

## Hemophilia Ontario Board of Directors Meeting

Teleconference – February 10, 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	x		AJ Pilobello	x	
Jamie Hill	x		Byron James	x	
Emil Wijnker	x		Kathy Lawday	x	
David Neal	x		Natalie Philbert	x	

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order at 7:33			x
1.1. Quorum - yes			x
1.2. Declaration of conflicts None raised			x
1.3. Approval of agenda  Motion to approve: Jamie Hill Second: David Neal Any additions or changes: None Any opposed: No Any abstentions: No Motion carried.			x
2. Approval of Previous Meeting Minutes <ul style="list-style-type: none"> <li>• November 23 and 24, 2019</li> </ul> Motion to approve: Emil Wijnker Second: AJ Pilobello Additions/changes: Correction – November 23 <sup>rd</sup> under raiser’s edge – wrong spelling of the word “raiser” under Susan Turner’s report Opposed: None Abstentions: David Neal Meagan Bordi Motion carried.			x

<ul style="list-style-type: none"> <li>January 6, 2020</li> </ul> <p>Motion: Meagan Bordi  Second: Emil Wijnker  Additions/Changes: None  Opposed: None  Abstentions:  Jamie Hill  AJ Pilobello  Motion carried.</p> <ul style="list-style-type: none"> <li>February 7, 2020</li> </ul> <p>Motion: Emil Wijnker  Second: Shelley Hewett  Additions/Changes: None  Opposed: None  Abstentions:  Meagan Bordi  AJ Pilobello  Motion carried.</p>			
<p>3. Debriefs</p> <ul style="list-style-type: none"> <li>Pharmaceutical meetings</li> </ul> <p>Comments from the pharma meetings:</p> <p>-Byron mentions the pharma reps found the presentation was informative, pharma reps felt the Board was very engaged, very impressed with the energy and commitment, presentations had passion and well received, happy to be there and interested in moving forward with a business relationship</p> <p>-Kathy commented that one or two of the pharma reps were less committed to giving an answer, very pleased to be there but appeared less forthcoming which may be due to experience so more likely to go away and come back with ideas</p> <p>-Byron emailed and thanked the pharma reps for coming and that he will be following up next week after they have the opportunity to discuss with their teams as to where they would like to engage with us and that he would like to wrap decisions up by the end of the month, he has received several emails in agreement with the deadline</p>		<p style="text-align: center;">x</p>	

<p>-David comments that it was a good step to relationships with the pharma reps and a step in the right direction, presenters did a great job, something to build on</p> <p>-Jamie found the meeting interesting, some reps focused on relationships more than what's going on in the pipeline, others focused on what's going on in the pipeline and less on relationships, overall well received and well done</p> <p>-Cam comments that the Bayer rep seemed surprised by the lack of support from CHS, have turned the process around, one rep mentioned they have already put aside funds for us, lots of good interaction, Byron has a list of takeaways to work on, Cam thanks everyone for coming</p> <ul style="list-style-type: none"> <li>• CHS meeting</li> </ul> <p>-Cam comments about the meeting with Paul Wilton after the meeting with the pharma reps</p> <p>-Emil summarizes that they explained what the day was like and discussed the relationships between us and pharmas, at the end it was reassurance for the approach we had taken, Paul said he thought we were doing the right thing in how we are engaging pharmas, Deborah expressed concerns with the perception of how we might appear in pharma pockets because we receive funds, need to keep in our mind we are receiving funds, touched on keeping open communication</p> <p>-Kathy comments that she had told the CHS attendees about the day and it was well received by CHS that all the pharmas had the same presentation</p> <p>-Emil addressed that there are ground rules when dealing with pharmas and that we were in line with those rules on the weekend, he said that would be Deborah's concern and was reassured that we did that</p> <p>-Cam reiterates that Paul was supportive of our efforts</p>			
<p>4. Executive Director's Report</p> <ul style="list-style-type: none"> <li>• Member feedback</li> </ul> <p>-Byron asking for a decision about going forward on database and advocacy issue and once decided he will follow up with Tracey</p> <p>-Fund development – MOH grant needs to be submitted by this Friday, finance piece is done, Byron and Bojan are meeting tomorrow to go through narrative, there are few changes in MOH so Cam needs to sign off once the finished document is completed</p>	x		

<p><b>ACTION:</b> Byron to send Cam by email the finished document to sign off</p> <ul style="list-style-type: none"> <li>-pharmas – Byron received thank you emails from some pharma reps and they will meet the deadline for a decision</li> <li>-updated document with calendar of dates</li> <li>-Byron will be in Toronto next week to wrap up pharma decisions</li> <li>-website is nearly ready to go live, few things to be added, will be an ongoing work in progress, staff zoom call Wednesday to have one last look</li> <li>-once the Board reviews the website it will go live</li> <li>-raiser’s edge – one more test to see if event page will go seamlessly – last major test to do, aiming to finish by end of week</li> <li>-Byron aiming to have website go live by next week, will go out as a big announcement to members, pharmas, etc. there will be a comment section for people to provide feedback</li> <li>-Regional reports have been sent, except for Natalie who is here to present</li> </ul> <p><b>ACTION:</b> Byron to send the Board the link to the website, Board to review website, compile a list of content to add for next meeting Board meeting in March</p> <ul style="list-style-type: none"> <li>-Byron comments that content will be an ongoing work in progress, pharmas will be a bit slower providing content but we do not want to be held up going live, will put a placeholder paragraph letting members know that information and education will be provided in time</li> <li>-Kathy comments that she will be traveling so she may not be able to provide feedback</li> </ul>			
<p>5. President’s Report</p> <ul style="list-style-type: none"> <li>• Advocacy update</li> </ul> <ul style="list-style-type: none"> <li>-Cam comments that advice from CHS is that the work we are doing going beyond CBDR is really not necessary, Byron checked in with Cam, there was a discussion, going to have Tracey go to Paula James and Michelle Scholzberg to see if it makes sense and then decide next steps.</li> <li>-Byron found there was a comprehensive report done called “Penny Wise Pound Foolish”, will go back and update the document and speak to Michael McCarthy.</li> </ul>	x		

-Byron comments that the conversation was centred around CBDR and that we are trying to identify those that are not diagnosed and need to be

-Byron mentioned that Amy voiced concerns about the purpose of collecting the data, Byron sent out the application and said to let him know if any other questions

-Byron mentions that he sent regional reports from Bojan, Susan, and Alex

-Natalie summarizes her first quarter for the Board:

- 1) Planning World Hemophilia Day – Hamilton Art Gallery, organizing tickets, cocktail reception, etc. tickets to go on sale soon – trying to use raiser’s edge
- 2) Met with woman’s committee to plan the years women’s days and boat cruise – working on advocacy workshop, speakers, volunteer Sidney
- 3) Meeting with both councils to plan the year programs, i.e. family day and holiday party – first meeting CWOR and tomorrow SWOR
- 4) Begin planning boat cruise – tickets selling by the AGM
- 5) Organize the grants for the year and who will be writing them – sent Alex a list of camp grants, looking into Avon Foundation, Backher, Global partnerships for education, urgent action fund for women’s human rights
- 6) Provided pots and wreathes template to staff to form a pots and wreathes fundraiser throughout the province
- 7) Organize clinic activities, i.e. visits, contact, updating resources
- 8) Provide content for the website
- 9) Help organize sessions for the AGM – organize session for women’s bleeding disorders

**ACTION:** Board to provide any contacts to Natalie for silent auction items

- Investment details

-been in contact with Scott, a few small things to be completed, need to address investment policy

6. CHS Report

x

<p>-Cam asked if anything going on with CHS since last meeting in January, Emil mentions at last meeting CHS made decision to make it necessary for anyone to attend programs or event that they must be members of organization, keep in mind if we are offering any CHS programs/events that is now CHS policy, CHS is undergoing a risk analysis, CHS AGM is coming up in May with Code Rouge in Edmonton May 29,30,31<sup>st</sup></p> <p>-Cam asks if membership policy impacts us, only if we offer programs such as PEP</p> <p>-Kathy mentions a concern that members might get preferential treatment, so becoming a member would be beneficial</p> <p>-Discussion regarding membership</p> <p><b>ACTION:</b> Byron to speak to Susan before the AGM about a way to address capturing members at the AGM</p> <p>-Byron comments that his event in Ottawa regarding who attended that was not on our list</p> <p>-Cam asks if Kathy and Emil know what the nomination process is, Kathy plans to attend, Emil advises that do not need to discuss nominations until after the AGM</p> <p>-Kathy commented nominations for the World Federation Executive, Eric Stolte is standing, feels it's nice to know that there is a Canadian there</p> <p>-CHS is asking for feedback on standards of care</p> <p><b>ACTION</b> – Get back to Kathy and provide feedback to Kathy by tomorrow regarding standards of care</p>			
<p>7. Regional Reports</p> <p>-Emil does not add anything to SWOR</p> <p>-Meagan does not add anything to CWOR</p> <p>-David updates on TCOR – conference call with Bojan discussing issues within the region, Bojan has ideas he is working on to move council forward to meet more frequently and rebuild the membership within TCOR because been dormant for last little while, got confirmation from Susan that Golf Tournament going to be on Friday, September 11, 2020, Susan has agreed to attend quarterly meetings for TCOR, Bojan organizing movie night, starting a informal bike group, Bojan looking to work with St. Mike's.</p>	<p>x</p>		

<p>-Byron updates Ottawa region, Darlene is the Chair of the council, she is organizing a meeting for the council to discuss what else the region wants to engage in, Byron met with social worker at CHEO to discuss doing member events at the clinic, could involve pharma</p> <p>-Shelley updates Sudbury – setting up a time to organize getting camp going this year, will be a teleconference, Byron plans to be on that call, Shelley updates that Pauline has moved and not sure which Region she is a part of</p>			
<p>8. BDNC Report</p> <p>-Shelley updates that elections are at the same time as the AGM</p> <p><b>ACTION:</b> Board member to send their plans for next year to Shelley, if any changes, need to let her know as soon as possible. If coming up for election let Shelley know what plans are for next year by next Wednesday.</p> <p><b>ACTION:</b> Shelley to send Board and Byron list of each Board member and their standing on the Board</p> <ul style="list-style-type: none"> <li>• <u>ACTION ITEM</u> from Jan 6 meeting: Evaluations to be completed by January 20</li> </ul> <p>-everyone has completed the evaluations except one person, Shelley will look at the results over the next couple of weeks to put together a report for the Board so next steps can be decided</p> <p>-officer evaluations need tweaking so will go out next year</p> <ul style="list-style-type: none"> <li>• Director Portfolios</li> </ul> <p>-Cam compiled subject areas, looking to take portfolios and divide up to Board after AGM</p> <p><b>ACTION:</b> Shelley to send list of director portfolios so the Board can provide feedback</p> <ul style="list-style-type: none"> <li>• Awards – Nomination discussion</li> </ul>		<p>x</p>	

<p>-all awards are on the website so can see what they are about</p> <p><b>ACTION:</b> Board members can send any nominations to Shelley directly by end of February.</p> <p><b>ACTION</b> – Natalie to forward request to staff</p> <ul style="list-style-type: none"> <li>○ James Kreppner Distinguished Volunteer Award</li> <li>○ President’s Award</li> <li>○ Ann Harrington Award</li> <li>○ Shawn Duford Grass Roots Leadership Award</li> <li>○ Honourary Lifetime Membership Award</li> <li>○ Volunteer Years of Service Pins</li> <li>○ Leaders of Tomorrow Award</li> <li>○ Staff Leadership Award</li> </ul>			
<p>9. Old business</p> <ul style="list-style-type: none"> <li>• New website</li> </ul> <p>-already discussed</p> <ul style="list-style-type: none"> <li>• Board access to Raiser’s Edge</li> </ul> <p>-Cam updates that he reached out to Jeff Sax to get Board to view Raiser’s Edge</p> <ul style="list-style-type: none"> <li>• Quarterly Board Reports</li> </ul> <p>-Meagan is putting together reports by end of this week</p> <ul style="list-style-type: none"> <li>• Planned giving</li> </ul> <p>-Cam updates Scott is coming down for that, Magna is working with Brad</p> <p>-Byron updates Magna has been doing research on non for profit agencies with planned giving program – going with Sick Kids template for planned giving program, brochure to be professionally developed and outlined for our planned giving options, plan is to have brochure and website content ready to go and presented at the art gallery at world hemophilia day event, looking at members to invite key members out to this event, Magna will present project at AGM next day and is the end of her placement with us</p> <ul style="list-style-type: none"> <li>• <u>ACTION ITEM</u> from November meeting: Need to have a more in-depth discussion within the next year on what the role of councils is going forward</li> </ul>	x		

-Cam asks Byron about the councils, Byron mentions that council will flush out this year, mentions terms of council as the manual for council, regional council will not be managing budgets, etc., regional council is to promote, recruit programming accepted by HemoOnt based on membership input, can provide input on regional specifics, needs to be a really clear distinction of past roles versus current roles as a council

- ACTION ITEM from November meeting: Natalie to provide a information package for promotion of events

-Promotional packages will be provided as details get firmed up

- ACTION ITEM from November meeting: Byron to look into acquiring local members and local addresses. Board members can help by looking into their network and personal connections.

-reminder

- Invite Scott and auditor to present at AGM

-Cam to speak to auditor to invite to AGM

-Byron mentions Scott presenting at World Hemophilia Day and the AGM, Scott to make report for Board each year, fit Scott in while he is there

- Fund diversification agenda 2020

-Cam reviews list about fund diversification

- Nevada/OLG
- Planned giving
- Pots and wreathes in all regions
- Foundation Grants
- Pharma
- Directors to attend fundraising events: golf tournament, boat cruise, planned giving, etc
- Board recommendation for camp fees for 2020 (except Wanakita, which comes into effect in 2021)

-Cam summarizes the list below:

1. Wanakita: \$100 per child per week
2. Pinecrest: no fee
3. Community Camp: \$50 per family
4. Just the Dads: \$25 per family
5. Just the Guys and a few Gals Sudbury: \$25 per family
6. Thunder Bay Family Camp: no fee

10. New business

- Amendment to Investment Policy, Appendix II

-Cam sent draft version of appendix II to the Board, met with Scott with Manulife and he recommended we keep 2% aside as cash, the way we pay fees to Manulife need to have cash to cover fees, noted Brad and Ash had no problem with that, was 60/40, seeking to change Bonds to 58 percent and keep 2% aside for cash

-Shelley leaving for another meeting and is fine with the change

-forms need to be resigned according to Scott

Motion to amend Appendix II to reflect the amendment policy already passed and reflected in the following chart:  
David Neal

<u>Asset Class</u>	<u>Strategic Target</u>	<u>Range</u>
Cash and cash equivalent	2%	0-2%
Bonds	58%	45% – 73%
Equities	40%	25% – 55%

Second: AJ Pilobello

Opposed: None

Abstentions: None

Motion carried.

-Byron asks if policy needs to be rewritten, Cam clarifies that the investment policy is a separate document, Cam will give Scott both documents after tonight

X

X

<ul style="list-style-type: none"> <li>• Data Atlas reconsideration</li> </ul> <p>-already discussed</p> <ul style="list-style-type: none"> <li>• Camps Director update</li> </ul> <p>-Byron updates that Alex is the new camp director effective retroactive to January 1<sup>st</sup></p> <ul style="list-style-type: none"> <li>• Board minutes need to be collected for audit</li> </ul> <p>-Cam asked Meagan to send minutes to Cam and Shelley</p> <ul style="list-style-type: none"> <li>• Regional Council Attendance @ AGM pilot</li> </ul> <p>-Plan is to sponsor one representative from each region to attend AGM, feels it will not be necessary in close regions</p> <p>-Byron asks for clarification about considerations for selection of regional reps, could be someone on council currently or someone you choose who is engaged</p> <p>-Cam suggests bringing a council member but also an engaged volunteer</p> <p>-Cam and Byron to make a list to make special invitations to certain people</p> <p>-Staff to let people know the regional councils they are expected to go to the AGM</p> <ul style="list-style-type: none"> <li>• Thunder Bay region regional representation</li> </ul> <p>-Cam suggests Byron talk to Bojan to see if he might have someone who can attend</p> <ul style="list-style-type: none"> <li>• Zoom for board meetings</li> </ul> <p>-Cam addresses the idea for Zoom meetings, will go back to trying zoom</p> <ul style="list-style-type: none"> <li>• Confirm meeting dates:</li> </ul> <p>-Cam confirms meeting dates</p> <ul style="list-style-type: none"> <li>○ Monthly on Monday nights for teleconferences</li> <li>○ In person: May 23/24 Toronto</li> <li>○ In person: October 17/18 @ Wanakita</li> </ul>			
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<ul style="list-style-type: none"> <li>○ In person: November 28/29 Toronto</li> </ul>			
<p>11. Adjournment to March 23 at Zoom @ 7:30</p> <p>Important 2020 dates:</p> <p>April 17: World Hemophilia Day &amp; Planned giving event  April 18/19: AGM Hamilton  July 11: Pinecrest Celebration  July 25: Boat Cruise  September 11: Golf Tournament</p> <p>Motion to adjourn: Emil Wijnker</p>	<p>x</p>		<p>x</p>