



Fall 2012

Draft Minutes

Annual General Meeting

Date & Time:

Tuesday, September 25th, 2012 from 11:45am to 1:00pm

Location:

Vancouver Airport Marriott Hotel, Richmond, BC

*Co-Chairs: Marcie Summers, Co-Chair PAN Board (PHSA region rep)
Darren Lauscher, Co-Chair PAN Board (VCH region rep)*

Timekeeper: Hesham Ali, PAN Board (Fraser Health region rep)

1. Welcome & Call to Order: Darren

2. Introductions – of Co-Chairs (Darren and Marcie), Minute-taker (Salah) and all remaining PAN BOD members (Katrina, Andrew, Gay-Lene, Chuck, Jesse, Mary, Hesham, Ken): Darren

4. Housekeeping Items: Marcie

Motions will be displayed on the screen so that people can clearly see as we move through the agenda.

5. Determination of Quorum (30% of PAN member organizations): Marcie

There are over 30% of full voting members represented in the room. Quorum is confirmed.

6. Review and Adoption of AGM Agenda (Motion): Darren

The AGM agenda, and all other AGM related documents were distributed via your onsite packages, and previously, with email notification, posted to the PAN Website.

Motion1: Adoption of Agenda

Moved: Ken Buchanan (Positive Living BC). Second: Hesham Ali (South Fraser Community Services Society-Positive Haven). The motion is carried.

7. Review and Adoption of Minutes from 2011 AGM (Motion): Darren

The AGM minutes from 2011, and all other AGM related documents were distributed via your onsite packages, and previously, with email notification, posted to the PAN Website. Are there any errors, omissions, or changes? No errors, omissions or changes were suggested.

Motion 2: Approval of Minutes from 2011 AGM

Moved: Ken Buchanan (Positive Living BC). Second: Karen Dennis (Victoria AIDS Resource & Community Services Society). The motion is carried.

8. Report back from 2012 Forum: Darren Lauscher provided a brief update on the 2012 PHA Forum (please see the draft 2012 PHA Forum minutes for detailed information)

9. Report back from 2012 ED Summit: Marcie Summers provided a brief update on the proceedings of the ED Summit.

- Regional updates, discussion about general and emerging issues
- A presentation by Elayne Vlahaki on the Community HIV/HCV Evaluation and Reporting Tool (CHERT)
- Discussion on testing issues, Andrea Langlois had previously provided a brief presentation
- Discussion about criminalization, next steps, action

10. Financial Statements

Andrew Beckerman, Treasurer, PAN Board introduced: Stacy Leblanc, PAN - Director of Program Development/Acting Executive Director. Stacy explained that Mahmoud Virani, Mahmoud Virani Inc., PAN's auditor had run into a scheduling conflict and was not able to be present. He was later brought in by telephone to answer questions.

a) **Presentation of the Audited Financial Statements for FYE March 31st, 2012 followed by Q & A:**

A brief overview of the audited financial statements was provided. This past fiscal was a very stable year and the most funding that PAN has had to work with. These audited financial statements show that PAN is in a very healthy financial situation.

Q- Buchanan, Positive Living BC, and PAN Board Member: can you comment on the large accounts receivable?

A-Stacy: Yes. I need a bit of time to review the line.

Q-Bob Hughes, ASK Wellness Centre: What specifically makes up the deferred contributions?

A-Stacy: On page 10 of the audited statements, note number 7 on last page details that. A significant portion of it relates to a project with Status of Women Canada that will be starting in June.

A-Marcie: It's 3 year funding in partnership with Positive Women's Network and PAN.

A-Stacy: with Mahmoud on the phone, to answer the question about the accounts receivable.

A-Mahmoud: Yes, quite simply it was money that was owed to the organization, a mix of government and non government funds, that did not arrive until after March 31, even though it was for this fiscal year. It was all expected money, it was just a question of timing.

Q-Brian Chittock, AIDs Vancouver: Some costs listed in the statement of operations are considerably higher than they were in 2011, why is this?

A-Stacy: We provided more training opportunities this past fiscal than the year previous. Mostly related to the Bridging Project (PAN's HCV and Co-infection trainings). With the addition of that project we had higher travel costs, etc, because overall we had more people attend trainings.

Review and Approval of the Audited Financial Statements for FYE March 31st, 2012 (Motion):

Andrew Beckerman asked for someone to move that the Financial Statements and Auditor's Report for year ended March 31, 2012 be accepted.

Moved: Hesham Ali (South Fraser Community Services Society). Second: Gary Dalton (ANKORS). Carried.

11. Appointment of Auditor, Mahmoud Virani Inc. (Motion): Moved: Ken Buchanan, Positive Living BC. Second: Bob Hughes, ASK Wellness Centre. Carried

12. Report from Board Chair, Marcie Summers

Introduction of current Board members and thanks to exiting members

Current board members: Katrina Jensen, Andrew Beckerman, Jesse Brown, Darren Lauscher, Chuck Osborne, Hesham Ali, Mary Jackson, Gay-Lene Collison, Ken Buchanan, Chris MacKenzie and myself, Marcie Summers. Also want to acknowledge James Boxshall for sitting on the board for the last year. And I also want acknowledge the long time commitment of Chris Mackenzie who sat on the Board for many years. Thank you both.

We also welcomed two new staff this year, Sarah Evans (Administrative Coordinator) and Andrea Langlois (Acting CBR Manager for BC). Two project coordinators were also hired on contract this year to manage the tow provincial advisory committees. Elayne Vlahaki was hired to manage the evaluation

advisory committee and Carlene Dingwall was hired to coordinate the mental health, substance use and HIV/HCV advisory committee.

Overall it was a very strong year for PAN and we delivered a lot of programming. Really want to acknowledge the staff, Evin Jones, Stacy Leblanc, Andrea Langlois and Sarah Evans, as well as Heidi Standeven and Sara O'Shaugnessy. Thanks as well to my fellow board members.

13. Motion to accept Board Chair's Report: Moved: Darren Lauscher, McLaren Housing Society. Second: Hesham Ali, South Fraser Community Services Society. Carried.

14. Annual Report from Director of Program Development/Acting Executive Director, Stacy Leblanc

Stacy invited attendees to read the annual report that PAN's ED's Evin Jones had prepared as it provides a comprehensive overview of the past year. Stacy spoke to a few items in the report, specifically areas related to programming. With regards to the two provincial working groups it was decided that to best serve those two specific areas that it would be best to split them up and hire two contractors with experience in those areas. Heidi had made a decision to move on from PAN so it seemed to be an opportune time. One key item that Heidi complete prior to leaving was the development of the map of services. A 2 day training for frontline support workers on mental health and substance use was also conducted. Stacy also thanked CATIE, and the CATIE staff, for their continued partnership, expressing how valuable a partner they were. Stacy also highlighted the successful year that the Positive Leadership Development Institute (PLDI) had. A new trainer-in-training was also brought on board this past fiscal year and another one will be brought on board in the coming fiscal. Stacy thanked his fellow staff members and the board for their work this past year.

14. Motion to accept Annual Report: Moved: Darren Lauscher (McLaren Housing Society). Second: Marcie Summers (Positive Women's Network). Carried.

15. New PAN Member Applications & BOD Recommendations: Darren Lauscher gave a brief overview of the application that was put forward.

- Downtown Primary Care Centre, Vernon BC.

A question was asked by Bob Hughes about whether this was the first application from a Health Authority specific organization. Stacy gave a brief explanation that another program had previously not

been a Health Authority run program, the needle exchange in Prince George, but that had changed and so they had been grand-parented in as a member.

15. Motions regarding PAN Member Applications: Moved: Darren Lauscher (McLaren Housing Society). Second: Hesham Ali (South Fraser Community Services Society). 2 abstentions were noted. The motion to accept the new member organization, for associate membership status, was carried.

16. Election of Open Seats to the PAN Board (5), seats currently open:

- 1 seat for the Provincial.
- 1 seat for the Interior.
- 1 seat for the Fraser.
- 1 seat for Vancouver Coastal.
- 1 seat for Vancouver Island

Recommendations from PAN Board Selection Committee regarding Provincial, Fraser, Vancouver Island and Vancouver Coastal seats. The BOD is recommending Marcie Summers (Provincial), Chuck Osborne (Fraser), Jesse Brown (Vancouver Coastal), Katrina Jensen (Vancouver Island).

Nominations for each seat within the regions– including Confirmation that each nominee is supported by their PAN member organization in running for the Board: Darren Lauscher asked for nominations from the floor in each region.

Clare McDonald, Living Positive Resource Centre, was nominated from the floor for the Interior seat. No further nominations were forthcoming.

Elections were not needed and the following persons were acclaimed to the following seats:

- Provincial. Marcie Summer (Positive Women’s Network)
- Interior. Clare McDonald (Living Positive Resource Centre)
- Fraser. Chuck Osborn (South Fraser Community Services Society)
- Vancouver Coastal. Jesse Brown (YouthCO AIDS Society)
- Vancouver Island. Katrina Jenson (AIDS Vancouver Island)

A Question was raised from the floor asking about the creation of a seat for the Yukon.

Darren Lauscher, PAN board co-chair indicated that they would look into this but that there were by-laws that need to be considered and other factors. He will report back.

Announcement from Forum as to election results for Designated PHA Seats (Vancouver Island, Northern, Interior regions): Gay-lene Collison, Positive Living North. Gay-lene reported that the following people had been elected to the following positions:

- Vancouver Island. Andrew Beckerman (AIDS Vancouver Island)
- North. Gay-lene Collison (Positive Living North)
- Interior. Michelle Frensel (ANKORS)

Motion to accept new Board of Directors – Open and Designated PHA Seats:

Moved: Ed Steele (Victoria AIDS & Community Resources Society. Second: Claudette Cardinal (Red Road HIV/AIDS Network). Carried.

Darren asked that the newly elected board gather in this room at the end of the day for a brief meeting.

17. Close of Meeting (Motion): Darren Lauscher asked for someone to move to close the 2012 Annual General Meeting. Moved: Bog Hughes (ASK Wellness Centre). Carried.

Darren Lauscher and Marcie Summers thanked everyone.