

**Physical and Health Education Canada  
ANNUAL MEETING OF THE GENERAL ASSEMBLY**

**Friday, November 3, 2017  
4:00 – 5:00 pm**

Brookstreet Hotel  
525 Legget Drive  
Ottawa, ON, K2K 2W2

**Attendees:** Brian Storey (President & CEO), Giang Nguyen (Treasurer), Brent Bradford, Ross Campbell, Antony Card, Graham Hayes, Lisa Manzini, Luke Neville, Lara Paterson, Maribeth Rogers Neale, and Jake Rondot.

**Recorder:** Jodie Lyn-Harrison (Secretary).

**Invited Guest(s):** Melanie Davis, Brandy Dewar, Veronique Marchand, and Stephanie Talsma.

**1.0 Call to Order**

- Quorum was confirmed for the November 3, 2017 Annual Meeting of the General Assembly.
- Brian Storey, President & CEO, called the meeting to order.
- This AGM was held on land which long served as a site of meeting and exchange amongst Indigenous peoples, including the Haudenosaunee and Anishinabek nations. Attendees honour, acknowledge and thank the diverse Indigenous people whose footsteps have marked this territory on which they now gather.

**2.0 Appointment of Parliamentarian**

**MOTION 17-11-01 Lisa Manzini / Maribeth Rogers Neale**

**BE IT RESOLVED** to appoint Ross Campbell as the Parliamentarian.

**CARRIED**

**3.0 Recognition of Special Guests**

Brian Storey recognized the members and guests attending the Annual Meeting of the General Assembly, including: current Board of Director members, Council of Provinces & Territories members, those who attended via conference call, and Melanie Davis who will begin her tenure as ED&CEO on November 27, 2017.

**4.0 Approval of Agenda - November 3, 2017**

No changes or corrections were made.

**MOTION 17-11-02 Brent Bradford / Graham Hayes**

**BE IT RESOLVED** to approve the Agenda of PHE Canada's Annual Meeting of the General Assembly for November 3, 2017 as presented.

**CARRIED**

**5.0 Approval of Minutes – November 18, 2016**

No changes or corrections were made.

**MOTION 17-11-03 Lara Paterson / Maribeth Rogers Neale**

**BE IT RESOLVED** to approve the Minutes of PHE Canada’s Annual Meeting and Special Meeting of the General Assembly for November 18, 2016 as presented.

**CARRIED**

**6.0 Business**

**6.01 Business Arising**

No Business Arising to report.

**6.02 Reports**

**6.02.1 President & CEO's Report**

Brian Storey presented the President & CEO’s Report. Highlights included:

- It has been a year of renewal for the association, and a new Strategic Plan and a new Conference Plan were developed.
- A successful year of events included the 2017 National Conference in St. John’s NL, as well as the Healthy School Communities National Forum occurring over the past few days.
- Partnerships continue to be facilitated and our networks growing.
- Budgets were stabilized, and the association ended the year in a strong financial position.
- Thank you and acknowledgements were extended to the association’s funders, partners and supporters.
- Gratitude was extended to the national office staff, and the “facilitated leadership team” model of working together and decision making was recognized.
- Confident in leaving the role of CEO to Melanie Davis who will assume this role on November 27, and that the association has a very optimistic future.

**MOTION 17-11-04 Ross Campbell / Lisa Manzini**

**BE IT RESOLVED** to accept the President & CEO’s Report as presented.

**CARRIED**

Comments:

- Suggested that the new ED&CEO undertake a review of various association components – internal or external, operations, etc. scope to be determined by Board of Directors.

**6.02.2 Finance and Audit Committee Report**

**(a) 2016-2017 Audited Financial Statements**

Giang Nguyen presented the 2016-2017 Audited Financial Statements. Highlights included:

- In the Auditor’s opinion, the Financial Statements present fairly, in all material aspects, the financial position of Physical and Health Education Canada as at June 30, 2017 and the results of its operations and its cash flows for the year ended in accordance with Canadian accounting standards for not-for-profit organizations.
- The Legacy Fund provided a total loan of \$109,000 to Corporate Operations to support past operating deficits.
- Leasing commitment for the national office ends December 31, 2018.
- There was a Net Revenue of the Operating Fund of \$98,109.

- Overall, the association's Net Assets (worth) as at June 30, 2017 remained positive at \$548,851.

**MOTION 17-11-05 Luke Neville / Lara Paterson**

**BE IT RESOLVED** that the 2016-2017 Audited Financial Statements for the fiscal period of July 1, 2016 to June 30, 2017 be accepted as presented.

**CARRIED**

**(b) Legacy Fund Report and Appointment of Trustees**

Jodie Lyn-Harrison presented the Legacy Fund Report and Appointment of Trustees on behalf Grant McManes, Chair of the Legacy Fund Committee. Highlights included:

- Contributions were made to the Legacy Fund.
- Ensured that the loan to PHE Canada Corporate Operations was clearly defined and indicated in reports.
- The investment portfolio realized a gain of \$31,097 (6.93%) if the loan to Corporate Operations is excluded.
- Overall the status of the Legacy Fund is \$687,592 as at June 30, 2017.
- A sincere thank you was extended to all the members of the Legacy Fund Committee for volunteering their time and expertise, and especially to Sandra Gibbons as she steps down from the committee.

Comments:

- With the new ED&CEO confirmed, the Legacy Fund Committee for 2017-2018 was amended to indicate Brian Storey as President, and Melanie Davis as Executive Director commencing November 27, 2017.

**MOTION 17-11-06 Antony Card / Ross Campbell**

**BE IT RESOLVED** to accept the 2016-2017 Legacy Fund Report as amended.

**CARRIED**

**MOTION 17-11-07 Brent Bradford / Antony Card**

**BE IT RESOLVED** to accept the following on the Legacy Fund Committee for 2016-2017:

- Past-Chair: Grant McManes
- Chair: Lois Vanderlee
- Chair-Elect: Mark Jones
- Member-at-Large 2: Joannie Halas
- Member-at-Large 1: Vacant
- Ex-Officio, Investment Representative: Iris Bliss
- Ex-Officio, President: Brian Storey
- Ex-Officio, President-Elect: Lori Munro-Sigfridson
- Ex-Officio, Executive Director: Melanie Davis, commencing November 27, 2017.

**CARRIED**

**(c) Appointment of Auditors for 2017-2018**

**MOTION 17-11-08 Maribeth Rogers Neale / Lisa Manzini**

**BE IT RESOLVED** the appointment of the 2017-2018 auditors Ouseley Hanvey Clipsham Deep LLP be accepted.

**CARRIED**

### **6.02.3 Nominating Committee Report**

Jodie Lyn-Harrison presented the Nominating Committee Report on behalf Fran Harris, Chair of the Nominating Committee. Highlights included:

- A review of last year's nomination process.
- A review of last year's committee members.

#### **MOTION 17-11-09 Maribeth Rogers Neale / Luke Neville**

**BE IT RESOLVED** to accept the Nominating Committee Report as presented.

**CARRIED**

#### **MOTION 17-11-10 Lisa Manzini / Luke Neville**

**BE IT RESOLVED** to confirm the election of the following individuals to the Board of Directors for 2017-2019:

- Jennifer Gruno, British Columbia & Yukon Representative
- Cole Wilson, Saskatchewan Representative
- Lara Paterson, Ontario Representative
- Steve Machat, Nova Scotia Representative
- Cheryl Tanton, Prince Edward Island Representative

**CARRIED**

#### **MOTION 17-11-11 Lara Paterson / Luke Neville**

**BE IT RESOLVED** to confirm the election of Lori Munro-Sigfridson as President-Elect for 2017-2018.

**CARRIED**

#### **MOTION 17-11-12 Antony Card / Maribeth Rogers Neale**

**BE IT RESOLVED** to recognize Brian Storey as President for 2017-2018.

**CARRIED**

#### **MOTION 17-11-13 Lara Paterson / Lisa Manzini**

**BE IT RESOLVED** to recognize the following individuals on the Board of Directors for 2017-2018:

- Brent Bradford, Alberta & Northwest Territories Representative
- David Bard, Manitoba & Nunavut Representative
- Steve Dunn, Quebec Representative
- Joëlle LeGresley, New Brunswick Representative
- Mike Pittman, Newfoundland & Labrador Representative

**CARRIED**

#### **MOTION 17-11-14 Ross Campbell / Jake Rondot**

**BE IT RESOLVED** to recognize Giang Nguyen as an Appointed Board Member for 2017-2018.

**CARRIED**

#### **MOTION 17-11-15 Antony Card / Luke Neville**

**BE IT RESOLVED** to accept the following individuals on the Nominating Committee for 2017-2018:

- Ex-Officio, Past-President/President-Elect: Lori Munro-Sigfridson, Chair
- Member-at-Large: Louise Humbert
- Administrative Member-at-Large: Jodie Lyn-Harrison

**CARRIED**

#### **6.02.4 Approval of Board of Directors Motions**

No changes or corrections were made.

#### **MOTION 17-11-16 Lara Paterson / Maribeth Rogers Neale**

**BE IT RESOLVED** to approve the 2016-2017 Summary of Motions by the Board of Directors as presented.

**CARRIED**

Comments:

- Provincial board reports are not made publically available. Requests for information can be made to the President in writing.

#### **7.0 New Business**

No New Business to report.

#### **8.0 Acknowledgements and Adjournment**

- Sincere appreciation and gratitude extended to Fran Harris, Past-President, for her many years of service to the association.
- Sincere thanks and appreciation were provided to the outgoing Board members: Morgan Jarvis, Jeff Kawzenuk and Brian Lewis.
- Welcome extended to the new Board members: Lara Paterson, Cole Wilson and Steve Machat.
- Reminder to "Save the Date" for the 2018 National Conference on May 17-19, in Whistler, British Columbia.

#### **MOTION 17-11-17 Lisa Manzini**

**BE IT RESOLVED** to adjourn the meeting at 4:53 pm.