

Halton Aphasia Centre operating as Halton-Peel Community Aphasia Programs  
**Annual General Meeting Minutes**

Thursday September 26<sup>th</sup>, 2024 – 6:30-7pm  
Meeting held via ZOOM

BOD Present – Existing: Dayna O'Kelly, Patrick O'Kelly, Christina McAfee, Larry Jelinek, Linda Kirwin, Nadia Shah, Sabrina Hundal.  
Elected: Aysha Muzaffar, Scott Richardson, Cassandra Johnston, Sunny Chen, Julian Cappelli, Priyanka Bakshi

Members: Nermila, Cheryl, Penny Benjamin, Asinc, Claire Benson, Laura Mayne, Rod

Consultants Present: Brittany Clark (Clinical Director, Evergreen), Vanessa Rotundo (Program Coordinator, HAC), Paula Jane Bellizzi (SW, Evergreen)

Absent: Joanne Seeds (Accountant, HAC), Carly Woods, Shawna Fleming

President: Dayna O'Kelly  
Secretary: Christina McAfee  
Accountant: Joanne Seeds

Vice President: N/A  
Treasurer/Director: Patrick O'Kelly

Total number of Participants/Members including BOD members = 21  
Quorum = 11

<b>Agenda Items</b>	<b>Discussion</b>	<b>Actions</b>
1. Call to order/Approval of agenda	Meeting called to order by Dayna at 6:35 pm.  Vanessa Rotundo, CDA provided supportive conversational techniques including written key wording to members with Aphasia throughout the meeting to assist with comprehension.	
2. Land Acknowledgement	Read by Dayna O'Kelly.	

3. Approval of minutes from the 2023 AGM	2023 AGM minutes posted to H-PCAP website for review prior to meeting. Motion put forward by Dayna, all in agreement, motion carried.	
3. Presentation of the audited financial statements for the year ended March 31, 2024	<p>Financials were posted on the H-PCAP website for members to view prior to the AGM.</p> <p>Patrick reviewed the audited financial statements for fiscal year 2023. Auditor is Douglas Spence &amp; Associates. Provided a Statement of Financial Position, Statement of Operations, Statement of changes in net assets and Statement of cash flow. Reserve fund of 92K which is less than previous fiscal year. Fiscal year 2022 had donations of 22.5K, and fiscal 2023 only had 3K. This was due to a “windfall” donation in 2022 but also drop off in donations in fiscal 2023. Focus of board going forward will need to be fundraising to supplement Walkathon. Revenue as a result dropped a bit. Numbers from government funding up marginally. Programming fees at 506K up significantly due to a raise in fees paid to Evergreen Communication Therapy. Still well below market rate but have used non-government funding to bring rates as close to market rate as possible. Last year ran a deficit of 20K. due to fee increases and drop in donations. Need to be wary of moving forward. Otherwise, we’re in a strong financial position w/ reserve of 92K.</p> <p>Pat moved to approve financial statements. All in favour, none opposed. Quorum obtained. Motion passes.</p> <p>Pat answered a Member’s questions re: process of auditing accounts and approval by BOD/Members. Auditor is the financial watchdog over the non-profit. Need to be re-appointed each fiscal year.</p>	
4. Appointment of Auditors	Patrick put forth a motion to re-appoint Douglas-Spence	

	<p>&amp; Associates as auditor for another one-year term. All in favour, none opposed. Quorum obtained. Motion passes.</p>	
<p>6. Election of Board of Directors/Secretary</p>	<p>Pat and Dayna O’Kelly have chosen not to run for re-election.</p> <p>The following BOD directors will remain in their roles – terms in parentheses:  - Christina McAfee – Secretary (2023-2025)  - Larry Jelinek – Director at Large (2024-2026)  - Linda Kirwin – Director at Large (2023-2025)  - Nadia Shah – Director at Large (2023-2025)  -Carly Woods – Director at Large (2023-2025)</p> <p>The following new BOD members were elected - terms in parentheses:  -Sabrina Hundal – moving to President role (2024-2026)  -Aysha Muzaffar – Vice President (2024-2025)  -Sunny Chen – Treasurer (2024-2026)  -Julian Cappelli – Director at Large (2024-2026)  -Priyanka Bakshi – Director at Large (2024-2026)  -Scott Richardson – Director at Large (2024-2026)  -Cassandra Johnston – Director at Large (2024-2026)</p> <p>Terms are staggered to ensure continuity of operations. Constitution allows for up to 15 directors, including officers. This year there is no contest for roles of President, Treasurer or Vice President. So all individuals running above are acclaimed. Acclamations are put forward to members at AGM to ratify in a confirming vote. If there had been multiple individuals running for same officer position, would have been an election with members called upon to vote.</p> <p>Patrick put forth a motion to approve election of 6 new</p>	

	BOD members above. All in favour. Motion passes.	
7. Other Business	<p>-Aysha asked if appointment of directors makes a full compliment or if are other roles to be filled. Pat clarified that we are within limits set out by constitution. No roles need to be filled. We have ability to vote in new BOD members throughout the year if desired.</p> <p>-Aysha asked if outgoing members of board are available to coach incoming members. Pat agreed that he and Dayna are available.</p> <p>-Christina to share BOD orientation documents with new members.</p> <p>-Brittany facilitated introductions of clients with Aphasia, Caregivers, clinicians, BOD members past and present.</p> <p>- Brittany shared information re: time and place (Sept 27<sup>th</sup> 10:30-12:30 in Chinguacousy Park). ~15K raised so far. Most HPCAP staff will attend. Selling Aphasia hats. Can join virtually. Please share Walkathon on social media or discuss in person to raise awareness about Aphasia. One member asked where Walkathon funds go. Brittany clarified that funds will be earmarked towards mental health services for PWA as these services are not funded by government grants.</p> <p>-Pat and Dayna expressed their appreciation for being able to serve on the board for close to 10 years. Expressed gratitude to Brittany, Vanessa, Evergreen, Current and former BOD members, people with Aphasia, etc... They feel reassured about stepping down as the board will be in good hands moving forward. Other BOD members thanked them for their service.</p>	
8. Meeting Adjournment	Meeting was adjourned by Dayna at 7:04	

