



## 2020 - 2021 Annual General Meeting

Tuesday, June 22, 2021

4:00pm to 5:30pm via Zoom

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|    | <b>Present</b>   | <p><b>RCHS Board Members:</b> Janet Cosier (Board Chair), Bob Long (Vice Chair), Michèle LeBlanc (Treasurer), Terry Lee, Ian Donald, Sandy Shaw, Katie Weststrate, Don Palmer, Deb McGuire</p> <p><b>Regrets:</b> Terry Gilhen (Secretary), Dorothy Thomson</p> <p><b>Board Nominees:</b> Jackie Lord, Christine Joli-Coeur, Sandra Shaw, Veena Ravichandran, Christopher Cummings</p> <p><b>RCHS Staff Members:</b> Michele Bellows (CEO), Kelly Robinson (Director, Primary Care), Onalee Randell (Director, Health Promotion), Anne Caron (Director Corporate &amp; Admin Services), Christ Dales Donnelly, Doug Dorward, Kristian Gundersen (Executive Assistant - Recorder)</p> <p><b>Community Members:</b> Pauline Levesque (ALTC), Andrea Hunt (ALTC), Serena Deschamps (Allan and Partners LLP) Cheri Kemp-Long, Graeme Bonham-Carter</p> |
| 1. | <b>Call to Order</b>                                   | <p>J. Cosier, Board Chair, called the meeting to order at 4:00pm and welcomed all in attendance. She recognized fellow board members and others in attendance, including new board member nominees, RCHS staff, leadership, and members of the public.</p> <p>She provided a land acknowledgement and took a minute for everyone to reflect on their personal commitment to reconciliation with the indigenous people.</p>   |
| 2. | <b>Adoption of Agenda</b>                              | <p><b>Motion:</b> That the agenda for the 2020 - 2021 Annual General Meeting be approved as circulated.</p> <p><b>Moved by:</b> Deb McGuire      <b>Seconded by:</b> Katie Weststrate      <b>Carried.</b></p>   |
| 3. | <b>Adoption of Minutes from September 22, 2020 AGM</b> | <p><b>Motion:</b> That the minutes of the September 22, 2020 Annual General Meeting be approved as circulated.</p> <p><b>Moved by:</b> Bob Long      <b>Seconded by:</b> Michèle LeBlanc      <b>Carried.</b></p>  |

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| 4. | <b>Report from the Chair of the Board</b>      | <p>Janet Cosier, Board Chair, presented a verbal report to those in attendance. She commended the leadership team for continuing to improve the annual report. She noted that it is quite fulsome and fully reflective of RCHS' activities over the last year.</p> <p>J. Cosier reported that the board approved RCHS' new strategic plan, vision, mission, and value statement this past year, developed in collaboration with the board, staff, leadership, community members, and partners.</p> <p>J. Cosier thanked the RCHS staff and leadership team for their outstanding performance this last year, especially with all pandemic-related challenges the team has faced.</p> <p>She also recognized her fellow board members for their many tremendous contributions, participation in many special meetings, focus on governance and recruitment initiatives, and all pandemic-related efforts.</p>   |
| 5. | <b>Report from the Chief Executive Officer</b> | <p>M. Bellows, Chief Executive Officer, welcomed community members, partners, board members, as well as staff, and thanked them for taking the time to attend RCHS' virtual AGM. She reflected on this past year and how we continue to maintain healthy communities.</p> <p>Highlights from the report included:</p> <ul style="list-style-type: none"> <li>- Over 300 new clients were brought on this past year, and more continue to be brought on each day.</li> <li>- RCHS expanded its ability to support clients virtually during the pandemic, while continuing to use traditional methods to reach out to clients. In-person visits were scheduled, if necessary, as public health directions evolved.</li> <li>- Several grants were received which enabled RCHS to continue supporting brown bag lunches for the community.</li> <li>- RCHS was able to respond to requests for assistance from community partners which includes providing support to the COVID-19 Community Assessment Centre run by Perth and Smiths Falls District Hospital, as well as the COVID-19 Vaccination Clinic.</li> <li>- RCHS has been an active participator in the development of the Lanark, Leeds, and Grenville Ontario Health Team (LLG OHT), which was approved in November 2020.</li> <li>- Anti-racism and anti-oppression initiatives continue to be a focus for RCHS.</li> </ul> <p>M. Bellows noted that RCHS continues to be the ongoing recipient of the generosity of our communities including financial support, donation of personal time, and resources. All contributions from community members enable RCHS as an organization to continue to grow, and to support our communities in these unprecedented times.</p> |

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|    |   | She also thanked all RCHS staff for continuing to go above and beyond making a positive impact in our communities and on the clients we serve.  |
| 6. | <b>2020-2021 Financial Report</b>             | M. LeBlanc, Chair of the Finance and Audit Committee & Treasurer reported that the organization achieved another successful audit, and an overall successful year financially. This year, RCHS was fortunate to receive funding to implement a new program to deliver dental services. Given the many pandemic-related challenges, the 2020-2021 year was well-managed in terms of budget and delivery.   |
| 7. | <b>2020-2021 Auditor's Report</b>             | <p>M. LeBlanc introduced Serena Deschamps of Allan and Partners LLP who provided an overview of the audit financial process and the financial highlights.</p> <p>She thanked Anne Caron and the Finance Team at RCHS for all their diligence and assistance for the second audit during a pandemic, and the safe manner in the way things were handled.</p> <p>She reported that a thorough review was conducted of internal control systems and policies which are set by the board to safeguard the assets of organization, to ensure they are being followed.</p> <p><b>Motion:</b> That the Auditor's Report for 2020-2021 and Rideau Community Health Services' 2020-2021 Audited Financial Statements be accepted.</p> <p><b>Moved by:</b> Michèle LeBlanc                      <b>Seconded by:</b> Don Palmer                      <b>Carried.</b></p> <p>J. Cosier thanked Serena Deschamps and her team for conducting a successful audit, especially during such a challenging time, and for attending the AGM to provide her report. She also thanked Anne Caron and her team for their work and dedication.</p> |
| 8. | <b>Appointment of Auditors for 2021 -2022</b> | <p>Michèle LeBlanc reported that the Finance and Audit Committee conducted an RFP process, and after review recommends that Allan and Partners be contracted to complete the audit for the next fiscal year.</p> <p><b>Motion:</b> That Allan &amp; Partners be appointed as auditors for RCHS for 2021-2022 at a cost of \$9,000.00 plus HST.</p> <p><b>Moved by:</b> Terry Lee                                      <b>Seconded by:</b> Michèle LeBlanc                      <b>Carried.</b></p>  |
| 9. | <b>Recommendation of Board</b>                | Don Palmer described the nomination process and introduced this year's slate of nominees, including new nominees and the returning Board members. He noted that five director positions are currently vacant.   |

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|   | <p><b>Members<br/>2021-2022</b></p> <ul style="list-style-type: none"> <li>- Recommendation of new Board members for 2021/22</li> <li>- Reappointment of Board members</li> </ul> | <p>He introduced Jackie Lord who has held the position of Community Representative over the last year and is now being recommended to officially join the board.</p> <p>The 2021-2022 recruitment process successfully identified four new candidates for director positions. He gave each candidate an opportunity to introduce themselves and describe their background and interest in contributing to the mission and vision of RCHS.</p> <p><b>Motion:</b> That the following Board members and new nominees be elected for 2021-22 for the following terms:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>For a one-year term:</u></b><br/> Jackie Lord<br/> Veena Ravichandran<br/> Sandra Shaw<br/> Christine Joli-Coeur<br/> Christopher Cummings</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>For a two-year term:</u></b><br/> Dorothy Thomson<br/> Don Palmer</p> </td> </tr> </table> <p><b>Moved by:</b> Ian Donald                      <b>Seconded by:</b> J. Cosier                      <b>Carried.</b></p> | <p><b><u>For a one-year term:</u></b><br/> Jackie Lord<br/> Veena Ravichandran<br/> Sandra Shaw<br/> Christine Joli-Coeur<br/> Christopher Cummings</p> | <p><b><u>For a two-year term:</u></b><br/> Dorothy Thomson<br/> Don Palmer</p> |
| <p><b><u>For a one-year term:</u></b><br/> Jackie Lord<br/> Veena Ravichandran<br/> Sandra Shaw<br/> Christine Joli-Coeur<br/> Christopher Cummings</p> | <p><b><u>For a two-year term:</u></b><br/> Dorothy Thomson<br/> Don Palmer</p>  |   |   |  |
| 10.   | <b>Recognition of Directors at End-Of-Term</b>  | Janet Cosier recognized the valuable contributions of the four outgoing board members: Ian Donald, Bob Long, Terry Lee, and Sandy Shaw.   |   |  |
| 11.   | <b>Community Recognition Award</b>  | <p>Janet Cosier presented the Community Recognition Award to Pauline Levesque, Executive Director of the Adult Learning and Training Centre in Lanark. This award was introduced by the RCHS board 5 years ago. It is presented annually to an individual, group, or organization who has made significant contributions to the health and well-being of our communities.</p> <p>A socially distanced award presentation took place earlier in June. Pauline Levesque thanked the RCHS board and staff for the acknowledgement and the contributions to the shared clients of both organizations.</p>   |   |  |
| 12.   | <b>Adjournment</b>  | <p>Janet Cosier thanked everyone for attending this year's Annual General Meeting.</p> <p><b>Motion:</b> That the 2020-2021 Annual General Meeting be adjourned at 5:02pm.<br/> <b>Moved by:</b> Janet Cosier                      <b>Carried.</b></p>  |   |  |

**Approved by:**

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*Janet Cosier*  
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**Janet Cosier, Board Chair**

9/19/2022 | 8:25 PM EDT  
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**Date**

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*Terry Gilhen*  
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**Terry Gilhen, Board Secretary**

9/19/2022 | 6:49 PM PDT  
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**Date**