



Hemophilia Ontario Board of Directors Meeting

Wednesday, November 1st, 2023 6:30pm

via Zoom

Hemophilia Ontario

<https://us02web.zoom.us/j/84859759522?pwd=bFpKMHFyaUtpSTZXQzNTdE4wdG1RQT09>

Participant	Attend	Regrets	Participant	Attend	Regrets
Emil Wijnker President	X		Amy Griffith Vice President	X	
Megan Reid Secretary	X		Prakash Singh Treasurer	X	
Cameron Peters Past President	X		Raja Ammoury Director	X	
Terri – Lynn Langdon Director	X		Ash Kurichh Director	X	
Peter Zhang Director	X		Nicole Kowal Director (Non-Voting)	X	
Jordan Cabral Youth Fellow		X	Everton (Jamie) Caine Youth Fellow	X	
Anthonia Okeke Rotman MBA OnBoard Fellow		X	Bridget Lane Rotman MBA OnBoard Fellow		X
Byron James Staff – Executive Director	X		Luke Chasse Staff – Camp Coordinator	X	

Agenda Item

1. Call to order 6:32

1.1 Quorum

1.2 Declaration of conflicts

1.3 Approval of Agenda

● **Motion:**

○ **To approve the Agenda as presented.**

▪ Moved by Raja

▪ Seconded by Ash

○ CARRIED

2. Approval of previous meeting minutes

○ October 4th, 2023

○ **Motion:**

▪ **To approve the Minutes of October 4th, 2023 as circulated.**

● Moved by Prakash

● Seconded by Peter

○ CARRIED with 2 abstentions

2. President Report

● Emil shared that he has been very busy lately, but mostly with CHS work.

- Hemophilia Ontario business lately has been focussed on forward planning.
- Emil reviewed OCHART, which was submitted yesterday. Emil commended Sarah's narrative throughout the report, which comprehensively captured the valuable work Hemophilia Ontario is doing for our members.

4. Executive Director Report

- Meeting with the city of Toronto on expanding the Restrictions on our Bingo funds.
- Scott McElligott is retiring November 17th.
- Replacement (Adrian) has been selected.
- The Investment Committee should schedule a meeting with Scott and the replacement ASAP.
- Takeda has had a change in staff dealing with us.
- OCHART has been completed and submitted.
- Lots of work was done improving the content of the narrative to highlight HO's value to the MoH.
- Working with Saskatchewan and Manitoba chapters on a PEP program in February in Winnipeg. The program is sponsored by Bayer, so no cost to us. This will benefit our Thunder Bay members.
- Working with Sarah Crymble on an Emergency Room protocol. Will be presented at the Nurse's meeting. Challenge will be ensuring the protocol is being followed.
- Pharma meetings continue. Byron has been following up with Pharma's following their presentations.
- Met with Octapharma to discuss their desire to promote the use of the women's assessment tool.
- Amy questioned whether this was the best approach at this time. This will be revisited as the approach is developed.
- Amy asked about whether the Emergency Room protocol was comprehensive enough, and whether it was representative enough of our overall BD population. Byron indicated that the document will be reviewed by the Nurses at their upcoming meeting.

5. Camps Report

- Wanakita registration is currently underway. Half of the codes have been sent out at this point.
- YAMP program will go ahead on January 19-21 at Wanakita. Plan is to build ice huts and sleep in them. Potentially complete part of the Duke of Edinburgh challenge.
- Community Camp in October at Wanakita. This will be a Thursday to Sunday camp. More time together should allow for more programming.
- All camp sites are booked at this point.
- All camps will open their registrations much earlier ahead of time next year.
- AGM/Community Camp model in London area next year
- Looking at weekend of May 24th, or May 3rd. or April 26.
- Terri-Lynn asked whether there would still be a camp in the North of Ontario.
- Byron shared there have been initial discussions with Manitoba Chapter to co-host a camp in Northern Ontario.

6. CHS Report

- Great Council meeting recently
- Standard of Care assessment across Canada, looking at National support for advocating for Treatment Centres across the country.
- Aligns with our recent actions in Ontario.
- Youth fellowship applications are now closed.
- Karttik shah fellowship applications due Jan 12.
- CHS remote access program is getting underway in the western provinces.
- National Commemoration event work continues.
- Amy asked whether the John Plater scholarship (for WFH) still existed. We will look into this, and discuss viability/feasibility at the November planning meeting.
- Cam and Raja noted the need to bring Hemophilia Ontario's priorities and needs to the table at the CCC, so that we are not only there to assist or provide guidance to the other chapters.

7. Finance

7.1 Quarterly Financial Report

- Prakash presented the Treasurer's checklist.
- Prakash presented the forecasted budget.
- Prakash noted the need for Byron and Marina to have the financial documents earlier ahead of time for next quarterly review.

7.2 Staff training expense approval

- **Motion:**

- **To approve the training expense of \$16'950.00.**

- Moved by Megan
- Seconded by Prakash

- Discussion:

- The Board debated the value of this expense, given our current financial position, noting that this was an expense designed to address our shortfall in revenues.
- Terri-Lynn noted that this was very expensive training to be spent on one staff member.
- Byron indicated that the entire organization would benefit, and other staff members would have access to the modules once Sarah had downloaded them.
- Bryon will send the training receipt to Bingo to see if some of that can be covered by Bingo funds.
- Amy inquired if training should be completed by Senior Leadership (ED) and flow down to staff members.
- Once training is completed Sarah will complete a complete organizational audit on how we raise funds and will determine the amount of time spent on fund development and will also audit our current tools and how we use them I.e. Razor's Edge

- CARRIED, with one dissension.

7.3 Plooto Transaction Limit

- Susan has requested that the Board increase the transaction limit on Plooto to reduce the number of physical cheques to get physically signed.
- Emil clarified that the review and authorization process currently in place on Plooto exceeded the requirements of our Policies.
- The increase on the tool won't contravene any policy and any amount over \$3000 already requires the approval of two signing officers.

- **Motion:**

- **To increase the Plooto transaction limit to \$20'000.00**

- Moved by Raja
- Seconded by Peter

- CARRIED

7.4 Signing Authority

- Susan requested that the Board update the signing authority on two of our bank accounts, as David Neal was listed but he is no longer on the Board.
- Raja inquired as to whether it was the account holders that needed to be updated or just the signing authority? Byron will get the appropriate documentation and report back for clarity. Currently Susan, Mariana and Byron are listed as the contacts for the accounts.

- **Motion: To remove David Neal (and all previous Board members) as signing authority on the TD Canada Trust and Alterna accounts, and add Prakash Singh and Amy Griffith as sole Board signing authorities.**

- Moved by Cam
- Seconded by Ash

○ CARRIED

8. Other Business

8.1 Rotman proposal and scoping document

- Anthonia and Bridget were absent due to a school commitment. They will present their project at the Board's upcoming planning meeting.

8.2 Pharma Presentations Update

- Byron and Cam encouraged Board members to attend as many of the remaining Pharma presentations as possible.

8.3 Fern Weekend Agenda

- Taken as information.
- Byron suggested that the agenda looked light. Emil asserted that the suggestion was blasphemous!

8.4 Provincial Emergency Department Management Plan

- Taken as information. Will discuss more in-depth once the Nurses have reviewed the document.

9. Adjournment

- Moved by Amy at 9:19pm

Next Meeting: Saturday, November 25th, 2023 9:30am