

Annual General Meeting 2022 *Draft* Minutes

20 OCTOBER 2022 / 2-3:30PM / Zoom (Link from [registration](#))

Chair: Katrina Jensen

Territorial Acknowledgement

PAN, as a provincial organization, gratefully and respectfully works and partners with Indigenous Peoples in what is often referred to as British Columbia.

Attendees:

1. Patience Magagula (Afro-Canadian Positive Network ACP-Net)
2. Katrina Jansen (AVI Health and Community Services), *PAN board co-chair*
3. Cheryl Dowden (ANKORS)
4. Bob Hughes (ASK Wellness), *PAN board member*
5. Brontë Renwick-Shields (Blood Ties Four Directions Centre)
6. Laurel White (BCG Williams Lake)
7. Jen Hoy (Central Interior Native Health Society CINHS)
8. Lucille Duncan (Central Interior Native Health Society CINHS), *PAN board member*
9. Patrick McDougall (Dr. Peter's Centre DPC), *PAN board co-chair*
10. Justine Mekish (FRAFC)
11. Dylan Wall (Health Initiative for Men - HIM)
12. Synder Cuddahy (HIM)
13. Meg Tran (Lookout Society)
14. Carmen Brown (North Coast Transition Society NCTS)
15. Michelle Fortin (Options for Sexual Health)
16. Alexandria West (Positive Living North)
17. Jan Wilson (Prince George New Hope Society)
18. Tammy Jantzen (Seasons House / Quesnel Shelter and Support Society)
19. Diane Pepin (Vancouver Friends for Life VFFL)
20. Craig Dales (Vancouver Island Persons Living with AIDS Society VPWAS)
21. Kath W. (VPWAS)
22. Ivan Leonce (YouthCO)
23. Kim Stacey, *PAN board member*
24. Keir Macdonald, *PAN board member*
25. Janice D, Simon G, Evin J, Stacy L, Marc S, Paul K, Joanna M, Janet M, Cora Lee G, Anna M, Edi Y, Hermione J (PAN staff)
26. Audra Denny (Communities, Alliances And Networks - CAAN)), *guest*
27. Darren Lauscher, *guest, former PAN board member*
28. Mary Jackson, *guest, former PAN board member*
29. Mahmoud Virani, *auditor*

Regrets:

1. Wendy Stevens (DPC), *PAN Board member*
2. Jenny McDougall (Seasons House, Coalition of Substance Users of the North - CSUN), *PAN board member*
3. Sarah Chown (AIDS Vancouver)
4. Deb Schmitz (BC Hepatitis Network)

Minutes

| Time | Item |
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| 2:00 | <p>(Katrina Jensen)</p> <ol style="list-style-type: none">1. Welcome and Introductions <p>I am Co-Chair of PAN's Board of Directors, and ED of AVI. The other co-chair is Patrick McDougall, who works at the Dr. Peter Centre, and will join us later.</p> <ol style="list-style-type: none">2. Territorial Acknowledgement <p>The Board meeting is being co-chaired from the ancestral, unceded and occupied land of the x^wməθk^wəyəm (Musqueam) [mus-kwee-yum], Skwxwú7mesh Úxwumixw (Squamish) [skwah-mish], and Tsleil-Waututh [slay-wah-tooth] peoples; also known as Vancouver.</p> <p>Furthermore, collectively, we would like to acknowledge that PAN, as a provincial organization, gratefully and respectfully works and partners with Indigenous Peoples in what is often referred to as British Columbia.</p> <p>I want to now invite one of my fellow Board member, Elder Lucy Duncan, to lead us in a ceremonial blessing for our time together:</p> <ol style="list-style-type: none">3. Ceremonial Blessing <p>(Elder Lucy Duncan)</p> |
| 2:05 | <p>(Simon Goff, PAN Executive Administrator)</p> <ol style="list-style-type: none">4. Administrative Details<ol style="list-style-type: none">a. Preparation<ul style="list-style-type: none">• Sent save the date before the summer, Official Notice October 3rd, 2022.• Package was also sent out ahead of this meeting. |

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| | <p>b. Meeting Order</p> <ul style="list-style-type: none"> We are using Roberts Rules, except, due to our bylaws, we do not need a seconder for any motions. <p>c. Voting</p> <ul style="list-style-type: none"> No special resolutions, only ordinary resolutions (common majority required 50%+1) Voting will be done using zoom poll function, results in real time. Only authorized individuals will be voting (1 per organization), which was done through registration. Board will be elected by the slate method as none of the board seats are contested. <p>d. Renewal of Membership</p> <ul style="list-style-type: none"> Membership is renewed unless opting out. <p>e. Virtual Meeting</p> <p>f. Determination of Quorum</p> <ul style="list-style-type: none"> Regrets received from Wendy Stevens (DPC), Jenny McDougall (Seasons House, CSUN), Sarah Chown (AIDS Vancouver), Deb Schmitz (BC Hepatitis Network) Quorum was met (13 needed, 18 attended). |
| <p>2:10</p> | <p>(Katrina Jensen)</p> <p>5. Call to Order</p> <ul style="list-style-type: none"> Meeting called to order 2:09pm <p>6. Motion to adopt 2022 AGM Draft Agenda Katrina moved</p> <ul style="list-style-type: none"> Poll – 100% in favour – passed Note there will be time at the end of meeting to raise other business <p>7. Motion to approve 2021 AGM Draft Minutes Katrina moved</p> <ul style="list-style-type: none"> No changes Poll – 100% in favour – passed |
| <p>2:15</p> | <p>8. Presentation of Auditor’s Report and Audited Financial Statements for FYE March 31st, 2022 (Mahmoud Virani, Auditor; Kim Stacey, PAN Treasurer)</p> <p>(Kim Stacey, PAN Treasurer)</p> |

In my role as a treasurer at PAN over the past year, I met quarterly with Evin Jones, PAN Executive Director, and Chandra Chinatambi, PAN Financial Manager to review and analyze the Statement of Financial Position and the Statement of Operations. Summaries of these statements are distributed to the PAN Board Members and discussed on a quarterly basis before the board votes to accept them.

I want to share these quarterly statements have been clear and fully documented, they are self-explanatory. Discussions and thorough presentations were provided at each quarterly board meeting.

I want to express my appreciation to both Evin and Chandra in providing PAN financial reports to myself and the rest of the board in a timely, thorough, and accurate manner.

With regards to the audit, in the course of working with our auditor Mahmoud Virani, I met with him and responded to all questions he required. At the September PAN Board meeting, the Board reviewed the draft audited financial statements for Fiscal Year 2022 and voted to adopt them. Very quickly a couple of key highlights to the audit this year is that we received an unqualified opinion in the audit report; and we recorded a surplus of \$27,819 this year, largely attributable to the income PAN received for fee for service – specifically providing evaluation services to other parties.

It is my pleasure to introduce you to PAN's auditor, Mahmoud Virani, Chartered Professional Accountant. Mahmoud will provide us with his auditor's report and present the audited financial statements. There is no required motion for the presentation at today's AGM but we welcome your questions and comments. Thank you.

(Mahmoud Virani, Auditor)

Highlights from Audited Financial Statements:

- “Unqualified report” means a clean bill of health!
- Statement is consistent with previous year, 1% variance from previous year, which is a good thing.
- On page 3, Increase in surplus from previous year (\$27K), due to increase in revenue as well as savings in Human Resources.
- Notes on page 7 are required and are very important, including requirement of the BC Societies act, accounting policies.
- All contributions in note 9, indicates what is left over and will be spent out in subsequent years (deferred revenues).
- Note 12, internally restricted net assets by the Board, determined by vote.

No Questions asked.

2:30 (Evin Jones, PAN ED)

9. Executive Director report - 2021-22 Year-in-Review - The long run for positive change.
 - Want to firstly recognize PAN members for their hard work amongst many challenges, including the drug poisoning crisis. PH emergency declared over 6.5 years ago. Death rate has more than doubled since then. Impact is devastating on communities and families. Want to acknowledge the good work by PAN organizations and people with lived and living experiences and their leadership. The losses would be so much greater without this work that is happening. Continue to feel the biggest hurdle is political leadership – they have made calculations that the public is comfortable with the status quo. In the words of Lisa Lapointe, B.C.'s chief coroner, "It is a stain on our province for decades to come." We agree.
 - Another challenge is COVID – seem to be in a plateau but are now dealing with impacts on healthcare system and the divisions stoked in society. These highlight inequities, racism, and impacts on people who use drugs. Amidst this, people on the frontlines are struggling to meet needs. We recognize the stress of grief and loss this is creating in our industry, and difficulties in recruitment, retention and support.
 - Leadership at PAN continued to meet with staff at the Ministry of Mental Health and Addictions (MMHA) and Ministry of Health (MoH) to talk about our shared concerns regarding provincial policy and to call for new, sustainable funding models for peer led organizations and other community-based organizations.
 - PAN has been sitting on Community Action Initiative (CAI)'s Advisory Committee to help guide the [2022 BC Community MHSU Sector Survey](#). This [survey](#) is open until October 31st, and I strongly urge PAN members to participate.
 - [Co-presented along with Charlene Burmeister \(CSUN\) to Select Standing Committee on Health](#) – who are developing set of recommendations on drug poisoning crisis. Focused on two key areas - increased, targeted funding to support peer groups and others on the front lines doing this work; and expanding safer supply- particularly with a view to small urban, rural and remote communities. I want to thank Charlene for working with us on this – her input, perspective and analysis was so valuable. The Committee will be submitting its report on November 2nd, and we are cautiously hopeful that those recommendations will be evidence based and reflect the solutions that people with lived and living experience of drug use have identified.
 - Leading up to December 1st, we were [pleased to support Minister of Health](#) Dix and MoH staff with some of the messaging for [the province's World AIDS Day and Indigenous AIDS Awareness Week statement](#). We were happy to be able to highlight the work being done by community organizations e.g. work happening at PLN in Prince George.
 - National Advocates Table –Sent joint letters alongside the [national advocates](#) as well as [CANFAR](#) requesting meetings with the federal Minister of Health; supporting PAN members to sign, along with PAN and the national advocates, [a joint letter and consensus statement](#) to the federal Minister of Health Duclos in the days leading up to the International AIDS Conference (IAC); Helped develop [Canada's Response to HIV is stuck in the Past](#) Social Media Campaign. At the IAC, Health Minister announced 8 million dollars in new funding for community organizations to access to self-testing. PAN will be involved in the roll-out.
 - Thank you to dedicated, caring, and capable PAN staff. So much great work with PLDI, capacity building, virtual training, Research and Evaluation – including Small Urban,

Rural, and Remote Harm Reduction Project, Intersectional Stigma... more [in annual report](#).

10. **Motion** to approve ED report **Katrina moved**

- Poll – 100% in favour – passed

2:45 (Katrina Jensen, PAN Co-Chair)

11. Board Report – 2021-22 Year-in-Review

- Encourage people to look [in annual report](#).
- Highlights – new PAN logo – trying to bring together collective efforts around HIV, hepatitis C and harm reduction. Recognizing the many years of people with lived experience to get us where we are today.
- Work around decolonization and reconciliation – committee formed, plans and deliverables being worked out, including how to measure our journey towards reconciliation. The Board is walking through the [Indigenous Canada course](#) together. Thank you to [Indigenous Perspectives Society](#) (IPS) for helping the Board and staff do this work, through the work shop and template for the Indigenous Cultural Agility Workplan (ICAW). Want to recognize Lucy Duncan’s role in centering this work in a good way and all her contributions.
- Want to thank PAN members and allies – your willingness to engage is what makes PAN what it is. Want to thank staff – encourage you to look [in annual report](#) to see all the work that has been done over the last year.
- Huge thanks to Evin for leadership and calm presence that benefits not just PAN but our sector.
 - a. Introduction of current Board members:
 - Island Health Katrina Jensen (AVI)
 - Fraser Health Keir Macdonald (Phoenix)
 - Interior Health Bob Hughes (ASK Wellness)
 - Northern Health Angela Carter (PLN)
 - Vancouver Coastal Health Kim Stacey (McLaren)
 - PHSA Patrick McDougall (DPC)
 - FNHA/Indigenous seat Lucy Duncan (CINHS)
 - PWLE seat Wendy Stevens (DPC)
 - PWLE seat Jenny McDougall (QSSS)
 - b. Thanks to departing Board members
- In terms of folks who are stepping off the board – Huge thank you to Kim for her tireless dedication over the last 8 years serving as a PAN board of director. We also very much appreciated that she stepped up and served as the Treasurer over the past year. This kind of long term, year over year volunteer commitment has been very valuable to PAN.

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| | <ul style="list-style-type: none"> • And best wishes and our appreciation to departing board members Keir and Angela – we wish you all the best. <p>12. Motion to approve Board report Katrina moved</p> <p>Poll – 100% in favour – passed</p> |
| <p>2:55</p> | <p>(Katrina Jensen, PAN Co-Chair)</p> <p>13. Board of Directors Election</p> <ul style="list-style-type: none"> a. Presentation of board slate and candidates running for election (2 new applicants endorsed by the PAN Board, 3 incumbents) <ul style="list-style-type: none"> • Up for re-election: Katrina Jensen for Island health, Patrick McDougall for PHSA, and Wendy Stevens, in one of the PWLE seats. b. Short comments by new applicants <ul style="list-style-type: none"> • Kath – Excited to run for PAN board, as someone living with HIV for many years, have done community-based research, knowledge translation, and the Positive Leadership Development Institute (PLDI) - which has been such a joy. Wanted to be more engaged with the big picture so it brought me to run for the Board. Loss of funding for different ASOs is a key issue for me, and something PAN is in an important position to support. • Synder – Thank you for the opportunity to be involved. I have worked with HIM for about 6 months. I have been on Board at Positive Living BC, did PLDI, program coordinator for sex worker support at HIM. PAN is an organization I care deeply about and am excited to sit on the Board. <p>14. Motion to elect Board slate Craig Dales (VPWAS) moved</p> <p>Poll – 100% in favour – passed</p> |
| <p>3:10</p> | <p>(Katrina Jensen, PAN Co-Chair)</p> <p>15. New PAN Member Application</p> <ul style="list-style-type: none"> a. OPTIONS (Comments from Michelle Fortin, Executive Director; and Dylan Wall, Program Manager at HIM, the sponsoring organization) <ul style="list-style-type: none"> • Any member applications brought forward at an AGM have been sponsored by an existing member and has been reviewed and endorsed by the Board. This year we are very excited that OPTIONS has applied for membership with PAN. You can read application in Annual Report. • Michelle – This is a long-time coming, we have participated with Collective Impact Network (CIN) for the last 4 years – which PAN backbone supports. Our focus across the province means we already have a lot of overlap in membership in rural/remote areas. No-brainer to apply. • Dylan (HIM) - Options has been a partner of HIM for as long as organizational memories can remember. Options have been providing services to people who would be at risk for HIV. A lot of the time they are the only ones providing services in rural communities. Excited that they have a seat at this table. |

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| | <p>16. Motion to accept Options into membership at PAN Dylan Wall (HIM) moved</p> <p>Poll – 100% in favour – passed</p> |
| 3:20 | <p>17. Motion to appoint Auditor for FY 2023 - Mahmoud Virani Inc. Bob Hughes (ASK Wellness) moved</p> <p>Poll – 100% in favour – passed</p> |
| 3:25 | <p>18. Any other business</p> <ul style="list-style-type: none"> • Bob Hughes – happy to see earned revenue on track, spending in each contracts seems to be on track. Going to miss Keir on board, but happy to see new faces. Grateful for consistent and strong voice coming from management and staff – need PAN more than ever. |
| 3:30 | <p>Please complete evaluation that was shared in chat and in a follow up email.</p> <p>19. Motion to adjourn meeting Craig Dales (VPWAS) moved</p> <p>Poll – 100% in favour – passed</p> |