

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

**Wednesday, November 15, 2023**  
**6:00 pm – 7:00 pm ET**

**Attendees:** Jo Sheppard (President), Melanie Davis (ED&CEO), Sylvie Beaudoin, Jennifer Buettner, Antony Card (Treasurer), Joe Crossland, Cyril Indome, Astrid Kendrick, Reg Leidl, Steve McGinley, Jacinta McGrath, Brian (Mick) McMillan, Lori Munro-Sigfridson, Caleb Poulin, Steve Ranni, Sabrina Razack, Rebecca Richardson, and Krista Smeltzer.

**Regrets:** Kellie Baker, Farida Gabbani, and Doug Gleddie (Past-President).

**Recorder:** Jodie Lyn-Harrison.

**1.0 Land Acknowledgement**

- Jo Sheppard, President, provided the Land Acknowledgement.

**2.0 Call to Order**

- Quorum was confirmed for the November 15, 2023, Annual Meeting of the General Assembly.
- Jo Sheppard, President, called the meeting to order.

**3.0 Appointment of Parliamentarian**

**MOTION 23-11-01 Antony Card / Lori Munro-Sigfridson**  
**BE IT RESOLVED** to appoint Reg Leidl as the Parliamentarian.

**CARRIED**

**4.0 Recognition of Special Guests**

- Jo Sheppard recognized everyone and thanked them for attending.

**5.0 Approval of Agenda – November 15, 2023**

No changes or corrections were made.

**MOTION 23-11-02 Mick McMillan / Rebecca Richardson**  
**BE IT RESOLVED** to approve the Agenda of PHE Canada's Annual Meeting of the General Assembly for November 15, 2023, as presented.

**CARRIED**

## **6.0 Approval of Minutes – December 6, 2022**

No changes or corrections were made.

### **MOTION 23-11-03 Rebecca Richardson / Jennifer Buettner**

**BE IT RESOLVED** to approve the Minutes of PHE Canada’s Annual Meeting and Special Meeting of the General Assembly for December 6, 2022, as presented.

**CARRIED**

## **7.0 Business**

### **7.01 Business Arising**

No Business Arising to report.

### **7.02 Reports**

#### **7.02.1 President’s Remarks**

Jo Sheppard provided the President’s Remarks. Highlights included:

- The 2023 National Conference in PEI was exciting and attended by passionate people.
- Coast to coast to coast, PHE Canada has accomplished spectacular things this year, such as: National Competencies, National Healthy Schools Forum, and CSAI grants to school communities.
- The involvement of the Board of Directors, the Council of Provinces & Territories and the Research Council have helped highlight PHE Canada’s ability across Canada.
- Appreciation expressed to PHE Canada National Office Staff for creating an amazing environment of learning, sharing and collaboration at all events, meetings and conferences.
- We must continue our advocacy and resource provision for SOGI 123 (Sexual Orientations and Gender Identities) and other marginalized groups who are still experiencing pushback and increased negative actions.
- reinventing their work environment and our programs and services – building the plane while flying it.
- Looking forward to seeing everyone at the 2024 National Conference in Saskatoon.

### **MOTION 23-11-04 Rebecca Richardson / Lori Munro-Sigfridson**

**BE IT RESOLVED** to accept the President’s Remarks as presented.

**CARRIED**

#### **7.02.2 Executive Director & CEO’s Report**

Melanie Davis provided the Executive Director & CEO’s Report. Highlights included:

- Equity Diversity and Inclusion Committee efforts have been forging ahead. An EDI audit was completed in 2017, and we are grateful for all those who have contributed to responding to its recommendations.
- PHE Canada has focused on programming for students who face barriers to participation in physical and Health education, particularly: Real World, Heart Zone, and Game Changers.
- Every Ministry of Education in Canada received the National Competencies this year, and they have provided positive feedback. PHE Canada has also been invited to two other countries to present and provide information.
- A lot of learnings and resources came out of the pandemic. These items will be the foundation of the new PHE Activity Centre now renamed Passport for Life - a one-

stop shop for lesson plans, activity plans and resources to teach both physical education and health education.

- PHE Canada has also been building the PHE Campus – taking the e-learning pieces in-house and developing unique modules for professional development.
- Appreciation expressed to Dr. Pierre Boudreau and Dr. Sandra Gibbons. They are retiring as co-editors in chief after 20 years of volunteerism with the PHEnex Journal and for all that they have accomplished in the field of physical and health education.
- Appreciation expressed to Dr. Lynn Randle and Dr. Nathan Hall who will now carry the PHEnex Journal forward.
- PHE Canada successfully expanded our reach across Canada and grew our presence by 225% through social media, web, in-person events and online connections.

**MOTION 23-11-05 Astrid Kendrick / Jacinta McGrath**

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

**CARRIED**

**7.02.3 Finance and Audit Committee Report**

**(a) 2022-2023 Audited Financial Statements**

Melanie Davis presented the 2022-2023 Audited Financial Statements. In summary:

- In the Auditor's opinion, the Financial Statements present fairly, in all material aspects, the financial position of Physical and Health Education Canada as of June 30, 2023 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.
- Cash Assets and Deferred Revenue remained high because of the ongoing activities and expenses that crossed over fiscal year-end.
- There was a significant revenue increase due to Sport Canada funding for the CSAI initiative. This is also reflected in the increased expenses for Programs.
- The investments were slightly up. The investment market was still volatile and risky.
- For the Operating Fund, all Administration expenses covered by initiatives are now in 'Programs' and 'Resource development'.
- Schedules of Public Health Agency of Canada and Sport Canada contributions are found on pages 14-15. Everything was in order.
- There was a Net Revenue for the Operating Fund of \$87,305 for 2023.
- Overall, the association's combined Net Assets (worth) as of June 30, 2023 was \$917,654.

**MOTION 23-11-06 Steve McGinley / Antony Card**

**BE IT RESOLVED** that the 2022-2023 Audited Financial Statements for the fiscal period of July 1, 2022 to June 30, 2023, be accepted as presented.

**CARRIED**

**(b) Appointment of Auditors for 2023-2024**

**MOTION 23-11-07 Krista Smeltzer / Mick McMillan**

**BE IT RESOLVED** to appoint Ouseley Hanvey Clipsham Deep LLP as the 2023-2024 auditors.

**CARRIED**

#### **7.02.4 Nominating Committee Report**

Jodie Lyn-Harrison presented the Nominating Committee Report. In summary:

- The list of committee members was reviewed.
- The 2023-2025 nomination cycle was reviewed.
- The slate of directors was reviewed.

#### **MOTION 23-11-08 Krista Smeltzer / Steve Ranni**

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

**CARRIED**

#### **MOTION 23-11-09 Jennifer Buettner / Jacinta McGrath**

**BE IT RESOLVED** to confirm Kellie Baker as President-Elect for 2023-2024.

**CARRIED**

#### **MOTION 23-11-10 Lori Munro-Sigfridson / Sylvie Beaudoin**

**BE IT RESOLVED** to confirm the election of the following individuals to the Board of Directors for 2023-2025:

- Steve McGinley, British Columbia Representative
- Jennifer Buettner, Saskatchewan Representative
- Rebecca Richardson, Ontario Representative
- Jennifer McKenzie, Nova Scotia Representative
- Allister Smith, Prince Edward Island Representative

**CARRIED**

#### **MOTION 23-11-11 Rebecca Richardson / Krista Smeltzer**

**BE IT RESOLVED** to recognize Joanna Sheppard as President for 2023-2024.

**CARRIED**

#### **MOTION 23-11-12 Sylvie Beaudoin / Mick McMillan**

**BE IT RESOLVED** to recognize the following individuals to the Board of Directors for 2023-2024:

- Astrid Kendrick, Alberta Representative
- Cyril Indome, Manitoba Representative
- Krista Smeltzer, Quebec Representative
- Joe Crossland, New Brunswick Representative
- Jacinta McGrath, Newfoundland & Labrador

**CARRIED**

#### **MOTION 23-11-13 Krista Smeltzer / Astrid Kendrick**

**BE IT RESOLVED** to recognize the following individuals as Appointed Board Members for 2023-2024:

- Sabrina Razack
- Brian McMillan

**CARRIED**

#### **MOTION 23-11-14 Rebecca Richardson / Sylvie Beaudoin**

**BE IT RESOLVED** to accept the following individuals on the Nominating Committee for 2022-2023:

- President-Elect: Kellie Baker, Chair
- Member-at-Large: Lori Munro-Sigfridson
- Administrative Member-at-Large: Jodie Lyn-Harrison

**CARRIED**

### **7.02.5 Approval of Board of Directors Motions**

No changes or corrections were made.

### **MOTION 23-11-15 Steve Ranni / Lori Munro-Sigfridson**

**BE IT RESOLVED** to approve the 2022-2023 Summary of Motions by the Board of Directors as presented.

**CARRIED**

### **8.0 New Business**

No New Business to report.

### **9.0 Acknowledgements and Adjournment**

- Appreciation expressed to all attendees for taking the time to join the AGM.
- Appreciation expressed to the new Board of Directors: Jen McKenzie (NS) and Allister Smith (PEI).
- Appreciation expressed to the outgoing Board of Directors: Doug Gleddie (Past-President), Steve Ranni (NS), and Maribeth Rogers Neale (PEI).

### **MOTION 23-11-16 Joe Crossland**

**BE IT RESOLVED** to adjourn the meeting at 6:44 pm ET.