



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

**Thursday, November 22, 2018
5:00 pm – 6:00 pm**

Virtual, and House of Sport/RA Centre
Boardroom: Town Hall 2
2451 Riverside Drive
Ottawa, ON K1H 7X7

Attendees: Brian Storey (President), Ross Campbell, Antony Card, Melanie Davis (ED&CEO), Shannon Kell, Grant McManes, Lori Munro-Sigfridson (President-Elect), Giang Nguyen (Treasurer), Lara Paterson, Mike Pittman, Meghan Roney, Kaelin Tingley, and Cole Wilson.

Recorder: Jodie Lyn-Harrison.

Invited Guest(s): Jordan Burwash, Marim Moreland, and Tricia Zakaria.

Regrets: Farida Gabbani.

1.0 Call to Order

- Quorum was confirmed for the November 22, 2018 Annual Meeting of the General Assembly.
- Brian Storey, President, called the meeting to order.

2.0 Appointment of Parliamentarian

MOTION 18-11-01 Lori Munro-Sigfridson / Giang Nguyen
BE IT RESOLVED to appoint Antony Card 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 and those who attended virtually.

4.0 Approval of Agenda - November 22, 2018

No changes or corrections were made.

MOTION 18-11-02 Giang Nguyen / Lara Paterson
BE IT RESOLVED to approve the Agenda of PHE Canada's Annual Meeting of the General Assembly for November 22, 2018 as presented.

CARRIED

5.0 Approval of Minutes – November 3, 2017

No changes or corrections were made.

MOTION 18-11-03 Ross Campbell / Antony Card

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

CARRIED

6.0 Business

6.01 Business Arising

No Business Arising to report.

6.02 Reports

6.02.1 President's Report

Brian Storey presented the President's Report. Highlights included:

- It has been an incredible year of resiliency and optimism for the staff, board and various leadership committees.
- The association welcomed a new ED&CEO, survived a flood, moved office location, and hosted a national conference in Whistler, BC.
- There has been two consecutive years of financial stability and positive budgets.
- Appreciation was extended to outgoing board members: Brent Bradford, David Bard, Joëlle LeGresley, and Steve Machat.
- Acknowledgements were extended to incoming board members: Ross Campbell, Grant McManes, Kaelin Tingley, Antony Card, and Shannon Kell.
- Very confident in handing over the association to incoming President Lori Munro-Sigfridson.

MOTION 18-11-04 Grant McManes / Lara Paterson

BE IT RESOLVED to accept the President's Report as presented.

CARRIED

6.02.2 Executive Director & CEO's Report

Melanie Davis presented the Executive Director & CEO's Report. Highlights included:

- Acknowledged the tremendous amount of energy and work provided by the staff and board over the past year.
- The strategic plan was operationalized with a strategic roadmap, as well solidifying the association's direction with the results from the membership survey.
- Initiated a Student Welcome Package that was signed-onto by over 100 pre-service teachers.
- Funded by Indigenous and Northern Affairs Canada (INAC) to support and advance physical and health education and after school programming on Treaty 6 land.
- Launched e-learning modules for Physical Literacy through a partnership with Human Kinetics.
- Helped to develop and then chosen as the Secretariat for the newly formed Canadian Alliance for Healthy School Communities.
- Achieved a positive financial outcome.
- We will continue to strive to be inclusive, relevant and valuable to our membership, stakeholders and clients.

MOTION 18-11-05 Lori Munro-Sigfridson / Cole Wilson

BE IT RESOLVED to accept the Executive Director & CEO's Report as presented.

CARRIED

6.02.3 Finance and Audit Committee Report

(a) 2017-2018 Audited Financial Statements

Giang Nguyen presented the 2017-2018 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, 2018 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.
- There remains the \$109,000 Legacy Fund loan to Corporate Operations to support past operating deficits.
- New leasing commitment for the national office ends April 30, 2021.
- There was a Net Revenue of the Operating Fund of \$108,827.
- Overall, the association's combined Net Assets (worth) as at June 30, 2018 remained positive at \$671,925.

Comments:

- There was an increase in the Corporate Operations Expenses for Staff & Administration due to additional staff compliment when compared to the previous fiscal year.
- The 2018 National Conference generated a profit. Its revenue and expenses are combined with other events and networking activities in the Corporate Operations statement.

MOTION 18-11-06 Mike Pittman / Giang Nguyen

BE IT RESOLVED that the 2017-2018 Audited Financial Statements for the fiscal period of July 1, 2017 to June 30, 2018 be accepted as presented.

CARRIED

(b) Legacy Fund Report and Appointment of Trustees

Melanie Davis presented the Legacy Fund Report and Appointment of Trustees. Highlights included:

- Contributions and donations were made to the Legacy Fund.
- The investment portfolio realized a gain of \$14,247 (3.02%) if the loan to Corporate Operations is excluded.
- Overall the status of the Legacy Fund is \$701,839 as at June 30, 2018.
- Approach to these funds is largely conservative and mixing of investments types.
- A sincere thank you was extended to all the members of the Legacy Fund Committee for volunteering their time and expertise, and especially to Grant McManes as he steps down from the committee.

MOTION 18-11-07 Grant McManes / Giang Nguyen

BE IT RESOLVED to accept the 2017-2018 Legacy Fund Report as amended.

CARRIED

MOTION 18-11-08 Lori Munro-Sigfridson / Antony Card

BE IT RESOLVED to accept the following on the Legacy Fund Committee for 2018-2019:

- Past-Chair: Lois Vanderlee
- Chair: Mark Jones
- Chair-Elect: Joannie Halas
- Member-at-Large 2: Jamie Mandigo
- Member-at-Large 1: Vacant
- Ex-Officio, Investment Representative: Iris Bliss
- Ex-Officio, President: Lori Munro-Sigfridson
- Ex-Officio, President-Elect/Past-President: Brian Storey
- Ex-Officio, Executive Director: Melanie Davis

CARRIED

(c) Appointment of Auditors for 2018-2019

MOTION 18-11-09 Giang Nguyen / Grant McManes

BE IT RESOLVED to appoint Ouseley Hanvey Clipsham Deep LLP as the 2018-2019 auditors.

CARRIED

6.02.4 Nominating Committee Report

Lori Munro-Sigfridson presented the Nominating Committee Report. Highlights included:

- Reviewed last year's committee members.
- Sincerest gratitude to Louise Humbert for her past 4 years on the committee.
- Reviewed last year's nomination process.
- Acknowledgement and appreciation for all nominees this year, especially those who proceeded through the election process.

MOTION 18-11-10 Lori Munro-Sigfridson / Giang Nguyen

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

CARRIED

MOTION 18-11-11 Lori Munro-Sigfridson / Antony Card

BE IT RESOLVED to confirm the election of the following individuals to the Board of Directors for 2018-2020:

- Shannon Kell, Alberta & Northwest Territories Representative
- Grant McManes, Manitoba & Nunavut Representative
- Steve Dunn, Quebec Representative
- Ross Campbell, New Brunswick Representative
- Mike Pittman, Newfoundland & Labrador Representative

CARRIED

MOTION 18-11-12 Antony Card / Lara Paterson

BE IT RESOLVED to confirm the election of Lori Munro-Sigfridson as President for 2018-2020.

CARRIED

MOTION 18-11-13 Giang Nguyen / Lori Munro-Sigfridson

BE IT RESOLVED to recognize Brian Storey as Past-President for 2018-2019.

CARRIED

MOTION 18-11-14 Lori Munro-Sigfridson / Ross Campbell

BE IT RESOLVED to recognize the following individuals on the Board of Directors for 2018-2019:

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

CARRIED

MOTION 18-11-15 Lori Munro-Sigfridson / Cole Wilson

BE IT RESOLVED to recognize the following individuals as Appointed Board Members for 2018-2019:

- Giang Nguyen
- Paul Mlodzik
- Antony Card

CARRIED

MOTION 18-11-16 Lori Munro-Sigfridson / Grant McManes

BE IT RESOLVED to accept the following individuals on the Nominating Committee for 2018-2019:

- Ex-Officio, Past-President/President-Elect: Brian Storey, Chair
- Member-at-Large: Reg Leidl
- Administrative Member-at-Large: Jodie Lyn-Harrison

CARRIED

6.02.5 Approval of Board of Directors Motions

No changes or corrections were made.

MOTION 18-11-17 Grant McManes / Giang Nguyen

BE IT RESOLVED to approve the 2017-2018 Summary of Motions by the Board of Directors as presented.

CARRIED

7.0 New Business

No New Business to report.

8.0 Acknowledgements and Adjournment

- Sincere appreciation and gratitude extended to Brian Storey, outgoing President, for his many years of service to the association.
- Reminder to "Save the Date" for the 2019 National Conference on May 2-4, in Montreal, Quebec.

MOTION 18-11-18 Brian Storey

BE IT RESOLVED to adjourn the meeting at 5:53 pm.