 golf tournament was very successful, increased number of golfers and fundraising total from last year
- Zoo walk was very well attended, attendance was up from last year but fundraising total decreased, will work on increasing revenue from this event next year
- Razor's edge: the program is now live, starting to enter donations and give out tax receipts, 2 volunteers are still entering in some info into database. Once the website is up and running it will be connected to the program. Program also has volunteer hour tracking.
- Bingo: switchover to electronic planned for March 1, 2020. Fewer volunteers will be needed for electronic bingo; volunteers need training to work at bingo.

## Bojan Pirnat

- OChart – re-collaborating with AIDS services, help to identify people with bleeding disorders within the HIV/AIDS community.
- Good relationship with Clinic team in Thunder Bay, clinic staff has committed to educational events once they are planned
- Looking into clinic twinning between Thunder Bay and Winnipeg
- Parents empowering parents (pep) program being planned
- Look into trying to get a member from the North on the board
- Bojan will send in a written report summary

## Alex McGillivray

- Camp:
  - 53 campers at Wanakita in 2019 (less than 2018), 64 campers registered for Wanakita for 2020,

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<p>working on Jr-Sr camper infusion program</p> <ul style="list-style-type: none"> <li>○ Family Camp (Pinecrest): 34 campers, 8 families, Karen Strike and Child life specialist gave presentations</li> <li>○ Just the Dads: 63 people in attendance, 7 new dads/families, 3 girls attended. September 18-20<sup>th</sup> confirmed for 2020</li> <li>○ Pinecrest 2.0: camp provided us with fellowship model for camp; goal for 2020 is to sign up 37-54 campers. This is now going to be a 1-week camp. Met with previous Pinecrest committee members, they were receptive to making it a provincial camp. Camp is looking to update medical center, may have opportunity to partner with pharmas to build a new “bear den” at this camp. Talked to nursing group about requirements – have requested participation from the nurses.</li> <li>○ Community camp: October 16-18, 2020. Next steps → assemble a committee for planning.</li> <li>○ Sudbury/Thunder Bay Family Camp weekend → want to assemble committee to start planning that</li> </ul> <ul style="list-style-type: none"> <li>● Blood matters expected to be release ~December 15</li> </ul>			
<p>5. Planned giving presentation by Meghna Singh</p>	x		
<p>6. Investment Committee report by AJ Pilobello, Cameron Peters and Meghna Singh</p> <p>MOTION: To appoint Manulife Private Wealth as discretionary portfolio manager, with Scott McElligott as investment manager, to manage the investment of Hemophilia Ontario’s funds.</p> <p>Moved: Cam          Second: Ash          Opposed: none          Abstained: Brad          Motion carried</p> <p>MOTION: To set the strategic target of the long-term portfolio investment as a 60/40 fixed income-to-equity ratio.</p> <p>Moved: Cam          Second: Dave          Opposed: none          Abstained: none</p>	x	x	x

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<p>Motion carried</p> <p>Brad Barber left the meeting after Motion 2 above was passed.</p> <p>MOTION: To approve the investment policy as presented.</p> <p>Moved: Cam Second: Emil Opposed: none Abstained: none Motion carried</p> <p>MOTION: To remove the current internal restriction of \$50,000 of Hemophilia Ontario's net assets, which is reflected in note 5 in Hemophilia Ontario's 2018 audited financial statements.</p> <p>Moved: Emil Second: Cam Opposed: none Abstained: none Motion carried</p> <p>MOTION: To internally restrict \$1,100,000 of Hemophilia Ontario's net assets. The funds will be restricted in order to:</p> <ol style="list-style-type: none"><li>(1) Create an operating reserve,</li><li>(2) Develop an income stream through investments to support operations,</li><li>(3) Maintain programming and services in the event of future reductions in income, and</li><li>(4) Support future programs, services, education and advocacy which are not funded by income from other sources.</li></ol> <p>Such programs, services, education, and advocacy may address, but are not limited to, the following areas:</p> <ul style="list-style-type: none"><li>• National and international activities that assist individuals with inherited bleeding disorders</li><li>• Women with inherited bleeding disorders</li><li>• Member support and financial assistance</li><li>• Community engagement and development</li><li>• Educational programs</li><li>• Advocacy with respect to care and treatment</li><li>• HIV/AIDs</li><li>• Aging with bleeding disorders</li></ul>			
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<p>Moved: Cam          Second: Meagan          Opposed: none          Abstained: none          Motion carried</p> <p>MOTION: To allot \$1,000,000 to the long-term portfolio investment, as defined in the investment policy, with Manulife Private Wealth. Accordingly, all assets currently held by Manulife Private Wealth will be moved to an investment account and \$340,000 will be transferred from Hemophilia Ontario’s TD bank accounts to a Manulife Private Wealth investment account.</p> <p>Moved: Cam          Second: <i>not recorded in the minutes</i>          Opposed: none          Abstained: none          Motion Carried</p>			
<p>7. Raiser’s Edge demonstration by Jeffery Sax</p>	x		
<p>8. Other Business from 2019</p> <ul style="list-style-type: none"> <li>• Action Items from 2018 in-person meeting</li> <li>• ED Report by Byron James             <ul style="list-style-type: none"> <li>○ Stressed the importance of re-examining the board recruitment, governance, operations and policies in order to accomplish the organization’s goals and priorities in 2020.</li> <li>○ Action Item: Kathy to send CHS governance manual to Shelley. The Board Development and Nomination Committee will work on editing it and Meghna can do the formatting.</li> <li>○ Discussion of the Regional Council Manual - it needs to be clear that regional councils do not have decision making abilities. All operational including fundraising plans need to be cleared with Byron as the Executive Director.</li> <li>○ Action Item: Byron and Cameron to send revised regional council manual.</li> <li>○ Action Item: Byron to look into acquiring local members and local addresses. Board members can help by looking into their network and personal connections.</li> </ul> </li> <li>• President’s Report by Cameron Peters.             <ul style="list-style-type: none"> <li>○ MOH advocacy meeting – discussion that there is</li> </ul> </li> </ul>		x	x

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<p>little to zero value to work or start to work with the newly formed Ontario Health Teams to help with the organization's clinic work. The better avenue would be to approach the Ministry of Health directly.</p> <ul style="list-style-type: none"> <li>○ Investments – Cameron will work with the Investment committee and Scott from Manulife to transfer the funds as per the approved motions.</li> <li>○ Discussion of the audited financial statements – look into how salaries should be properly presented.</li> <li>○ Fundraising plan – Cameron to work with Byron and come up with a robust plan to present to the rest of the Board.</li> <li>○ Review of operations around HR, accounting and communications. Get a consultant or a board member and produce a one page report on observations.</li> <li>● Website update.</li> <li>● IT support received to successfully launch and fully operationalize Raiser's Edge by January 2020.</li> <li>● Approval of Clinic Guide – Board unanimously accepted the Clinic Guide as presented</li> </ul>			
<p>9. Adjournment for the day</p> <p>Moved: Emil</p>			x

## November 24, 9:00 AM – 2:00 PM

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order – 9:11 AM			x
1.1 Quorum – quorum met			x
1.2 Declaration of conflicts <ul style="list-style-type: none"> <li>● Ron Evers is a personal friend of Cameron who helps with fundraising/grant writing.</li> </ul>	x		
2. Other Business from 2019 continued <ul style="list-style-type: none"> <li>● Revised October 21st meeting – the spelling of Meghna's name needs to be corrected.</li> </ul> <p>Motion to approve October 21, 2019 minutes as amended</p> <p>Moved: Emil</p> <p>Second: Cameron</p> <p>Opposed: none</p> <p>Abstained: none</p> <p>Motion carried</p>		x	x

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<ul style="list-style-type: none"> <li>• John Plater Fellowship: Table this due to budget concerns. A more robust youth program needs to be developed before taking on this initiative.</li> <li>• The board is supportive of partially financially supporting a board member attending the conference in Malaysia pending review of the board member's application.</li> </ul>			
<p>3.1 2020 Programs presentation and approval</p> <ul style="list-style-type: none"> <li>• Discussion of Fiscal 2020 Programs, Events and Educational Grants Agenda handout provided by Byron. Discussion topics revolved around camps, regional and women's programs, provincial events and education grant opportunities.</li> <li>• Action Item: book a board and pharmaceutical meeting in February with as many board members to attend. Tentatively scheduled for Feb 7, 2020.</li> <li>• Action Item: Cameron to take the programs calendar and circulate it to the board members and recommend events they can attend</li> <li>• Board accepted the program presentation as presented.</li> </ul> <p>Ash left the meeting after the program acceptance.</p>	<p>X</p>	<p>X</p>	<p>X</p>
<p>3.2 2020 Budget presentation and approval</p> <p>Motion to approve 2020 budget as presented by Byron          Moved: Cameron          Second: Email          Opposed: none          Abtain: None          Motion carried</p> <ul style="list-style-type: none"> <li>• Action Item – Byron to look into the breakdown of Other Revenue for actuals 2019 to determine if this can be considered as recurring revenue and be added to the 2020 budget.</li> <li>• Action Item – Byron to look into which fundraising events are included in Fundraising &amp; Gaming activities vs. Events Revenue.</li> <li>• Action Item – Cameron, Byron and A.J. to book a meeting with the auditors to look at revising the presentation of salary allocations in the audited financial statements.</li> <li>• Board Recommended camp fees:             <ul style="list-style-type: none"> <li>- Camp Wanakita – 2021 recommended fees \$100 per child per week.</li> <li>- Family camp – recommended fees: \$50 per family.</li> <li>- Just the guys and a few gals Sudbury - \$25 per family.</li> </ul> </li> </ul>		<p>X</p>	<p>X</p>

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Jamie leaves the meeting.			
<p>4. New business for 2020</p> <ul style="list-style-type: none"> <li>• Board Development and Nomination Committee.</li> <li>• Board Governance Policy.</li> <li>• Regional council planning – discussed previously.</li> <li>• Organizational Priorities for 2020 and beyond (look at Cameron’s email) – status quo for 2020 – continue Camps, Women’s bleeding disorders, Blood Reaching out to HIV/AIDs member population, Ageing programming, Global Outreach.</li> <li>• Diversified funding – tabled</li> <li>• Operations Calendar – staff to have a coordinated calendar so there is a record and a guideline in case any staff member leaves.</li> <li>• Communications Strategy.</li> <li>• Board assessment - discussed previously.</li> <li>• AGM discussion/date – April 17 to 19, 2020 in Hamilton. Invite Scott from Manulife and auditors. Programming and invitation of pharmaceutical companies. Meghna to make her end of position presentation of what she has done for Hemophilia Ontario.</li> <li>• AGM awards. Action item: consider striking an awards committee leading up to the AGM.</li> <li>• Board Meeting Schedule 2020.</li> <li>• Action Item: Shelley to revamp the Confidentiality form.</li> </ul>		X	X
Adjournment – 2:48 PM			
Motion to adjourn: Emil			X