



## Ontario Workplace Health Coalition (OWHC) Annual General Meeting Minutes

**Meeting:** Ontario Workplace Health Coalition Annual General Meeting  
**Date:** November 10, 2015  
**Time:** 1:00 pm - 2:00 pm  
**Location:** Centre for Health & Safety Innovation  
5110 Creekbank Road, Mississauga, Ontario, L4W 0A1

**Present:** **Members, In Person:** Allan Smofsky, Andrew Harkness, Desiree D’Souza, Gerry Culina, Ivian Tchakarova, Janet Baker, Jennifer Krueger, Krista Schmid, Mike Glatz, Lee-Ann Kosziwka Jennifer Lombardo-Seib, Bernadette Hymus, Viv Richardson, Norma Gibson-MacDonald, Roslyn Wright, Sabrina Arvanitis, Stan Murray, Susan Fuciarelli, Tim Fleming

**Members, Via Webinar:**, Janet Carr, Monique Beneteau, Lisa Van der Vinne

**Chair:** Gerry Culina/Tim Fleming  
**Secretary:** Roslyn Wright  
**Recorder:** Desiree D’Souza

Time	Item	Content	Movers and Seconders	Vote
1:00	2.0 Welcome &	<ul style="list-style-type: none"><li>Gerry Culina welcomed everyone including those</li></ul>		



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pm	<b>Introductions</b>	<p>participating by webinar.</p> <ul style="list-style-type: none"> <li>• He acknowledged Workplace Safety and Prevention Services (WSPS) for allowing the OWHC to hold this AGM at the Centre for Health and Safety Innovation, and for arranging for staff to facilitate the webinar</li> <li>• He explained the voting process in person and on-line and that only registered, paid-up members would be entitled to vote. He advised that the electronic votes would be completed first prior to the hand votes.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Call to Order</li> </ul>	<ul style="list-style-type: none"> <li>• Gerry Culina called the Seventh Annual General Meeting (AGM) to order.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Secretary and Scrutineers</li> </ul>	<ul style="list-style-type: none"> <li>• Roslyn Wright was acknowledged as the Secretary and appointed Scrutineer.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Notice of Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• The Secretary was assigned to keep a copy of the notice of meeting with the records of the meeting.</li> </ul>		



	<ul style="list-style-type: none"> <li>Meeting Regularly Constituted</li> </ul>	<ul style="list-style-type: none"> <li>Gerry Culina acknowledged that quorum requirements were met and that advance notice of the Annual General Meeting and its details had been provided.</li> </ul>		
	<ul style="list-style-type: none"> <li>Questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>Gerry Culina informed everyone about two questionnaires regarding the OWHC membership fee and the proposed mission statement, everyone was asked to fill out the questionnaire and place it in the bowl allocated for this.</li> </ul>		
	Minutes of October 28, 2014 Annual General Meeting	<ul style="list-style-type: none"> <li>No comments/changes were proposed for the October 28, 2014 AGM minutes. Gerry Culina stated <b>“May I have a motion to approve the minutes.”</b></li> <li>“Will those participating by webinar please now vote on your screen “yes” or “no” in favour of approving the minutes of the October 28, 2014 Annual General Meeting. Will those present in the room in favour of the resolution signify by raising your card. Will those present in the room voting contrary to the resolution signify by raising their card.”</li> <li>Gerry Culina declared the minutes of the 2014 Annual General Meeting dated October 28, 2014 approved.</li> </ul>	<p>Moved: Jennifer Kreuger</p> <p>Seconded: Sabrina Arvanitis</p>	All in favour



	<p><b>3.0 Board of Directors' Report</b></p>	<p>Tim Fleming reviewed highlights of the OWHC Annual Report, August 1, 2014 to July 31, 2015, including the following items:</p> <ul style="list-style-type: none"> <li>• OWHC Strategic Planning – Tim highlighted OWHC’s decision to follow a more structured strategic plan for 2015.</li> <li>• OWHC’s Focus on membership education and networking i.e. Events - Breakfast Networking meetings</li> <li>• Joan Burton Memorial - Comprehensive Workplace Health Leadership Symposium held in April 2015.</li> </ul> <p>Tim Fleming asked if anyone had any questions about this or anything else in the Annual Report. There were no questions.</p>		
	<p><b>4.0 Financial Report</b></p>	<p>Ivian Tchakarova, Treasurer, reviewed the highlights of the Treasurer’s Report and the financial statements. She asked if there were any errors or omission noted in the report and asked:</p> <p><b>“I would like to move that we approve the Financial Report for the year ended July 31, 2015.”</b></p>	<p>Moved: Norma Gibson-MacDonald</p> <p>Seconded: Stan Murray</p>	<p>All in favour</p>



		Ivian declared the Financial Report as at July 31, 2015 approved.		
	<p><b>5.0 Proposed Resolutions</b></p> <ul style="list-style-type: none"> <li><b>Resolution #1</b> Appointment Of Auditors</li> </ul>	<p>Ivian Tchakarova stated that the first resolution was the appointment of Auditors: <b>“May I have a motion that Good &amp; Partners, LLP Chartered Accountants, be appointed accountants of the Corporation to prepare a Notice to Reader report for the fiscal year ending July 31, 2016, holding office until the next annual meeting or until their successors are appointed, and that the Board of Directors be authorized to fix the accountants’ remuneration?”</b></p> <ul style="list-style-type: none"> <li>“Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution regarding that appointment of Auditors Will those present in this room in favour of the resolution signify by raising your card. Will those present in the room voting contrary to the resolution signify by raising their card.”</li> </ul> <p>Ivian Tchakarova declared the resolution carried that Good &amp; Partners, LLP Chartered Accountants, be appointed accountants of the Corporation to prepare a Notice to Reader</p>	<p>Moved: Janet Baker</p> <p>Seconded: Susan Fuciarelli</p>	<p>All in favour</p>



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		<p>report for the fiscal year ending July 31, 2015, holding office until the next annual meeting or until their successors are appointed, and that the Board of Directors be authorized to fix the accountants' remuneration."</p>		
	<p><b>Resolution #2:</b> Approval of Acclaimed Directors</p>	<p>Stan Murray stated that "This year we had 8 vacancies on the Board of Directors and 8 nominations</p> <p><b>WHEREAS</b> a resolution was approved at the 2012 Annual General Meeting to amend the bylaws such that when the number of duly nominated and acceptable Director Candidates is equal to the number of vacancies, the nominated candidates shall be considered elected by Acclamation and shall be announced at the annual general meeting.</p> <p><b>And WHEREAS</b> for the upcoming year, November 2015 to October 2016, there were eight declared vacancies on the Ontario Workplace Health Coalition Board of Directors.</p> <p><b>And WHEREAS</b> at the close of nominations, eight nominations had been submitted and accepted as meeting the criteria for Board membership.</p>		



		<p><b>THEREFORE BE IT RESOLVED</b> that the following eight candidates be considered acclaimed to the 2015-2016 OWHC Board of Directors:</p> <ol style="list-style-type: none"><li>1. <b>Terri Aversa</b>; with a changed status to full nomination from appointment;</li><li>2. <b>Janet Baker</b>; who has completed 4 years on the Board;</li><li>3. <b>Gerry Culina</b>; who has completed 4 years on the Board;</li><li>4. <b>Tim Fleming</b>; who has completed 2 years on the Board;</li><li>5. <b>Krista Schmid</b>; the new representative from WSPS;</li><li>6. <b>Allan Smofsky</b>; a returning Board Member from 6-8 years ago;</li><li>7. <b>Ivian Tchakarova</b>; who has completed 2 years on the Board; and</li><li>8. <b>Roslyn Wright</b>, who has completed 2 years on the board.</li></ol> <p><i>May I have a motion that these nominees be considered elected by acclamation to the OWHC Board of Directors? And a seconder?</i></p> <p><i>“Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution to approve the acclaimed director. Will those present in this room in favour of the resolution signify by raising their card. Will those present in the room voting contrary to the</i></p>	<p>Moved: Jennifer Krueger</p> <p>Seconded: Sabrina Arvanitis</p>	<p>All in favour</p>
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		<p><i>resolution signify by raising their card.”</i></p> <p><i>“I declare the resolution carried and welcome the eight acclaimed members as members of the board of directors of the OWHC.”</i></p> <p><b><u>Outgoing Directors</u></b></p> <p><i>“I would like to acknowledge the work of three board members who have completed their term and would like to thank them for their contribution and efforts for the Board. They are:</i></p> <p><i>Andrew Harkness</i>  <i>Norma Gibson-MacDonald</i>  <i>Jennifer Krueger</i>  <i>Stan Murray</i></p>		
	<p><b>Resolution #3:</b>          Acceptance Of New Members</p>	<p>Norma Gibson-McDonald stated that WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.1) require that organizational members must apply to the Board for membership; <b>THEREFORE BE IT RESOLVED that the following persons are hereby admitted as Organizational Members of the Corporation:</b> (see list below). <b>WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.2) require that individual members must apply to the</b></p>		





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		<p><b>Board for membership; THEREFORE BE IT RESOLVED that the following persons are hereby admitted as Individual Members of the Corporation: (see list below).</b></p> <p><i>Individual members:</i></p> <ol style="list-style-type: none"><li>1. Sandy Richardson</li><li>2. Monique Beneteau</li><li>3. Jennifer Labelle</li><li>4. Janet Carr</li><li>5. Rose Atkins</li><li>6. Janet Baker</li><li>7. Lisa Van der Vinne ( Marlene Davidson)</li><li>8. Roslyn Wright ( Katie Douglas, Sharon Khan, Glen Harvey, Rosanne Madio)</li><li>9. Sabrina Arvanitis</li><li>10. Stan Murray</li><li>11. Teresa Aversa</li><li>12. Tim Fleming</li><li>13. Ivian Tchakarova</li><li>14. Norma Gibson McDonald</li></ol> <p><i>Organizational members (up to 5 members):</i></p> <ol style="list-style-type: none"><li>1. CCOHS</li></ol>		
			Moved: Stan Murray	All in favour



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		<ol style="list-style-type: none"> <li>2. <i>Ottawa Public Health</i></li> <li>3. <i>Regional Municipality of Halton</i></li> <li>4. <i>Sudbury District Health Unit</i></li> <li>5. <i>Prince Edward counties</i></li> <li>6. <i>ThunderBay District Health Unit</i></li> <li>7. <i>Transcontinental</i></li> <li>8. <i>Kingston Frontenac and Lennox &amp; Addington Health Unit</i></li> <li>9. <i>Workplace Safety &amp; Prevention Services</i></li> </ol> <p><i>Student members:</i></p> <ol style="list-style-type: none"> <li>1. <i>Derek Chechah</i></li> </ol> <p><b><i>May I have a motion that the proposed slate of new members of the Corporation be accepted? And a seconder?</i></b></p> <p><i>“Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the resolution. Will those present in this room in favour of the resolution signify by raising their yellow card. Will those present in the room voting contrary to the resolution signify by raising their yellow card.”</i></p> <p><i>Norma Gibson-McDonald declared the motion carried.</i></p>	<p>Seconded: Janet Baker</p>	



	<p><b>6. Acknowledgement of Special Service Certificates to OWHC BOD</b></p>	<p>Gerry Culina took a moment to acknowledge Norma Gibson-MacDonald, one of its most dedicated supporters and pioneers in the development and sustainability of the Ontario Workplace Health Coalition over the years.</p> <p>The Board of Directors, at this time, would like to take a moment to acknowledge one of its most dedicated supporters and pioneers in the development and sustainability of the Ontario Workplace Health Coalition over the years. This individual has over the past number of years with the coalition invested countless hours in the administration and strategic direction of the OWHC. We especially want to recognize their critical contribution as membership coordinator of the board over the years.</p> <p>When the call went out for leadership at the board level, this individual has always stepped forward to offer her best. Along with pioneering and helping to establish the coalition in its early years. Norma Gibson MacDonald has been instrumental in maintaining the organization.</p> <p>Her background:</p> <ul style="list-style-type: none"><li>• When a new provincial workplace health association was formed in Ontario in 2006, Norma represented the</li></ul>		
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		<p>Canadian Centre for Occupational Health &amp; Safety (CCOHS) on the Acting Steering Committee and then was elected as a member of the Steering Committee for this newly formed Ontario Healthy Workplace Coalition (OHWC) as the Lead of the Resource Integration Standing Committee.</p> <ul style="list-style-type: none"><li>• Shortly after the OHWC officially became an incorporated, not-for-profit organization in 2008, the Steering Committee evolved into the Board of Directors and Norma continued on the Board as a Director.</li><li>• From October 2011 to October 2013, Norma was Vice-Chair of the Ontario Workplace Health Coalition (OWHC) as it was now called.</li><li>• During those years, Norma took a special interest in organizing the membership database and also liaising with the CCOHS webmaster to keep all the content on the OWHC website up-to-date.</li><li>• She was acclaimed to the Board again in October 2013 and took on the position of Website/Membership/Database Lead where she was instrumental in creating an organized system for</li></ul>		
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		<p>addressing those critical OWHC functions.</p> <ul style="list-style-type: none"><li>• Norma always said that “every organization needs a librarian,” and the OWHC has been fortunate to have had such a dedicated and conscientious librarian and passionate workplace health supporter in its midst for over eight years!</li></ul> <p>Please help me in acknowledging and thanking Norma Gibson-MacDonald as we present her with lifetime membership to the OWHC along with our heartfelt thanks.</p>		
	<b>6.0 Other business</b>	<p>Gerry asked the members in person and those on the webinar if there was any ‘other business’ to be brought before the meeting?</p> <p>Since there was no other business, they thanked the participants who attended the AGM in person or joined by webinar.”</p>		



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12:30 pm	<b>7.0 Adjournment</b>	<ul style="list-style-type: none"><li>• Gerry Culina stated: “If there is no further business, may I have a motion for the termination of the meeting? Will those participating by webinar please now vote on your screen “yes” or “no” in favour of the motion regarding ending the meeting? Will those present in this room in favour of the motion signify by raising their yellow card. Will those present in the room voting contrary to the motion signify by raising their yellow card.”</li><li>• Gerry Culina declared the motion carried and the meeting terminated.</li></ul>	Moved: Janet Baker	All in favour
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**Meeting Adjourned:** 1:35 pm

**Signatures:**

**GERRY CULINA,**  
Co-Chair

**Tim Fleming**  
Co-Chair