

2016 Annual General Meeting

MINUTES – October 22nd, 2016 12:15PM ET



DATE/TIME: October 22nd, 2016 – 12:15PM ET

Location: Palis de Congres du Montreal Room 515

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- 1) Call to Order – C. Baer called the meeting to order, there were 65 members in attendance and 3 staff. Starting the AGM with:
 - a) **Presentations** Carolyn Baer introduced Barbara Kennedy, Executive Director of the Cardiac Health Foundation of Canada Graduate Awards to Étienne Morin, Andrew Jenklin and Emilie M Dolan. Everyone gave them a round of applause.
 - b) Cardiac Health Foundation of Canada WALK OF LIFE Awards were announced by Barbara Kennedy. Some of the programs who were in attendance received the awards in person.
Carolyn Baer thanked Barbara Kennedy again for coming to present.
- 2) Approval of Agenda – C. Baer
MOTION: Moved by Caroline Chessex seconded by Tracy Selway to approve the Agenda as presented. Carried.
- 3) Approval of Minutes – C. Baer
MOTION: Moved by Tracy Selway, seconded by Diana Hopkins-Rosseel to Approve the AGM Minutes of October 22, 2015. Carried.
- 4) President's Report – C. Baer reported that the Board started Strategic Planning this week starting Thursday. The Board identified components that needed to be reviewed. Financials being one of them. CACPR must be careful of where we put our focus. Starting with the Registry – there were only five (5) sites actively submitting data to the Registry. Results of a survey showed that inputting data was cumbersome, time consuming and little gain going back to the sites, to continue with the Registry, we must have a) more active involvement to the Registry to help make improvements to the Registry and b) financial investment as sponsorship has diminished. The survey showed barriers to Registry Inputting. This has made growth impossible. The Board voted that we cannot support the Registry as, going forward. The Board created a Registry Task Force headed by Dylan Chipperfield. Carolyn asked Members to come forward to her, if they are interested in helping with the Task Force.

Spring Conference will continue going forward. Jennifer Harris was formally thanked as well as Paul Oh and Caroline Chessex.

The Fall Conference revenue is declining due to the CCC Jewel Document, as of 2018 there will be no revenue coming from the Fall Conference. Going forward we will have to be having a “bare-bones” conference. Attendance is dwindling at Fall Conference.

Carolyn Baer put a call out for anyone interested in putting a Spring Conference in 2018 in Atlantic Canada.

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CACPR Board is hoping to hold the AGM at the Spring Conference going 2018 and forward. Carolyn asked by a show of hands, who would support the notion. From the show of hands, a majority would be ok with this. This was not a formal vote.

A JCRP vote went forward, only 20 people responded. Carolyn asked from a show of hands how important JCRP is to their membership, it is valued.

Guidelines are outdated so we are going be updating them, and have started a Task Force headed by Simon Bacon. Carolyn also asked for those who are interested in presenting webinars to contact the main office.

5) Secretary Report – J. Harris presented the results for the Board of Directors for 2017.

a) Notification of results of election to the Board

- Incoming

Acclaimed

- Kathleen Turner
- Kathryn Brisco
- Tracy Selway

Appointed

- Karen Unsworth
- Ken Rannard

b) Notification of Officers of the Association

- President: Carolyn Baer
- President Elect: Tracey Selway
- Secretary: Dylan Chipperfield
- Treasurer: Ken Rannard

6) Treasurer's Report- Carolyn Baer presented on behalf of Ken Rannard, as he was not in attendance. Carolyn let the Members know that we had also hired a new bookkeeping service as Dale Harrington retired. Due to the transitions, an Audit has not been completed. Carolyn presented a Draft Financial Un-Audited Statement.

a) Draft Financial Statements – There was an increase in Administration Costs, due to hiring an Executive Director in 2015. There was a net loss of \$75,922 in 2015, this compared to the net revenue of \$63,747 in 2014. This means it is imperative we look at different streams of possible revenue, and multi-year sponsorship. There was concern over the future viability of the organization. We are working hard to find these streams.

MOTION: Moved by Carolyn Baer, seconded by Simon Bacon to defer the approval of the CACPR Audited Financial Statements for the year ended December 31, 2015. The motion to approve the

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approval of the CACPR Audited Financial Statements for the year ended December 31, 2015 will be completed electronically by December 31, 2016. Carried.

MOTION: Moved by Carolyn Baer, seconded by Tracy Selway to appoint OnBusiness Inc. as the Auditor for 2016. Carried.

7) Executive Director Report – L. Smith welcomed members to the AGM. She thanked the Members for their support and commitment to CACPR's Vision and Statement and Mandate, Carolyn Baer, and staff, Sheena Dayman, and Katelin Gresty. Linda explained that a Member Survey will be sending out by the Membership Committee, by Sandra Black. Linda said that she was happy to Report that Diamond Fernandes will be heading a new committee the Marketing & Commintions Committee. She showed a list of the current committees.

- Membership
- Knowledge Transfer
- Advance Training Committee
- Spring Conference Committee
- Fall Conference
- Research Committee
- Marketing & Communications Committee
- Canadian Cardiac Rehab Registry (CCRR)
- CCRR (Registry) Executive Committee
 - CCRR Research Sub-Committee
 - CCRR Program Liaison Sub-Committee

8) Association Recognition – C. Baer was delighted to present the following awards and recognition.

- Retiring Board Members
 - Jennifer Harris
 - Shauna Ratner
- Leadership Awards - C. Baer
 - Research/Advocacy – Simon Bacon, Montreal, QC
 - Education Knowledge Transfer – Jennifer Harris, Ottawa, ON
 - Clinical – Ann Briggs, Vaughan, ON
 - Special President's Award – Paul Oh, Toronto, ON

9) Floor Open to Questions:

Simon Bacon wanted to highlight that Sponsorship dollars were recognized in 2014, instead of being brought forward. It was an accounting issue.

Peter Prior wanted to clarify with the Financials, what the implications of JCRP were and why there are two conferences. Carolyn address the Conferences first, due to the Jewel Documents, CACPR does not receive as

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much money from the Fall Conference, CCS keeps our registration money, as of 2018 we will receive nothing from CCS except for a room and AV support. The Fall Conference will be only a Scientific Program, and the Spring Conference will be owned by us, and we will be able to get sponsorship, and control over our content. For JCRP, the cost of JCRP is 33% of your Membership dollars, CACPR is looking at every line item of expenses now. Peter does value the JCRP, but does not value it as part of his Membership, as he does have other means to access it. Carolyn stressed that completing surveys are important, and to remind members to ensure their contact information was up-to-date.

A member stated that CACPR should be aware of program financial restraints, and that all members cannot afford to attend both conferences, Carolyn stated that CACPR is looking at taping or broadcasting conferences as we do recognize that, and would like to get the content out.

Paul wanted to let the membership know that there is a Registry Task Force meeting tomorrow, as it is important from 1-2 PM in room 240. Katelin Gresty will be interested in hearing everyone's thoughts.

A Member worried about the message CACPR Board is giving by only having a Scientific Conference at the CCC, as we worked so hard to get her, to have recognition by the doctors at this conference, and for CACPR to have a voice in the prevention track, and not just about giving medication. Carolyn explained that we do not have a plan to leave CCC, and still be Prevention Track champions. Jean Diodati is currently the Prevention Track Captain. Jean Diodati voiced that he is there to ensure CCS does hear our message.

10) Adjournment C. Baer adjourned the meeting at 1PM ET

MOTION: Moved by Tracey Selway, seconded by Simon Bacon to adjourn the meeting.