



DRAFT Annual General Meeting Minutes Fall 2014

Date & Time: Thursday, October 23rd, 2014 from 8:30 to 9:50 am

Location: Vancouver Airport Marriott Hotel, 7571 Westminster Highway, Richmond, BC

Co-Chairs: *Darren Lauscher, PAN Board Co-Chair (Vancouver Coastal Health region rep)
Marcie Summers, PAN Board Co-Chair (Provincial Health Services Authority region rep)*

Timekeeper: *Clare MacDonald, PAN Board Secretary (Interior Health region rep)*

Minute-taker: *Joanna Mendell*

8:30 - 8:35am

1. **Welcome & Call to Order:** Darren L.
2. **Introductions –Co-Chairs, Time-keeper, Minute-taker:**

Co-Chairs: Darren Lauscher & Marcie Summers
Time-Keeper: Clare MacDonald
Minute Keeper: Joanna Mendell
3. **Housekeeping Items:** Darren L.
4. **Determination of Quorum (30% of PAN member organizations):**

Darren announced that Quorum had been achieved for the AGM.
5. **Review and Adoption of AGM Agenda (Motion):** “I move that the agenda be adopted.”

Moved by Hesham A.
Second by Andrew B.
Vote: All in favour
6. **Review and Adoption of Minutes from 2013 AGM (Motion):** “I move that the 2013 AGM Minutes be accepted.”

Moved by Mary J.
Second by Clare M.
Vote: All in favour

<p>8:35 – 8:50am</p>	<p>7. Report back from 2014 Forum: Chuck O. and Hesham A.</p> <ul style="list-style-type: none"> • By acclamation the incumbent Andrew Beckerman has been re-elected for the Island region. • Priority identified from the Forum was aging with HIV and its complexities. • Andrew: There was good attendance at the Forum this year after declining numbers in the last few (24 people in 213 and 43 people in 2014). • For more information please see Draft Minutes: 2014 Forum for persons living with HIV/AIDS. <p>8. Report back from 2014 ED Summit: Katrina J.</p> <ul style="list-style-type: none"> • Started with focus groups facilitated by Elayne Vlahaki about what kind of training we would like to see for the staff of our organizations as well as for ourselves as Executive Directors. This will be followed up by an online Needs Assessment survey that will be sent to all PAN members. • Michael Bailey (Director of Program Delivery at CATIE) described the Blended Learning initiative that includes learning modules, discussion boards, and webinars – as well as current CATIE work in the BC region. • Update from Dr. Ramji around the latest developments in HCV treatment. • Report from Elayne V. around CHERT - The Community HIV/HCV Evaluation and Reporting Tool. • IGNITE presentations about program science (Janice D.), Mental Health First Aid Training (Carlene D. and Stacy L.), The Canadian HIV Stigma Index (Andrea L.), and the PWN and PAN’s PLDI Status of Women Project with videos to show the impact of PLDI training (Kath W. and Val N.). • Presentation from Richard Elliott, ED of the Canadian HIV/AIDS Legal Network, about what is allowed and what is not allowed under the charities act with regards to advocacy. • Telephone conference and Q&A session with Lisa Smylie (Manager, Community Programs Section, Centre for Communicable Diseases and Infection Control) around PHAC future directions with regards to the new HIV and HCV <i>Community Action Fund</i>. • For more details about the ED Summit please see Draft Minutes: 2014 ED Summit.
<p>8:50 – 9:00am</p>	<p>9. Financial Statements: Katrina Jensen, PAN Board Treasurer (Vancouver Island Health Authority region); Jennifer Evin Jones, PAN Executive Director; and Mahmoud Virani Inc., chartered accountant</p> <p>a. Presentation of the Audited Financial Statements for FYE March 31st, 2014 followed by Q & A</p> <ul style="list-style-type: none"> • Mahmoud V.: Clean report, no issues of concern with PAN’s audited financial statements. Huge improvement in total assets. Fundraising

	<p>more than doubled. Expenses are fairly similar. Slight surplus in FY 2014 instead of deficit.</p> <ul style="list-style-type: none"> • PAN has \$392,156 in assets, with unrestricted net assets of just over \$110,000. Surplus of just over \$23,000. <p>b. Review and Approval of the Audited Financial Statements for FYE March 31st, 2014 (Motion): “I move that the Financial Statements and Auditor's Report for year ended March 31, 2014 be accepted.”</p> <p>Moved by Katrina J. Second by Cheryl D. Vote: All in favour</p> <p>10. Appointment of Auditor, Mahmoud Virani Inc. (Motion): “I move that Mahmoud Virani Inc. be appointed as auditor until the next Annual Meeting or until a successor is appointed and that their remuneration be determined by the Board.”</p> <p>Moved by Katrina J. Second by Mike S. Vote: All in favour</p>
<p>9:00 – 9:10am</p>	<p>11. Report from Board Co-Chairs– Including introduction of current Board members: Marcie S. & Darren L.</p> <ul style="list-style-type: none"> • Year one of PAN’s “new” five year strategic plan (2013-2018) was spent grounding PAN in its new directions. The board is happy that PAN has been engaging with its membership during this process. Staff resources have grown- now have 6 full time staff, 4 contractors, 5 PLDI trainers. Partnerships are also continuing or building – Ontario AIDS Network, Centre for REACH, CATIE, etc. • Introduction of the current board: Clare M. (Interior); Bud B. (Interior); Chuck O. (Fraser) – term ending, will not be seeking re-election; Hesham A. (Fraser); Katrina J. (Island); Andrew B. (Island); Mary J. (North); Allan M. (North); Marcie S. (PHSA); Monique D. (PHSA); Jesse B. (VCH) – term ending, will not be seeking re-election; & Darren L. (VCH). <p>12. Motion to accept Board Co-Chair’s Report: “I move that the 2013/2014 PAN Board Co-Chair's Report be accepted.”</p> <p>Moved by Darren L. Second by Kim S. Vote: All in favour</p>

9:10 – 9:25am

13. Annual Report from Executive Director: Jennifer Evin Jones

- Theme: Partnerships. Partnerships with organizations and other stakeholders, funders and interested parties are so important to PAN. Our success is due to these partnerships.
- PLDI: Leadership training for people living with HIV – PAN partnered with the Ontario AIDS Network to bring PLDI to BC. This was our 5th year delivering training, with well over 100 grads from the core training program. PLDI also offers communications and board governance training. Through funding from M.A.C AIDS fund we were able to have a reunion even for PLDI grads, “You’re a leader! Now what?” There is a lot of enthusiasm amongst grads to stay involved and connected. As an organization we are committed to keep providing these three levels, and also keep on looking for other opportunities to keep skill development going for positive people who have graduated from all three levels (i.e. hoping to find funding to provide Mental Health First Aid Training for PLDI grads).
- Partnership with Positive Women’s Network – received Status of Women funding 2 ½ year ago. Three year project that is coming to an end in January 2015. It has really helped get women involved in PLDI training. Event after the funding from Status of Women ends, we are committed to make sure the numbers of women accessing the training does not decrease. Mark Seguin and Kath Webster as our long-time trainers. Congrats to Dakota Descoteaux who became a fully certified trainer recently and Valerie Nicholson and John Dub who are now “trainers in training”.
- Workforce development and Capacity building: Exploring Effective Interventions conference for frontline prevention/education workers– a fantastic event. Looked at HIV, hep C, STBBI’s as well as mental health, substance use, etc. Consistent with PAN’s commitment to incorporate social determinants of health approach to the trainings we provide. Partnering again with CATIE to host another educational conference this coming February as well as partnerships with CATIE around the Blended Learning initiative.
- CBR program: over the last 2-3 years CBR at PAN has developed significantly. Key partnership with OHTN – for the CIHR Centre for REACH and the CBR Collaborative Centre. As a result of this funding, PAN has 2 dedicated CBR positions. PAN has been working on creating a CBR agenda for BC, working towards the goal of not just doing research for the sake of research.
 - Positive Living Positive Homes – CIHR funded CBR project with a research team of just under 30 people. Study will roll out in

Kamloops, Prince George and the Lower Mainland.

- Working in partnership with the Atlantic Provinces on the *Rethinking ASOs? Planning Project*. Hosting deliberative dialogues in BC and Atlantic in November, the goal of which is to create a safe place to discuss changes in policy and shifts in expanding from only HIV to related conditions.
- Moving Mountains – PAN partnered with Jamie Reschny at UNBC to bring people together at a two day meeting in Prince George to develop research priorities for the North.
- Shift towards program science – Janice Duddy in her new role as Manager of Evaluation will be working to support organisations with their evaluation efforts and how to support the possible scaling up of interventions that are working.
- STOP HIV/AIDS Project: sharing information about STOP and *From Hope to Health* to make sure membership knows what is going on. As well as making effort to influence how STOP is being evaluated. PAN has an ongoing partnership with the STOP Collaborative Implementation Committee (CIC) in this regard.
- Criminalization: Working with BC Civil Liberties Association, AIDS Vancouver Island, and Positive Living BC to try and influence the development of prosecutorial guidelines for HIV non-disclosure in the province. Not yet able to arrange a meeting with attorney general. Kudos to both the Canadian HIV/AIDS Legal Network and Positive Living BC for their leadership on this issue. PLBC has developed a position paper which is available.
- Mental Health and Substance Use HIV/HCV Advisory Group: Has been working on Mental Health First Aid Training, and building the Community of Practice.
- BC HIV/HCV Evaluation Advisory Group: work around evolving CHERT, and using it as a means to align the work that is being done, and show funders how work is aligned with *From Hope to Health* and STOP HIV.
- Funding: landed funding for two projects from Vancouver Foundation, capacity building with EDs and frontline staff around criminalization and nondisclosure, and bringing the Stigma Index to BC.

14. Motion to accept Annual Report: “I move that the PAN 2013/2014 Annual Report be accepted.”

Moved by Cheryl D.

Second by Craig D.

Vote: All in favour

<p>9:25 –9:35am</p>	<p>15. New PAN Member Application(s) & BOD Recommendations: Katrina J.</p> <p>a. Lookout Emergency AID Society – (Shane Williams, ED of Lookout present in the room and spoke to the application)): The board recommends that the Lookout Society be appointed as a full member. Lookout has facilities in 4 municipalities, 1000 beds of housing nightly, 29% of people living in housing are living with HIV.</p> <p>b. John C. – Lookout has looked after the finances for our needle exchange for years and we strongly endorse their application.</p> <p>16. Motion(s) regarding PAN Member Applications: “I move to accept the following applicant as a new Full Member – Lookout Emergency Aid Society”.</p> <p>Moved by Katrina J. Second by Hesham A. Vote: All in favour</p>
<p>9:35 -9:50am</p>	<p>17. Election of Open Seats to the PAN Board: 1 seat in Provincial (Marcie Summers running as an incumbent), 1 seat in Vancouver Coastal (TBD), 1 seat in the Interior (Clare MacDonald running as an incumbent), 1 seat in the Island (Katrina Jensen running as an incumbent) 1 seat in the Fraser (TBD).</p> <p>a. Results of Regional elections:</p> <ul style="list-style-type: none"> • Provincial: Marcie Summers • Vancouver Coastal: Kim Stacy • Interior: Clare MacDonald • Island: Katrina Jensen • Fraser: Kindra Breau <p>b. Announcement from Forum as to election results for Designated PHA Seat (Island):</p> <p>Andrew Beckerman</p> <p>c. Brief remarks from each person newly elected to PAN BOD (at both Forum and AGM)</p> <p>d. Motion to accept new Board of Directors – All Seats: “I move to accept those individuals who have been elected by their Health Regions for both Open and Designated PHA Seats.”</p> <p>Moved by Hesham A. Second by Andrew B. Vote: All in favour</p>

9:50am

18. Close of Meeting (Motion): “I move to adjourn the 2014 Pacific AIDS Network Annual General Meeting.”

Moved by Darren L.

Second by Claudette C.

Vote: All in favour