



Minutes: Annual General Meeting
Friday, May 28, 2010
Hilton Suites Winnipeg Airport, 1800 Wellington
Avenue

Attendees:

John Borody, AFM	Mike Tutthill, HIC
Jackie Lemaire, AFM	Doreen Fey, IRHA
Ethel Hook, Alliance	Tannis Erickson, IRHA
Betty Kozak, ARHA	Kristin Stewart, IRHA
Nancy McPherson, Brandon RHA	Sandy Koropas, IRHA
Tara Common Brandon RHA	Grant McManes, MB Education
Vanessa Hamilton, Brandon RHA	Brian Hatherly, MB Education
Jo-Anne Lutz, BRHA	Paul Paquin, MB Education
Mark A. McDonald, CCS	Lorraine Dacombe Dewar, MB Health
Linda Venus, CCS	Minister Jim Rondeau, HLYS
Laura Plett, CCS	Mark Robertson, MB HLYS
Dr. Jane Griffith, CCMB	Charlotte Lwanga, MB HLYS
Katherine Fradette CCMB	Debbie Viel, NEHA
Kate McGarry CCMB	Dawn Sawatsky, NEHA
Liz Harland CCMB	Laura Donatelli, PHAC
Jennifer Baker, RHA Central	Cate Harrington, PHAC
Dianna Meseyton-Neufeld, RHA Central	Lynne Foley, PHAC
Teresa Mayer, HCMO	Bev Unger, SEH
Debbie Brown, HSFM	Madeleine Sarrasin, SEH
Christine Houde HSFM	Vanessa Friesen, SEH
Jackie Zalsnasky HSFM	Dr. Elizabeth Ready, UofM
Cathy Steven, HIC	Margie Kvern, Winnipeg RHA
Bohdanna Kinasevych HIC	Jan Schmalenberg, Winnipeg RHA
Dan Gravenor, HIC	

Regrets:

Jody Allan, ARHA
Catherine Hynes, NOR-MAN RHA
Michel Petit, Churchill RHA
Sherri Buhler, PRHA
Dr. R. Santos, HCMO

Motions from the Agenda:

Partners Business: Debbie Brown & Tannis Erickson:

a. Strategic Plan – The PPHL Strategic Plan was presented by Debbie Brown.

- i. Debbie Brown moved to accept the Strategic Plan Logic Model as presented, Jennifer Baker seconded, motion carried.
- ii. Ethel Hook suggested that the Intermediate Outcome: “Active knowledge development and exchange between groups and sectors” be moved from the ‘Intermediate’ column to the ‘Immediate’ column. The Group discussed and agreed. Ethel moved to accept this change, Mark McDonald seconded, motion carried.
- iii. Debbie Brown moved to accept the Strategic Plan Logic Model with revisions, Jennifer Baker seconded, motion carried.

b. Terms of Reference – Changes to the Terms of Reference were presented by Tannis Erickson.

- i. In 2.9. and 6.3. of the new Terms of Reference, the discussion called for the term “ex-officio” to be added to 6.3. and the definition of “ex-officio” was therefore to be included in the list of definitions. The members determined that a suitable definition of ex-officio would be found and added following the AGM. However, the term ex-officio does not refer to a non-voting member (although an ex-officio member may indeed abstain from voting). The term ex-officio means “*By right or virtue of the office held... an ex officio member is a member of a board, committee, or other body by virtue of his title to a certain office, and does not require further appointment*” (Answers.com). “... to describe someone who has a right because of an office held, such as being allowed to sit on a committee simply because one is president of the corporation” (Copyright © 1981-2005 by Gerald N. Hill and Kathleen T. Hill. All Right reserved). As a result, the term *non-voting member* will be used in 6.3. and the definition of same added to the list of definitions as 2.9.
- ii. Definition of non-voting member (as mentioned in 6.3.), under the Definitions section, 2.9 added as follows “*Non-voting Member – A PPHL Member may be a non-voting member at their own discretion, or at the discretion of the Coordinating Committee. Non-voting members must still sign the PPHL letter of understanding and are still subject to the conditions expressed in this document*”.
- iii. 4.2.3 - change from “Actively participate as members of Working Groups” to “*Actively participate in the work of Partners*”.
- iv. 5.2.1 – need to clarify the members of the Coordinating Committee. Change from “The Coordinating Committee will consist of the Chair (Host Organization), Working Group Chairs, and representatives from up to 6

member organizations (one of which shall be the incoming Host Organization or the past Host Organization)” to *“The Coordinating Committee will consist of the Chair (Host Organization), the Past-Chair, the Working Group Chairs, and representatives from up to 5 member organizations”*.

- v. 5.2.2 – Need to account for succession planning. Change from “Terms of appointment on the Coordinating Committee are for a period of 2 years, but a Member may serve beyond this period if needed” to *“Terms of appointment on the Coordinating Committee are for a period of 2 years, but a Member may serve beyond this period if needed. Consideration will be given so that no more than 50% of the members’ terms can expire at any one time”*.
- vi. 6.3. – Need to add a note excluding non-voting members. Change “Each member organization will hold one vote, including the Host Organization at all meetings.” to *“Each member organization will hold one vote, unless they are a non-voting member, including the Host Organization at all meetings.*
- vii. 7.2. – “In the event that a member of the Coordinating Committee withdraws for any reason, or is removed by the Coordinating Committee, the vacancy will be filled with a volunteer from the Membership Committee as voted and agreed upon by the Coordinating Committee” , the meaning of the phrase “Membership Committee” is found to be confusing, change to *“In the event that a member of the Coordinating Committee withdraws for any reason, or is removed by the Coordinating Committee, the vacancy will be filled with a volunteer from the membership as voted and agreed upon by the Coordinating Committee”*.
- viii. Debbie Brown moved to accept the PPHL Terms of Reference with all changes as discussed, Doreen Fey seconded, motion carried.

c. Host Organization

- i. Heart & Stroke Foundation of Manitoba has been the Host organization for two consecutive terms. A call went out to the Executive Committee to see if another member was interested in becoming the new Host. Canadian Cancer Society, MB Division (CCS) was the only interested party. Mark McDonald, CEO of CCS offered that Linda Venus, Senior Director, Public Affairs and Cancer Control would become the new Chair.
- ii. Debbie Brown asked the CCS representatives to leave the room so that the new Chair position could be discussed and voted on.
- iii. Debbie Brown moved to accept CCS as the new Host and Chair of PPHL. Doreen Fey seconded.