AGM Meeting Minutes (draft)

June 8, 2013 @ 4:00pm in Vaughan Ontario

*In attendance:*

*Board Members:*

John Adams (Director and President)

Nicole Pallone (Director and Vice President)

Cristian Baigorria (Director and Website Manager)

Jennifer Ballagh (Director)

Frances Goodfellow (Treasurer)

Tanya Chute (Secretary)

*By Teleconference:*

Wilma McCormack (Membership Chair)

*Voting Members:*

*Helen Dionne*

*Barbara Dionne*

*By Proxy:*

Bill Barnett (Nicole Pallone)

Dr. Blair Seifert (Tanya Chute)

*Non Voting Attendees:*

Dr. Denise Ney

Dr. Rodney Howell

*Regrets:*

Helene Dandurand (Director, Francophone Relations)

Brienna Young (Director)

1. Call to order by Cristian Baigorria
2. Attendance was taken
3. Confirmation of Quorum
   1. Quorum confirmed
4. Approval of Minutes from June 2012 AGM Meeting (Alliston, ON)
   1. Board Meeting Minutes reviewed on overhead projector
   2. Motion to Move AGM Minutes to be accepted as reviewed by John Adams
   3. Second by Nicole Pallone
   4. Approved
5. Review of Annual Report 2012-2013
   1. Copies circulated to attendees; emailed for teleconference attendee
   2. Motion to Move Annual Report as read by Nicole Pallone, to be accepted by John Adams
   3. Second by Jennifer Ballagh
   4. Distributed to all those in current database on same day these minutes were distributed to active members.
6. Renewal of Directors
   1. Review of Brienna Young and Helene Dandurand for a new three year term to the board
   2. Nominated to continue in positions held by Nicole Pallone
   3. Second by John Adams
   4. Passed Unanimously
7. Addition of Director
   1. Motion to elect appointed Tanya Chute to the board by John Adams, as she had been appointed by the Board on an interim basis
   2. Second by Nicole Pallone
   3. Passed Unanimously
8. Review of Organizational Chart
   1. Copies circulated to all in attendance; emailed for teleconference attendee
   2. Special attention drawn to the green boxes which now make up the members of Operational Committee
   3. Always looking for more volunteers to help CanPKU be as successful as possible
9. Review of Financial Records
   1. Reviewed Fiscal Year report in draft form by Frances Goodfellow
   2. Special attention drawn to BioMarin now providing 78% of budget down from 95% last year
   3. Decision made to allow for subcategory to be listed under National Expenses by Region to show “Advocacy Expenses” as not to inaccurately weigh on totals for provincial events.
   4. Motion to accept Financial review in draft format by John Adams
   5. Second by Nicole Pallone
   6. Approved
10. Review of CanPKU “PKU and the Brain”
    1. Copies circulated to those in attendance
    2. Made possible by an unrestricted educational grant from BioMarin
    3. Efforts assisted by National PKU Alliance; and Dr. William B. Hanley
    4. Published in English and French
    5. This tool has been used for education purposes including reaching audiences such as other medical professionals, such as family doctors and pediatricians, children and their teachers and principals in the educational system, politicians, etc.
11. Review of Conferences attended by CanPKU representatives; hosted by others
    1. Several Conferences were attended by CanPKU this year
    2. Some of the benefits of attending these conferences:
       1. Allows for face to face meetings which may not otherwise be made
       2. Allows to expand our networking abilities
       3. Allows for meeting of potential guest speakers for our events
       4. Helps our organization become more recognized and valued
       5. Allows us to deliver company material directly into the hands of decision makers
       6. Allows us to remain up to date on new information and developments
    3. When we attend as Guest Speakers for others often we have travel expenses covered
    4. Request was made to consider if possible being able to report back on what and where we are attending, and what the outcomes of each event are.
12. Motion to adjourn the meeting at 5:15pm. (Approx) by John Adams. Carried Unanimously.

*Minutes provided by Tanya Chute, Secretary.*