



Ontario Workplace Health Coalition (OWHC) Annual General Meeting Minutes

Meeting: Ontario Workplace Health Coalition Annual General Meeting
Date: November 21, 2018
Time: 11:30 am - 12:00 pm
Location: Centre for Health & Safety Innovation
5110 Creebank Road, Mississauga, Ontario, L4W 0A1

Present: **Members, In Person:** Tracey Poulin Dunn, Lindsay Bell, Nathan Kolar, Allan Smofsky, Mike Glatz, Danielle Stewart, Terri Szymanski, Monica Szabo, Desiree D'Souza, Gerry Culina, Sarika Gundu, Tricia Harrison, Brittany Dunlop (Katherine Victorio), Lynn I'Anson, Heather Near Hopkins, Vij Richards

Members, Via Webinar: Myrna Ojala

Chair: Terri Szymanski
Secretary: Nathan Kolar
Recorder: Desiree D'Souza

Time	Item	Content	Movers and Seconders	Vote
11:30 am	2.0 Welcome & Introductions	<ul style="list-style-type: none">• Tracey welcomed everyone• She 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• She explained the voting process in person and that only registered, paid-up members would be entitled to vote.		



	<ul style="list-style-type: none"> • Call to Order 	<ul style="list-style-type: none"> • Terri Szymanski called the Tenth Annual General Meeting (AGM) to order. 		
	<ul style="list-style-type: none"> • Secretary and Scrutineers 	<ul style="list-style-type: none"> • Nathan Kolar was acknowledged as the Secretary and appointed Scrutineer, assisted by Desiree 		
	<ul style="list-style-type: none"> • Notice of Meeting 	<ul style="list-style-type: none"> • The Secretary was assigned to keep a copy of the notice of meeting with the records of the meeting. 		
	<ul style="list-style-type: none"> • Meeting Regularly Constituted 	<ul style="list-style-type: none"> • Terri Szymanski acknowledged that quorum requirements were met and that advance notice of the Annual General Meeting and its details had been provided. 		
	Minutes of November 21, 2018 Annual General Meeting	<ul style="list-style-type: none"> • No comments/changes were proposed for the November 21, 2018 AGM minutes. Terri Szymanski stated “May I have a motion to approve the minutes.” • “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.” • Terri Szymanski declared the minutes of the 2018 Annual General Meeting dated November 21, 2018 approved. 	<p>Moved: Allan Smofsky</p> <p>Seconded: Lindsay Bell</p>	All in favour



	<p>3.0 Board of Directors' Report</p>	<p>Terri Szymanski reviewed highlights of the OWHC Annual Report, August 1, 2017 to July 31, 2018, including the following items:</p> <ul style="list-style-type: none"> • OWHC Website update (modernize website and automate payments) • OWHC Webinars • Membership Infrastructure (elimination of checks and notice-to-reader) • Joan Burton Day of Learning – keynote speaker was Lauren Bernardi • Launch of Reader's Café (2 books were read) • Review of committees (nomination and governance committees) <p>Terri Szymanski asked if anyone had any questions about this or anything else in the Annual Report. There were no questions.</p>		
	<p>4.0 Financial Report</p>	<p>Michael Glatz, Treasurer, reviewed the highlights of the Treasurer's Report and the financial statements (funding the website). He asked if there were any errors or omission noted in the report and asked:</p> <p>“I would like to move that we approve the Financial Report for the year ended July 31, 2018.”</p> <p>Michael declared the Financial Report as at July 31, 2018 approved.</p>	<p>Moved: Allan Smofsky</p> <p>Seconded: Terri Szymanski</p>	<p>All in favour</p>



<p>5.0 Proposed Resolutions</p> <ul style="list-style-type: none"> Resolution #1 Appointment Of Auditors For Fiscal Ending July 31, 2019 	<p>Michael Glatz, stated that the first resolution was the appointment of Auditors: “May I have a motion that Good & Partners, LLP Chartered Accountants, be appointed accountants of the Corporation to prepare a Notice to Reader report for the fiscal year ending July 31, 2018, 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> <ul style="list-style-type: none"> “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.” <p>Michael Glatz, declared the resolution carried that Good & Partners, LLP Chartered Accountants, be appointed accountants of the Corporation to prepare a Notice to Reader report for the fiscal year ending July 31, 2019, 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>Moved: Allan Smofsky</p> <p>Seconded: Tricia Harrison</p>	<p>All in favour</p>
<p>Resolution #2: Membership Term Adjustment</p>	<p>Danielle Stewart stated that:</p> <p>WHEREAS the OWHC would like the members to join or renew their memberships at the time of year that they so choose,</p>	<p>Moved: Michael Glatz</p> <p>Seconded: Danielle Stewart</p>	<p>All in favour</p>



		<p>WHEREAS the OWHC wants to make the member sign-up process as simple as possible for members to join or renew their memberships,</p> <p>WHEREAS the OWHC will be using a new process for membership data collection via an updated website portal,</p> <p>THEREFORE BE IT RESOLVED that Article 19.5 (b) modified to allow the membership anniversary date to run one year from the date the member signs up. For a member to remain in good standing, membership dues must be paid in full no later than 30 days after the members' anniversary date.</p> <p>That 19.5 (b) read as follows:</p> <p>The membership year will start at the date that the member signed up and run for (12) twelve months. For a Member to remain in good standing membership dues for the upcoming year must be paid in full no later than 30 days after the members' anniversary date.</p>		
	<p>Resolution #3: Number and Term of Office (BOD)</p>	<p>Danielle Stewart stated that WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.1) require that organizational members must apply to the Board for membership;</p> <p>WHEREAS the OWHC is an independent, volunteer, not-for-profit, multi-stakeholder organization;</p>		



		<p>And WHEREAS OWHC’s board is made up of many committed individuals who volunteer time to carry out the mandate and activities of the OWHC;</p> <p>And WHEREAS the OWHC often does not receive sufficient nominations to fill all board vacancies;</p> <p>And WHEREAS Clause 5.2 e OF Bylaw #5 reads as follows: No person may be elected or appointed a director for more than three (3) successive two-year terms. Former directors who have served three (3) successive terms shall be eligible for service again after one year. In the event that a director is elected to fill an unfinished term, that term shall not be counted against him or her in relation to the successive terms limitation.</p> <p>THEREFORE BE IT RESOLVED that Article 5.2 (e) be deleted so board members are not limited to serving a maximum of three (3) consecutive terms at once.</p>	<p>Moved: Michael Glatz</p> <p>Seconded: Tracey Poulin-Dunn</p>	<p>All in favour</p>
	<p>Resolution #4: Approval of Acclaimed Directors (2018-2019)</p>	<p>Danielle Stewart stated that WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.1) require that organizational members must apply to the Board for membership; WHEREAS a resolution was approved at the 2012 Annual General Meeting to amend the bylaws such that when the number of nominated Director candidates is equal to the number of vacancies, the nominated candidates shall be</p>		



		<p>considered elected by Acclamation and shall be announced at the annual general meeting;</p> <p>And WHEREAS in 2018, there are 7 vacancies to be filled and 5 candidates;</p> <p>THEREFORE BE IT RESOLVED that the following candidate (s) shall be considered elected by acclamation to the Board of Directors for (2-year term) the term November 21, 2018 to the date of the Annual General Meeting in 2020. Terri Szymanski Lindsay Bell Michael Glatz Nathan Kolar Gerry Culina</p> <p>Directors who are looking forward to continuing their terms for another year: Allan Smofsky, Danielle Stewart, Monica Szabo, Surika Gundu and myself, Tracey Poulin Dun.</p>	<p>Moved: Tricia Harrison</p> <p>Seconded: Allan Smofsky</p>	<p>All in favour</p>
	<p>Resolution #5: Acceptance of New Members</p>	<p>Terri stated that:</p> <p><i>Organizational (Up to 5 Members):</i></p> <p>WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.1) require that organizational members must apply to the Board for membership;</p>	<p>Moved: Tricia Harrison</p> <p>Seconded: Lindsay Bell</p>	<p>All in favour</p>



		<p>THEREFORE BE IT RESOLVED that the following persons are hereby admitted as Organizational Members of the Corporation: (list provided at the AGM—we currently have 22 organizations).</p> <p><i>Individual members:</i></p> <p>WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.2) require that individual members must apply to the Board for membership;</p> <p>THEREFORE BE IT RESOLVED that the following persons are hereby admitted as Individual Members of the Corporation: (list provided at the AGM—we currently have 79 individual members).</p> <p><i>Student:</i></p> <p>WHEREAS the Ontario Workplace Health Coalition Bylaws (Section 19.2) require that student members must apply to the Board for membership;</p> <p>THEREFORE BE IT RESOLVED that the following persons are hereby admitted as Student Members of the Corporation: (list to be provided at the AGM—we currently have 9 students).</p>		
	6.0 Other business	<p>Terri Szymanski asked the members in person if there was any ‘other business’ to be brought before the meeting?</p>		



		Since there was no other business, they thanked the participants who attended the AGM in person or joined by webinar.”		
12:30 pm	7.0 Adjournment	<ul style="list-style-type: none">• Terri Szymanski stated: “If there is no further business, may I have a motion for the termination of 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 card.”• Terri Szymanski declared the motion carried and the meeting terminated.	Moved: Danielle Stewart	All in favour

Meeting Adjourned: 12:00 pm

Signatures:

Terri Szymanski,
Chair

Tracey Poulin Dunn
Co-Chair