

## Hemophilia Ontario Board of Directors Meeting

September 6, 2023 6:30pm

Zoom meeting

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

Agenda Item	Action Required		
	Information	Discussion	Decision
1. Call to order			
Emil 6:37pm			x
1.1 Quorum			x
1.2 Declaration of conflicts	x		
1.3 Approval of agenda Motion: to approve agenda as amended ● Move: Megan ● Seconded: Nicole ● Carried			x
2. Approval of previous meeting minutes – July 26, 2023  <b>Tabled to approve July 2023 Minutes on October 4th board meeting</b>			x
3. ED Report/Remarks - Bryon  <b>Camp Update -</b>	x	x	

Accolades to Luke for a great job developing and executing programming and with member relations.

- Wanakita had 46 campers, seven SC up from two from the previous year. 27 hemophilia A, 10 hemophilia B, eight VWD, one other (hemophilia and autistic)
  - Davern 53 campers (11 families), three families canceled in the final two weeks. Seven hemophilia A, two VWD, one other.  
Feedback that families would like the event to be longer to offset the length of the drive as the geography is the biggest barrier to attendance.
  - Just the Dads fast approaching with 18 families expected to attend. Lisa and Vanessa attending nurses. Brand new dads and boys attending.
  - Zoo Walk - 67 attendees and new family. Will be a program event going forward. Fundraising event will be Robbie's Run for 2024.
  - Member Support - Peer Mentor group launched with six pairs, will be tweaked to gain more traction for 2024.
  - Thunder Bay Community Day and Clinic - November 2024 all other community days on hold.
  - Expected to have 1-12 grant applications by year end.
  - Trillium Grant - Resilience Fund (to support resilience improvements) September 27th. Sarah and Byron applying for two years \$100K potentially available.
  - Women's Department - offering several webinars, Mental Health, Caregiver, Aging and Adolescent
- Supporting the LGBTQ community - repositioning with MOH to add to the component of Heroixx support.

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<p>WFH - Women's Summit - Natalie to prepare a presentation for the Women's Plenary.</p> <p>Book Club launching for 50+ end of September. Sexuality Webinar hosted by Greg Blaney sexual health expert (Physiotherapist out of Winnipeg). Starting with Adolescent Sexuality with a goal to also support the aging population.</p>			
<p>4. President Report - Emil</p> <ul style="list-style-type: none"> <li>● Amazing Summer - great feedback coming from the Wiltons</li> <li>● Susan and Prakash working to update the signing authority as per Manulife.</li> <li>● Funds Transfer arranged in three installments August, September and October</li> <li>● Sarah Ford CHS - Board Education on Gene Therapy to be arranged. David Page Blood Safety and Supply Committee. Possible Advocacy Campaigns.(Meeting with Emil in September)</li> <li>● National Hemophilia Foundation Rebranding - National Bleeding Disorder Foundation. More inclusive and representative (Hemophilia, VWD, Palette Deficiency)New website NBDF. This is in line with the strategic plan for Hemophilia Ontario.</li> <li>● CHS Twinning update - Port of Spain, Trinidad and Tobago. Organizational twinning a year ahead of medical twinning program.</li> </ul>	x		
<p>5. Finance forecast Sept. – Dec, Byron Susan</p> <ul style="list-style-type: none"> <li>● Updated format presented (Actual vs. Budget and Forecast). Last four months of the year will be presented in the new format reflecting actual revenue and actual expenses.</li> <li>● Bingo/Nevada cannot be shown as revenue until the money is spent. Adjustment will change. Money must be spent and reflected in GTA addresses and postal codes. Byron is meeting with the Head of Bingo/TO in October to discuss possible lifting of restrictions for spending.</li> </ul>	x	x	

<p>Question - Can this be reflected as a Deferred Contribution? (Funding is not recognized as revenue unless it is spent.)</p> <p>Susan - It is already set up in a deferred revenue account.</p> <ul style="list-style-type: none"> <li>● Cash Flow to be reflected in Two Documents <ol style="list-style-type: none"> <li>1. Cash Flow + Latest Statement</li> <li>2. Forecast P&amp;L (Income Statement)</li> </ol> </li> </ul> <p>Question - With the organization looking healthier in December are we planning on replacing the \$40,000 in our investment?</p> <p>Discussion in December to determine what we want in account going into 2024 or will we make a decision to replace investment.</p> <ul style="list-style-type: none"> <li>● Where is the annual performance? Will be presented at the next FAC meeting. Jan-Aug Actual and Sept-Dec forecast.</li> </ul> <p>Question - What is the current cash position?</p> <p>Bingo - \$66K  Gen - \$44k  Nev - \$13K  4th account (backing credit cards) - \$19K</p>			
<p>6. Fund Development position presentation - Byron</p> <ul style="list-style-type: none"> <li>● Proposing Manager of Resource Development position. Admin + Finance being shared between Sarah and Byron. Sarah would take on a new role.</li> <li>● Proposing new role and training plan as presented.</li> <li>● \$58K for a new salary/position</li> <li>● Cannot offer a bonus structure but possible to look at a tiered salary system, salary grid based on skill sets for positions. (Cannot incentivize fundraising.)</li> </ul> <p>Question - What is the role description? How does this differ from Sarah's current responsibilities?</p>	x	x	

<p>Independent work vs. Collaborative? What is the average time spent per week?</p> <p>Action: Byron to provide hourly breakdown tasks/duties via email to the board and specifically what is being removed and a clear division of responsibilities.</p> <p>Financial Support Cases Case Files (Razor's Edge) Admin + Finance O Chart Quarterly Financial Reports Database for Financial Assistance program Clinic Liaison Monthly Clinic Newsletter</p> <ul style="list-style-type: none"> <li>• Concern is that staffing will be required to take on too much, should we be looking at adding a new staff member?</li> </ul> <p>ED has broad purview and will make the decisions for staffing. He has the obligation to manage workloads and make adjustments as necessary</p> <ul style="list-style-type: none"> <li>• Three options - <ol style="list-style-type: none"> <li>1. Approve training now</li> <li>2. Do not move forward</li> <li>3. Delay decision to clarify the information and have a clear path forward for the role.</li> </ol> </li> </ul> <p>Decision to be made at October board meeting and will also have a breakdown of training hours and when they will be completed for the three month program.</p> <p>Electronic resolution/decision also permitted by email prior to the next board meeting.</p>			
<p>7. Sarah training program Byron -</p> <p>As presented.</p>	<p>x</p>	<p>x</p>	<p>x</p>
<p>8. Strategic Plan update, board work board members</p> <p>Action</p> <ul style="list-style-type: none"> <li>• Board to provide updates and recommendations to Byron via email prior to November Board Meeting.</li> </ul>	<p>x</p>	<p>x</p>	

<p>Peter has already provided his report and opinion document.</p>			
<p>10. Krever event update - Byron</p> <ul style="list-style-type: none"> <li>● September 19 planning meeting scheduled (Emil and Cam to take part.)</li> <li>● Event should be held in Toronto.</li> <li>● Goal to have an event in 2024.</li> <li>● Toronto School of Film working on a documentary on Tainted Blood Scandal. Toronto School of Film will support an event/video. Expecting nationwide collaboration.</li> </ul>	x	x	
<p>11. Camps 2024 - Byron</p> <ul style="list-style-type: none"> <li>● Camps 2024 - Davern, Wanakita and Community Camp, Just the Dads.</li> <li>● The Community Camp model is the gateway to youth camp. This is how we will get youth engaged and at</li> <li>● Review programming to discuss leadership opportunities, councillor program - how do we engage them to bring them back to support the community events.</li> <li>● Nurse requirement for attendance.</li> <li>● Betty Ann retiring October 27- longest serving Wanakita Nurse. Plan retirement recognition.</li> <li>● Review Community Camp at November Fern meeting.</li> </ul>	x		
<p>12. Other business</p> <ul style="list-style-type: none"> <li>● Susan - Current Pluto Invoice Payment is maxed at \$5k. This does not support larger invoices/expenses. Currently has to have two signing officers for cheques which can delay payment.</li> <li>● Motion will be required. This will be added to the mid October FAC meeting.</li> <li>● Rotman program - haven't received communication. Peter received an email and Byron will reach out to the program director. Meeting September 7th. Goal is to have the two students take on the "Robbie's Run" fundraiser project. Peter to be the Board Mentor, Bryon to be the Staff Mentor.</li> <li>● Sarah's position may be put forward in an electronic motion.</li> </ul>	x		x

● Pharma meetings to be confirmed most likely via zoom meetings.			
13. Adjourn - Motion to adjourn 9:25pm ● Move - Amy			x