

Hemophilia Ontario Board of Directors Meeting

Zoom call – April 6, 2020

7:30 PM

Participants	Attend	Regrets	Participants	Attend	Regrets
Cameron Peters	x		Ash Kurichh	x	
Shelley Hewett	x		Brad Barbour		x
Meagan Bordi	x		AJ Pilobello	x	
Jamie Hill	x		Byron James	x	
Emil Wijnker	x		Kathy Lawday	x	
David Neal	x		Susan turner	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 as presented Moved: David Neal Secunder: Emil Wijnker Opposed: None Abstain: None Motion carried			x
2-4. Agenda items addressed at March 30, 2020 meeting			
5. COVID-19 update <ul style="list-style-type: none"> • AGM has been rescheduled for Saturday May 23, 1:00pm via Zoom. Jeff Sax will be on the call for technical support. <p style="margin-left: 40px;">Action Item: the board will participate in a test Zoom call with Jeff Sax the week before the AGM</p> <ul style="list-style-type: none"> • Investments – AJ presented a slide on the Manulife investment portfolio at March 31, 2020. The TD Bank stock has dropped \$86,765 and the managed funds have dropped \$65,909 for a total of \$152,674 or 15%. Cameron, Byron and AJ have a meeting planned with Scott McElligott to discuss cash availability to maintain cash flow 		x	

<ul style="list-style-type: none"> • Finances & cash flow – Byron prepared a report on our monthly costs and expenses. Our fixed monthly costs to keep the doors open are \$40,680 and a safe projection of monthly revenues are \$24,000. • Byron reported that we should know within a few weeks if our Trillium grant to support the camp programs is successful. The Toronto bingo is suspended for now with a loss of \$2000 per month in program revenue. • Byron is researching to see if Hemophilia Ontario can apply for a government wage subsidy for non profits affected by COVID. • The cash projections suggest we have reserves to maintain operations for 5 to 6 months • Hemophilia Ontario has a line of credit of \$40,000 currently. Action Item: Susan will confirm with TD bank the current rate for our Line of credit and inquire what we could increase the limit to • Programs & Event Planning Camp Pinecrest – Emil reported that Camp Menesetung has been supportive and have offered to hold an alternate week at the end of August if the July one isn't an option. The only concern with changing the week to August is the nurses and their availability. Wanakita – Byron reported that Alex reached out to all of our registered campers about the summer program and one family has chosen to cancel their spot. Action Item: Cameron will confirm with Alex on what the drop dead date for Wanakita is. Boat Cruise – an alternate date in August is available and there is also the option of pushing the date to the fall as the boat is enclosed and heated. 			
<p>6. Executive Director Report</p> <ul style="list-style-type: none"> • Natalie, Bojan and Alex have submitted their reports to the board, along with Byron. The only item Byron would like to add to his report that there has been an increase in the posting to our social media accounts. Natalie has stepped up and taken the lead on the social media accounts and posting to all the platforms. Amy Griffith is also assisting with the social media activity. • Byron also reported that the staff team is adapting well to the situation and he is very proud of them 		X	X

<p>7. President's Report</p> <ul style="list-style-type: none"> • Cameron reported that he is currently focused on staying on top of the organization finances. Will also be preparing a letter of advocacy to send to the MOH in the near future. 		x	
<p>8. BDNC</p> <ul style="list-style-type: none"> • Shelley reported that the ED evaluation has been sent out to the board, currently using the existing form but plan to update the document before the year end. • The submission date for board nominations is May 1st. Shelley has spoken with all current board members to confirm their intention for the upcoming year. <p>Action Item: Shelley will send out the board nomination package for all officers up for renewal.</p> <p>Action Item: Shelley and Cameron will review the ED evaluation</p> <ul style="list-style-type: none"> • Volunteer Awards – Shelley asked that all nominations be submitted by May 1st. • Shelley will compile a list of volunteer award nominations with recommendations and forward to the board via email. The slate of individuals for the board will be emailed to the board for approval. 		x	
<p>9. Regional Reports</p> <ul style="list-style-type: none"> • Shelley reported that the Sudbury clinic informed the patients that the spring clinic has been canceled via email. Byron spoke with Tammy the Sudbury nurse and she informed him that the clinic is shut down and she is working remotely. • Byron has a phone call scheduled with Sarah Crymble to discuss how to move forward and inform the members of the current situation. • Shelley is concerned about where the members are to go if the clinics are closed 		x	
<p>10. Old Business</p> <ul style="list-style-type: none"> • Website – there has been lots of good feedback on the new website. Byron is very happy with the website and is focused on ensuring that the information on the site is kept updated and always being added to. <p>Action Item: Byron will update the website to add the Thunder Bay clinic</p> <ul style="list-style-type: none"> • Raisers Edge – Cameron will provide the lists of board members to be given access to Raisers Edge • Planned Giving – Meghna is completing the brochure for the program and it will be done by April 15th. The template will also be available online. Meghna will complete her placement in April but she has said that she will be available 		x	

<p>after the placement to participate in the presentation of the program to the community.</p> <ul style="list-style-type: none"> • Data Atlas – Byron reported that he has put the work of consultant Tracy Lyndsay on hold for now. The Research Institute has negotiated a contract with CBDR to access the data. This work is still moving forward and are confident lots of demographic, cultural and geographic information will be found. • Action Item list review – the list of outstanding action items were reviewed and updated 			
<p>11. New Business</p> <ul style="list-style-type: none"> • Board members to sign up for monthly donation – Cameron requested that all of the board members who are able to please sign up for monthly donations through the website Action Item – all board members to sign up for monthly donations • Astrazeneca – none of the board members have an affiliation with Astrazeneca so Cameron will tell Natalie to move forward with the funding application • Draft Financials for March 31st – please review • Future meeting dates – April 27, 7:30pm Zoom Call May 23/24 Zoom meeting. 		x	
<p>To adjourn the meeting at 9:45pm Moved: Emil Wijnker Opposed: None Abstain: None Motion carried</p>			