

## Hemophilia Ontario Board of Directors Meeting

Videoconference – April 27, 2020

7:30 – 9:00 PM

Participants	Attend	Regrets	Participants	Attend	Regrets
Cameron Peters	x		Ash Kurichh	x	
Shelley Hewett	x		Brad Barbour	x	
Meagan Bordi (left @ 8:30pm)	x		AJ Pilobello		x
Jamie Hill	x		Byron James	x	
Emil Wijnker	x		Kathy Lawday	x	
David Neal	x		Alex McGillivray	x	

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order			x
1.1 Quorum			x
1.2 Declaration of conflicts			x
1.3 Approval of agenda Moved by: Brad Seconded by: Jamie			x
2. Approval of Previous Meeting Minutes – March 23 and April 6, 2020  Motion: To approve March 23, 2020 minutes Moved by: David Seconded by: Brad Carried  Motion; To approve April 6, 2020 minutes Moved by: Jamie Seconded by: Shelley Abstentions: Brad Carried			x
3. COVID Update and Planning <ul style="list-style-type: none"> <li>• Camps deadlines <ul style="list-style-type: none"> <li>- May 15 Wanakita</li> <li>- June 5 Pinecrest</li> <li>- Alex purchased membership to Ontario Camp Association (OCA) &amp; is now getting regular</li> </ul> </li> </ul>	x	x	

<p>emails/invitations to participate in town halls re: COVID</p> <ul style="list-style-type: none"> <li>- OCA has created a COVID Task Force comprised of OCA board members, Director of Operations to the Chief Medical Office of Health &amp; 2 Emergency Response specialists to aid/guide camps' decision making process on COVID</li> <li>- Alex has been meeting weekly with Andy Gruppe the GM of Wanakita</li> <li>- Not looking like camps will happen</li> <li>- Major concerns around potential screening processes, how campers with positive symptoms should be quarantined, how to implement distancing at camp in cabins/during meal times etc</li> <li>- Discussion by Alex &amp; board on ensuring we work collaboratively with the camps to have precautionary measures in place in the event camp does happen &amp; notifying parents to make their own decisions</li> <li>- Alex brought forward the alternate option of adding on a week or 3 days of camp prior to Community Camp in the fall (dependent on group gathering numbers &amp; nursing coverage)</li> <li>- Camp criteria would need to be implemented if numbers are an issue</li> <li>- Alternate option for Pinecrest is the week of Aug 23-28 (dependent on camps being open, group gathering numbers &amp; only if Wanakita is cancelled to allow for Vanessa &amp; another nurse to be available</li> <li>- If the week program isn't viable, a family camp is another alternative dependent on camp being open &amp; group gathering numbers</li> <li>- Alex is also working with Menesetung to provide a virtual camp during the week Pinecrest was originally scheduled to take place in July</li> <li>- Just the Dads, Sudbury's Just the Guys &amp; a few Gals, as well as Community Camp will be offered virtually in the event they cannot take place physically</li> <li>- The volunteers that sit on the JTD and Comm Camp committees have been very supportive of this and have come up with some great ideas</li> <li>• Program and event planning <ul style="list-style-type: none"> <li>- Moved 3 women's day events to online via Zoom</li> <li>- Virtual event is allowing for members from Thunder Bay</li> <li>- Plan is to go virtual for other programs as well</li> </ul> </li> </ul>			
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<ul style="list-style-type: none"> <li>- Pharmas have been spoken to about plans and have been told they are a moving target</li> <li>- Great Wolf Lodge idea for the fall if restrictions are lifted</li> <li>• Investments <ul style="list-style-type: none"> <li>- Review document from Manulife</li> <li>- TD stock is down as of 04/27/2020</li> <li>- Still a revenue generator, no reason to sell it</li> <li>- All 5 major banks are down as well</li> <li>- Overall markets are showing more gains than losses recently</li> <li>- Cash flow looks pretty good, not looking to dip into our investments any time soon</li> <li>- Going to continue to hold for now</li> </ul> </li> <li>• Finances <ul style="list-style-type: none"> <li>- Review of cash summary</li> <li>- Review of budget forecast April 2020</li> <li>- Forecast March 2020 was developed by Marina &amp; Byron</li> <li>- We did not get the Trillium Grow Grant which is why there was a dip from \$380,000 to \$280,000</li> <li>- We are sitting comfortably as of today with the overall budget amount of \$685,000</li> <li>- The only anticipated fluctuation is Federated Health as their giving campaigns have gone solely online</li> <li>- Decreased contracted services</li> <li>- If Wanakita &amp; Pinecrest don't run, we'll have a savings of \$100,000+</li> <li>- Decrease in transportation costs</li> <li>- Forecast is a moving target dependent on things changing</li> <li>- Going down to a 4 day work week is a savings of \$35,000 over 8 months</li> <li>- If we do reduce staff time, we would have an operational surplus of \$58,000+</li> <li>- If we don't reduce any staff time, the budget will be balanced</li> <li>- Currently we won't be tapping into the reserve fund, unless all else fails</li> <li>- We didn't get Trillium but between Natalie &amp; Alex, we have \$94,000 in outstanding grant applications that haven't been accounted for in the budget</li> </ul> </li> </ul>			
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<ul style="list-style-type: none"> <li>- Byron made the suggestion that Board is going to have to approve the adjusted budget at some point</li> <li>- The decision of Wanakita &amp; Pinecrest has a huge impact</li> <li>- Cam wants another budget forecast to review and approve by May board meeting</li> <li>• Clinic access <ul style="list-style-type: none"> <li>- Each clinic has contacted their patients and have implemented individual protocols that best suit their clinic</li> <li>- Byron meeting with Sarah Crymble each week to find out updates</li> </ul> </li> </ul>			
<p>4. ED Report</p> <ul style="list-style-type: none"> <li>- review of ED report</li> <li>- Byron discussed Trillium Grant coaching review with Ron &amp; staff from Trillium</li> <li>- Next Trillium Grant application opens August 20</li> <li>- We initially applied for Pinecrest</li> <li>- Program approval is done by volunteers in the region you applied to run the program in</li> <li>- One of the issues was our growth being provincial (the volunteers approving the grant in the region are only concerned about supporting their own regional community)</li> <li>- Best chances are to apply for the Greater Toronto Area in the future</li> <li>- Discussion on Alex &amp; Natalie stepping up on social media</li> <li>- Review of stats from Facebook &amp; Twitter and the percentage increase in engagement</li> <li>- Engagement from Novo and providing webinar by Dr. Teitel on bleeding disorders and COVID on May 6</li> <li>- Suggestion to provide webinar nationwide</li> <li>- Board is supportive of webinar being offered to all provinces</li> <li>- Byron will contact chapter presidents/executive directors and Alex/Natalie will post to social media &amp; website</li> <li>- Alex &amp; Natalie working on virtual trivia night for families at the end of May</li> <li>- Byron reinforced that the team is working hard on finding creative options to offer programming</li> <li>- Alex provided a bit of background on how it's working for social media and weekly eblasts</li> </ul>	x		

<p>5. President's Report</p> <ul style="list-style-type: none"> <li>• Audited financial documents changes <ul style="list-style-type: none"> <li>- Byron, AJ &amp; Cam met with the auditors</li> <li>- Discussion around changing how staff salary is applied</li> </ul> </li> <li>• Raiser's Edge/Blackbaud <ul style="list-style-type: none"> <li>- All duplicates have been erased on RE</li> <li>- The switch from MailChimp to RE for marketing</li> <li>- Starting to compile member data from 2019 &amp; once that is completed, the focus will be on adding previous years</li> <li>- Cam has logged in and done some training</li> <li>- Dave has also been logged in and set up to access RE</li> </ul> </li> <li>• ED Evaluation <ul style="list-style-type: none"> <li>- Byron's ED evaluation has been completed, to be discussed in May</li> <li>- Cam has been doing AGM prep, discussion around PowerPoint slide deck and getting presenters</li> </ul> </li> </ul>	x		
<p>4. CHS Report</p> <ul style="list-style-type: none"> <li>- CHS board met 04/26/2020</li> <li>- Largely a housekeeping meeting</li> <li>- Paul has put out a new governance document</li> <li>- Kathy noted that the one piece to highlight in the document is the push to 3 year terms vs. 2 year terms with the option to serve a total of 3 terms (9 years total)</li> <li>- People who have been currently sitting on the board for many years will be given the option to serve a 1, 2, 3 year term based on the term limits</li> <li>- If you want to return after serving for 9 years, you need to sit out a full term (3 years) before reapplying</li> <li>- Deb pointed out that our pharma partners have been our saving grace during the pandemic</li> <li>- CHS AGM is May 30 over Zoom with the meeting portion happening at 11am</li> <li>- Paul is planning to step down within the next year</li> <li>- Grooming Diana Cunningham to take his place, she is stepping down before the 2022 term changes take place</li> <li>- <b>Action Item: Cam to contact Kristen Walsh being Hemophilia Ontario's at large director nominee</b></li> <li>- Revisited Standards of Care document</li> <li>- Changes include items that are more actionable and measurable</li> </ul>	x		x

<ul style="list-style-type: none"> <li>- These standards are more of a checklist where clinic teams can easily answer and then advocate with their management teams</li> <li>- Kathy advocated for stronger care points for women with bleeding disorders</li> <li>- Still some questions around accreditation of the standards</li> </ul>			
<p>8. BDNC Report</p> <ul style="list-style-type: none"> <li>• Director portfolios <ul style="list-style-type: none"> <li>- Shelley sent out skills assessment/matrix to board members to complete</li> <li>- Shelley also sent out portfolios to the board for review</li> </ul> </li> <li>• Nominations <ul style="list-style-type: none"> <li>- Jamie &amp; Kathy are stepping down</li> <li>- Brad needs to be re-elected</li> <li>- If anyone has any nominations, please get them to Shelley no later than May 8</li> </ul> </li> <li>• Awards <ul style="list-style-type: none"> <li>- Shelley has a pretty good list of award nominations</li> <li>- Has heard from all the staff with the exception of Bojan</li> <li>- If anyone has any additional nominations to send them ASAP</li> </ul> </li> </ul>	x		
<p>9. Regional Reports</p> <ul style="list-style-type: none"> <li>- Regional councils are all being directed and engaged by the staff</li> <li>- In terms of business, the staff are working with councils to lay the ground work for pots &amp; wreaths fundraiser</li> <li>- Cam would like to see council members at the virtual AGM</li> <li>- <b>Action Item: Board &amp; staff to urge regional council members to take part in virtual AGM</b></li> <li>- Kathy asked about WFH virtual congress and if any volunteers wanted to share the load of divvying up the sessions and writing a report to share on the various topics</li> <li>- Shelley &amp; Cam agreed to listen to some</li> <li>- Kathy to send out info on how to get involved</li> </ul>	x		
<p>10. Old business</p> <ul style="list-style-type: none"> <li>- Board access to Raiser's Edge update previously discussed earlier in meeting</li> <li>- Friendly reminder for board members to sign up for monthly donations</li> <li>- Doesn't matter the amount, the thought that counts</li> </ul>	x		

<ul style="list-style-type: none"> <li>- Board members required for test Zoom meeting with Jeff Sax week before AGM</li> <li>- Jeff would need to investigate another voting platform if more than 30 participants at the AGM</li> <li>- Should have an idea about a week before which is enough notice for Jeff to find an alternate option</li> <li>- How to Guide will be provided to members when they RSVP</li> <li>- Reminder that everyone needs to sign up because there is a limited password use</li> <li>- Still want to have a meeting on Sunday May 24</li> <li>- Thought is to do the meeting via Zoom call as there is still a good amount of work that needs to be covered</li> </ul>															
<p>11. Other business</p> <ul style="list-style-type: none"> <li>- Meghna finished project</li> <li>- Byron suggested her presenting at the meeting in May</li> <li>- November Appeal idea is to present planned giving program in the event a physical presentation to the membership can't take place</li> </ul>	x														
<p>10. Adjournment: 9:45pm</p> <p>Moved by: Emil</p> <p><u>AGM May 23 – log on by 12:50 pm</u></p> <p>Board Meeting Schedule 2020:</p> <table border="1" data-bbox="191 1205 945 1444"> <tr> <td>May 23/24</td> <td>AGM and virtual meeting</td> </tr> <tr> <td>June 22</td> <td>Zoom @ 7:30 pm</td> </tr> <tr> <td>July 11</td> <td>In-person in Toronto (tentative)</td> </tr> <tr> <td>September 14</td> <td>Zoom @ 7:30 pm</td> </tr> <tr> <td>October 17</td> <td>In-person at Wanakita (2 hours)</td> </tr> <tr> <td>November 28/29</td> <td>In-person in Toronto</td> </tr> </table>	May 23/24	AGM and virtual meeting	June 22	Zoom @ 7:30 pm	July 11	In-person in Toronto (tentative)	September 14	Zoom @ 7:30 pm	October 17	In-person at Wanakita (2 hours)	November 28/29	In-person in Toronto			x
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