

Hemophilia Ontario Board of Directors Meeting

January 23 & 24, 2021

Virtually on Zoom

Participant	Attend	Regrets	Participant	Attend	Regrets
Chad White	X		Brad Barber	X	
Shelley Hewett	X		David Neal	X	
Meagan Bordi	X		AJ Pilobello	X	
Amy Griffith	X		Byron James	X	
Emil Wijnker	X		Cameron Peters	X	
Ash Kurichh	X		Guests: Natalie Philbert, Alex McGillivray, Munib Rehman		

January 23, 2021: 9:00 AM – 12:00 PM

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order – 9:05 AM			x
1.1 Quorum - Yes			x
1.2 Declaration of conflicts - Yes	x		
1.3 Approval of agenda Mover: Shelley Secunder: Emil Motion Carried			x
2. Approval of previous meeting minutes – November 28 & 29, 2021 Mover: Meagan Secunder: AJ Motion Carried			x
3. Camp Budget Presentation by Alex McGillivray <ul style="list-style-type: none"> • Discussion re: Camp Survey results ➤ Board should consider approving both Option A and B for the budget for Wanakita and Pinecrest ➤ Slim chance of camps running at 100% capacity. ➤ Option B – Infusion Camps ➤ Plan is to run both Option A and B for the 2 camps. 	x	x	

<ul style="list-style-type: none"> ➤ Add additional cost in budget o reflect a participation of 100% in budget ➤ Approach Pharma for increased funding based on 100% participation at camps and grant ask. ➤ BOD directs that the program expense for Wanakita option A should be \$75,250.00. ➤ Additional expense will be offset by increased Phama contributions and grants and any additional operational surplus. As a result, the staff are directed to ensure that the budget does not result in a deficit. 			
Break: 10:30 – 10:40 AM			
<p>4. 2021 Budget and Program Presentation by Byron James</p> <ul style="list-style-type: none"> ➤ Addition of \$23K to account for 100% participation at Wanakita. ➤ Line 4400 - The BOD directs that an additional \$10K be added to the revenues to \$30K. <p>Motion – To approve the budget with the following amendments, and the program agenda as presented.</p> <ul style="list-style-type: none"> ➤ Line 4400 - The BOD directs that an additional \$10K be added to the revenues to \$30K. <p>Mover: Emil Seconder: Brad</p> <p>Motion Carried</p>		<p>X</p>	<p>X</p>
<p>5. Other Business (<i>some items were tabled at Nov/20 meeting</i>)</p> <ul style="list-style-type: none"> • Investments and 2020 finances update • <i>Plooto Motion</i> • Member Survey presentation & draft revision discussion • Clinic Survey update • Pharma meeting follow-up plan • <i>Board governance plan & discussion</i> • <i>Organizational priorities for 2021</i> • <i>Strategic planning process & timeline</i> • <i>Operations Calendar</i> • <i>AGM discussion/date</i> <p>Motion - Table Item 5 to Jan 24 2021 Meeting</p> <p>Mover, Dave, Seconder – Emil</p> <p>Motion Carried</p>	<p>X</p>	<p>X</p>	<p>X</p>

Motion - To add Tracey Lindsay to item 2 for Jan 23 meeting Mover, Dave Seconded – Emil Motion Carried.			
7. Motion to adjourn for the day: Emil Wijnker			x

January 24, 2021: 9:00 AM – 12:00 PM

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order			x
1.1 Quorum			x
1.2 Declaration of conflicts	x		
2. VWD Website Discussion with Natalie Philbert Natalie and Amy recommended that we proceed with revamping the VWD/women’s bleeding disorder section of our website rather than starting a new website. Funds were obtained from Pharma already for this project. The board asked questions and provided some suggestions for next steps. All agreed that no firm timeline needed to be in place, however the board asked that efforts be made to make movement on this project in the next few months.	x		
Break: 10:30 – 10:40 AM			
3. Other business left over from January 23 [see item #5] <ul style="list-style-type: none"> Investments and 2020 finances update <p>Cam and AJ presented to the board information about our tentative 2020 year end balance sheet, investments and our cash balances.</p> <p>The TD stock was sold as previously discussed at \$70.00 and the proceeds will be reinvested in our managed portfolio. The tentative 2020 year end showed a significant deficit and the reasons for that were discussed. The board encouraged Byron to consider using restricted funds, where they are available, to reduce deficits in future years. Our cash position is very strong right now, and Cam will continue to monitor it for the foreseeable future.</p>	x	x	x

- *Plooto Motions*

Motion 1: that Board policy 5 F be amended by changing the amount of \$500 in term 12 to \$3000.

Mover: not recorded

Secunder: not recorded

Motion Carried

Motion 2: that staff policy 4000 I be amended by adding the following at the end of the document:

Any of the payments, bank transfers, or other transactions mentioned above, in addition to the limitations and authorizations noted, may be made via a 3rd party online payment platform, approved in advance by the board, with the following limitations:

- 1. Where the amount does not exceed \$3000 the transaction must be authorized by 1 person approved in advance by the Board of Directors.*
- 2. Where the amount is between \$3000 and \$5000 the transaction must be authorized by 2 people approved in advance by the Board of directors. At least one of the two people approving must be the executive director. a board member.*

Any payment, bank transfer, or other transaction mentioned above made via a 3rd party online payment platform cannot be directed to, or be in favour of, the person(s) who authorize the payment. A person with the ability to enter payments via the 3rd party online payment platform must not be given permission within the payment platform to authorize payments.

Conversely, a person with the ability to authorize payments must not be given permission within the payment platform to enter payments.

Mover: not recorded

Secunder: not recorded

Motion Carried

Motion 3: the Board of Directors approve Plooto as Hemophilia Ontario's 3rd party online payment platform.

<p>Mover: <i>not recorded</i> Secunder: <i>not recorded</i> Motion Carried</p> <p>Motion 4: the Board of Directors approve the following individuals to authorize payments on Plooto that do not exceed \$5000:</p> <p><u>Staff</u> Byron James Susan Turner Natalie Philbert</p> <p><u>Board</u> Cameron Peters AJ Pilobello Emil Wijnker Shelley Hewett</p> <p>Mover: <i>not recorded</i> Secunder: <i>not recorded</i> Motion Carried</p> <ul style="list-style-type: none"> • Member Survey presentation & draft revision discussion • Clinic Survey update <p>Tracy Lindsay joined the meeting to discuss the results of the member survey. The Board reviewed the results and the implications for future work. Cam asked for the COVID related information to be organized to be more user friendly.</p> <p>The clinic survey will be going out shortly to HTC staff.</p> <ul style="list-style-type: none"> • Pharma meeting follow-up plan <p>With the program agenda and budget now approved, Byron will prepare the asks for pharma. Cam and Byron will be meeting with pharma individually in the next few weeks to present our plan.</p> <ul style="list-style-type: none"> • <i>Board governance plan & discussion</i> 			
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<p>Munib, board intern from Rotman, made a presentation regarding his work plan for the year.</p> <ul style="list-style-type: none"> • <i>Organizational priorities for 2021</i> • <i>Strategic planning process & timeline</i> • <i>Operations Calendar</i> • <i>AGM discussion/date</i> <p>These items were reviewed briefly, and it was agreed they can be fleshed out in future meetings.</p>			
<p>4. Motion to adjourn: Emil Wijnker</p> <p>Board Meeting Schedule:</p> <ul style="list-style-type: none"> • February 22 @ 6 pm • March 22 @ 6 pm • April 17-18 – all weekend AGM & meetings 			x