

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

Wednesday September 28<sup>th</sup>, 2023 – 6:30pm  
Via teleconference  
Meeting held via ZOOM

BOD Present: Dayna O'Kelly, Patrick O'Kelly, Adrienne Curran, Larry Jelinek, Laura Mayne, Nela Wilson  
Nadia Shah, Carly Woods, Sabrina Hundal

Consultants Present: Brittany Clark (Clinical Director, Evergreen), Claire Benson (Accountant, HAC), Vanessa Rotundo (CDA)

Absent: Christina McAfee, Jennifer Milkiovich, Joanne Seeds (Accountant, HAC)

President: Dayna O'Kelly  
Secretary:  
Accountant: Claire Benson

Vice President: TBA  
Treasurer/Director: Patrick O'Kelly

Total number of Participants/Members including BOD members = 21  
Quorum = 10

<b>Agenda Items</b>	<b>Discussion</b>	<b>Actions</b>
1. Call to order/Approval of agenda	Meeting called to order by at 6:36 pm. Agenda approved by Larry.  Brittany Clark, SLP, provided supportive conversational techniques including written key words to our members with aphasia during the meeting to assist with comprehension.	
2. Land Acknowledgement	Laura Mayne presented a land acknowledgement in recognition of the First National Day for Truth and Reconciliation for September 30 <sup>th</sup> , 2023.	

3. Approval of minutes from the 2022 AGM	Larry put forth a motion to approve the minutes from the 2022 AGM. All in agreement. Motion carried.	
3. Presentation of the annual financial statements for the year ended March 31, 2023	<p>Financials were posted on the H-PCAP website for members to view prior to the AGM. Patrick reviewed the financials for all. Patrick talked about the different levels of funding. Main points included:</p> <p>\$468,000 from the LHIN, \$27000 from fundraising. Additional donation -\$2500. We spent \$468,000 on programming. The rest was on bookkeeping, auditing and support programs.</p> <p>Adrienne put forth a motion to approve the Financial Statements ending March 31<sup>st</sup>, 2023. Laura seconded the motion. Members voted and majority reached. Quorum obtained. Motion carried.</p>	
4. Appointment of Auditors	<p>In order to continue to solicit funding from additional sources, the Halton Aphasia Centre has their financials audited. The estimated budget for auditing is \$3500-\$4000.</p> <p>Patrick put forth a motion to re-appoint Douglas-Spence, CPA as auditor for a one-year term for the financial statements ending March 31<sup>st</sup>, 2023. Larry seconded the motion. Members voted and majority reached. Quorum obtained. Motion carried.</p>	
6. Election of Board of Directors/Secretary	<p>We have 3 new board members to nominate. The names of the nominated individuals for BOD were read by Patrick, Treasurer. Nominations are as follows:</p> <p>Board at Large – Nadia Shah, Carly Woods, Sabrina Hundal</p>	

	<p>We are allowed to have up to 11 Board of Directors. No other nominations were received by the deadline.</p> <p>Other Board member at large to start at a later date – Christina McAfee</p> <p>Laura, Adrienne and Nela have chosen not to be re-elected this year and have resigned their positions.</p> <p>Patrick put forth a motion to approve the election of the 3 new board members present (Nadia, Carly and Sabrina). Larry seconded the motion. Members voted and majority reached. Quorum obtained. Motion carried.</p>	
7. Other Business	<p>Thank you to Claire, HAC accountant for all her hard work over the last several years overseeing the financials and the transition to Joanne Seeds (new HAC accountant) currently in process.</p>	
8. Meeting Adjournment	<p>Meeting was adjourned by Laura at 6:51pm</p>	

**Post AGM meeting (BOD and Evergreen members only)**

- Secretary elect– Christina McAfee has asked to take over the role of secretary. Carly Woods has agreed to be the back-up.
- Nela will connect with Christina to arrange handing over the binders and USB information that she will require prior to next meeting.
- Next meeting is Thursday, October 26, 5pm.
- Transition of accounting from Claire to Joanne is going well. Q2 is nearly complete and the handover will be complete in November. Claire may be re-joining the board after the handover.