

Hemophilia Ontario Board of Directors Meeting

July 26, 2023 6:30pm

Zoom meeting

Participant	Attend	Regrets	Participant	Attend	Regrets
Emil Wijnker President	x		Ash Kurichh	x	
Amy Griffith Vice President		x	Cameron Peters	x	
Megan Reid Secretary	x		Peter Zhang	x	
Prakash Singh Treasurer	x		Raja Ammoury		x
Terri –Lynn Langdon	x		Jordan Cabral	x	
Nicole Kowal	x		Everton Caine	x	
Byron James Executive Director	x		Luke Chasse	x	

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order Emil			X
1.1 Quorum			X
1.2 Declaration of conflicts None	X		
1.3 Approval of agenda Motion: to approve agenda ● Move: Ash ● Seconded: Megan ● Carried			X
2. Approval of previous meeting minutes – May 27,2023 Motion: to approve minutes as presented ● Move: Megan ● Seconded: Cameron ● Carried			X

<p>3. ED Report/Remarks - Byron</p> <ul style="list-style-type: none"> ● Zoo Walk <ul style="list-style-type: none"> ● 63 people in attendance included a new member family relocating from Montreal ● Looking to create a fundraising Run/Walk event at Centre Island (Robbie's Run) for 2024 - details provided to Megan and Rob ● Possibly continue with Zoo Walk as a community day ● Shawn Duford Golf Tournament Ottawa <ul style="list-style-type: none"> ● Accolades to Jordan, Raja, Ash for their hard work and support, thank you Cam and Emil for attending ● 40 attendees ● \$11,000-\$12,000 raised ● Goal for 2024 is 144 golfers and expected to sell out ● Ministry of Health <ul style="list-style-type: none"> ● Email sent to Emil and Byron July 26 advising that we are increasing \$10,200 for this year for HIV/Aids programming costs backdated to April 2023 ● Greg Hinds - Hemophilia Sexuality Expert <ul style="list-style-type: none"> ● Will be provided a webinar series dealing with sexuality and hemophilia aimed at youth initially and hoping to continue with all ages groups. Adolescents, 20-30, 31-55 and 55-70. Targeting fall 2023 with 150 participants. ● August 8th is next webinar for Gene Therapy 	X	X	
<p>4. President Report and CHS Update - Emil</p> <ul style="list-style-type: none"> ● Ministry of Health Continued <ul style="list-style-type: none"> ● Question- Does the funding need to be used for staffing costs? It is to be used for continuity of service delivery. - ● Ottawa golf tournament recognition - thank you Cam for emceeing the tournament and a big thank you to the Cabral family. ● Excited about Wanakita kicking off June 29,2023 ● Will add a line item to agenda going forward for an update for the Chapter Calibration Council (CCC) for the CHS. ● Megan has been appointed the delegate for the CCC. ● Update on CHS call to action for Gene Therapy survey for Hemophilia B (Deadline to complete is August 14, 2023) 	X		

<p><i>The first gene therapy for hemophilia B (factor IX deficiency) is currently undergoing an evaluation by Canadian health authorities. This review will determine whether or not this therapy will be made available to Canadians. In the coming weeks the CHS will present the patients' perspective to the Institut national d'excellence en santé et services sociaux (INESSS), for Québec, and to the Canadian Agency for Drugs and Technologies in Health (CADTH) for the rest of Canada.</i></p> <p>Pfizer submitted approval through provinces and territories however we are advocating to have it approved federally as it has been done traditionally through a CBS formulary.</p> <ul style="list-style-type: none"> • Staff restructuring work in progress - update to be made to the board in the fall 			
<p>5. Camps Update - Luke</p> <ul style="list-style-type: none"> • Wanakita through August 24 (camp registration included forms), 50 kids registered with six student councillors • Toronto Star Fresh Air Fund interview - will interview a SC Davern (26-27) Fully booked - Theme dinner planned • Just The Dads - 10 registered groups so far on goal of 18 • Jamie to provide mental health session • Action - Luke to provide Jamie the full registration details to Jamie • Question - What programming will be provided? Similar to Just the Dads, Group Games, two education sessions - Right Product For You and Insurance Discussion • Action - Luke to reach out to Vanessa (replacing Lucy at the adult clinic) 	X		
<p>6. Finance Committee Update -Prakash and Cameron</p> <ul style="list-style-type: none"> • Prakash provided run down of Q2 Financials • Not receiving Trillium Grant • \$120,000 cash deficit projected by staff due to overspend on AGM meeting and not receiving Trillium Grant. • Question - What is the discrepancy for fundraising and gaming activities YoY? Based on boxes sold and number of locations and funds come in when they are sold. Projecting to achieve \$100,000 as forecasted. Bingo is stable. • Byron will be meeting to reduce the restrictions on the bingo funds. 	X	X	X

<ul style="list-style-type: none"> ● Byron is forecasting to reduce programming costs from \$382,000 to approximately \$300,000 by canceling community days ● Scott advised after the last board meeting that Manulife only allows two signing authorities so the previous motion must be amended to only have two people who can approve transfers. ● Question - Is there a contingency if Emil or Prakash cannot sign? Only one signature is required for approval and each act as contingency for the other. <p>Motion: With respect to investments held by Manulife, with RBC acting as the custodian of the funds, the Board's previous motion appointing Amy Griffith, Cameron Peters, Prakash Singh and Megan Reid as signing authorities is repealed. The Board appoints the following as signing authorities: Emil Wijnker and Prakash Singh.</p> <ul style="list-style-type: none"> ● Move: Cameron ● Seconded: Peter ● Carried <p>Question - Does it pose a problem if we restrict an amount that is greater than what we have in our assets ? There will always be movement based on fair market value and should reflect the amount in the last audited statement.</p> <p>Question - Can we motion based on a percentage rather than a specific dollar value?</p> <p>Motion: To replace the internal restriction of net assets passed by the Board of Directors in 2021 of \$1,100,000 with an internal restriction of net assets of \$950,000 in the following manner:</p> <ol style="list-style-type: none"> 1. Operational reserve - \$400,000 2. Staffing reserve to address loss of Ministry of Health Aids Bureau funding - \$200,000 3. Member needs (scholarships, medical supplies and procedures, travel, mental health supports) - \$350,000 <ul style="list-style-type: none"> ● Move: Cameron ● Seconded: Prakash ● Carried 			
7. Drawdown of funds from investments	X	X	X

<ul style="list-style-type: none"> • Scott recommended we pull out the funds in three tranches to give flexibility to what and how we draw from the investment. • Discussion to revise wording to up to \$120,000 however agreed to table motion as written as any withdrawal can only be completed with a board motion. <p>Motion: Withdraw \$120,000 from Hemophilia Ontario’s investments held by Manulife. The withdrawals are as follows:</p> <ul style="list-style-type: none"> • \$40,000 on August 15, 2023 • \$40,000 on September 15, 2023 • \$40,000 on October 15, 2023 <ul style="list-style-type: none"> • Move: Cameron • Seconded: Prakash • Carried <p>Issues raised by the auditor</p> <ul style="list-style-type: none"> • Letters to staff with current salaries. Byron has prepared for staff and Emil will sign letter to Byron • The auditor recommended risk assessments for finances and governance. Prakash and Cam will address the governance risk during policy review via governance committee in the following year. Byron will work on the financial risk assessment and present a report to FAC. • No lower quotes have been identified for an auditor. A final report will be presented with the Q3 report. 			
<p>8. Robbie’s Run</p> <ul style="list-style-type: none"> • Proposing a 5k walk/ 10k run to be held at Centre Island as a fundraising initiative to be launched in 2024 • \$300 will be minimum fundraising goal per participant • Will use Razor’s Edge platform (peer to peer fundraising) as it is already paid for and ready to use • Hoping to have Rotman students support the event - Vision and goal to be set by Hemophilia Ontario and students support the marketing and execution of the event. • Revisit in November for 2024 rollout 	X	X	

<p>9. Other business</p> <ul style="list-style-type: none"> • Nicole has shared many ideas for the North • Reminder to complete summer homework reviewing strategic priorities assigned at the May board meeting and be prepared to present in September with your task group, 	X		
<p>10. Adjournment</p> <p>Motion: To adjourn the meeting at 8:34pm.</p> <ul style="list-style-type: none"> • Move: Ash 			X