# **ANNUAL GENERAL MEETING MINUTES**

April 26, 2017

1. Welcome: Call to Order at 5:23PM
2. Establishment of Quorum
   * Confirmed. 30 members in attendance
3. Approval of Agenda
   * Jude Rebello moved that the agenda be approved as documented. Seconded by: Rao Bandla None Opposed; All in Favor. Motion Carried.
4. Approval of AGM Minutes - April 21, 2016
   * Brigitte Mettler moved that minutes be approved as circulated. Seconded by Alain Guez. None Opposed; All in Favor. Motion Carried.
5. Report from the Outgoing President, *Candice Jiang* 
   * Presented by Alain Guez on behalf of Candice Jiang.
   * Current Board and Sponsors were acknowledged and thanked for their support.
   * BCHIMPS membership was successful with a 35% increase in the last 12 months.
   * Corporate level membership organizations increased from 5 to 12.
   * Board focused on developing a 3-year strategy plan to support growth of BCHIMPS and value to members.
   * Fall and Spring Education Symposiums were extremely successful, including a first time interactive session at the Fall 2016 Education Symposium and biggest registration to date at the Spring 2017 Education Symposium.
   * Additional successes at other socials and events across the province including Kelowna, Vancouver and Victoria.
6. Report from the Treasurer, *Anushka Premji-Osman* 
   * Anushka reviewed the Treasurer's report as circulated and posted on the BCHIMPS website for fiscal year April 1, 2016 to March 31, 2017.
   * Intentional increased expenditure, given non-profit status, to provide more benefits to BCHIMPS members.
   * Event level sponsorship has not been as successful.
   * Registration fees for events increased nominally to support break-even for cost of event noting that the majority of expenditures on event expenses due to rising venue costs.
   * Revenues were $70,864.96, expenses were $90,952.75 for a net deficit of $20,087.79.
   * Comparative analysis completed highlighting different cost metrics.
   * Bank Balance beginning of year was $55,871.03 and ending balance was $31,819.58.
   * Focus for next year to include leveling out expenditures, increasing sponsorship, expanding membership, continuing high quality educational and networking events, increasing access (e.g. Interior educational events), balancing event registration fees with rising costs (to cover costs), etc.
7. Report from the Secretary, *Tiffany Chui* 
   * Tiffany reviewed the Membership report as circulated. Susi Wilkinson and Jude Rebello worked on increasing membership over the year.
   * Membership fees were unchanged since 2016.
   * Awareness and promotional effort has been focused on BC Interior events, other major conferences and corporate membership communication process.
   * Active membership increased by 64% from 116 to 190 members by end of this fiscal. Currently 72 renewals outstanding.
8. Governance Update, *Jude Rebello* 
   * B.C.’s New Societies Act came into effect on November 28, 2016 which restricts a society from amending bylaws until it transitions to the new Act.
   * Transition would require updates on constitution, bylaws, statement of Directors and Registered Office, Annual Reports, review of member funded board, and bylaw amendments on transition.
   * The official notification to members with intention to amend bylaws is presented through this 2017/18 AGM, as of April 26, 2017.
   * Timelines shared on transition of bylaw amendments including July 2017 Member funded society legal advice, October 2017 Draft for Board review, January 2018 Board approval and AGM prep, April 2018 AGM member approval, July 2018 Transition application filed, November 2018 New Act Transition Deadline.
9. Farewell to outgoing Board Members
   * Kate Culter, Past President and Susi Wilkinson, Director
10. Election, *Kate Culter* 
    * Nominating Committee included Kate Culter ,Shannon Malovec, and Kathy Woolverton
    * Process of nomination described and opportunity to expand Board Membership from 8 to 11
    * Nominations opened in February and five applications were processed.
11. Ratify new Board of Directors
    * Time commitment issues were discussed, whether potential Board members could commit time. If not, it could be reason to retract Board status.
    * Balance of Board membership representing health authority versus private sector was discussed. Potential balance could be represented by 50/50% recognizing need to balance geography represented as well.
    * Election would represent 2 years with optional invitation for additional 3rd year term. Next year, up to 4 Board members would be outgoing therefore it was approved by the Board to consider expansion of Board membership this term.
    * Note that three board members were invited to stay for a 3rd year; Two board members are returning for their 2nd year.
    * Five board member candidates were successful including: Jennifer Charters, Rosemary Gray, Shaina Reid, Havi Parker-Sutton, and Oliver Thompson
    * Brigitte Mettler made a motion to ratify the new Board of Directors as presented by the nominations committee. Seconded by: Doug Courtemanche. None Opposed; All in Favor; Motion Carried.
12. Incoming President's Address – *Alain Guez*
    * Excited to be leading this organization this year. Thanked the previous Board members and especially outgoing Board. Thanked the past Presidents including Kate Culter and Candice Jiang.
    * Candice provided amazing optimism and energy to be encouraged to the new Board.
    * New goals for next year to reach highest sponsorship levels, membership levels, quality of conferences, in addition to do more for members.
    * Priorities to work on governance, create advisory board, partner with educational institutions, partner with other organization that provide classes for Health Informatics in B.C., get external support for marketing, event management or sponsoring, focus on partner organizations, and communicate successes.
    * Leverage existing work and bring organization to the next level.
13. Unfinished Business, New Business, Announcements
14. Door prize was drawn and won.
15. Meeting Adjourned at 6:10 PM