



Calgary West Central P.G. Co.
carrying on business as the
Calgary West Central Primary Care Network
2023 ANNUAL GENERAL MEETING MINUTES

October 3, 2023, at 6:30 p.m.
Video conference

REGISTERED ATTENDEES

CWC PCN MEMBERS IN PERSON

- Adrienne Weir
- Allison Denesuk
- Amanda Wang
- Amanpreet Dhaliwal
- Andy Wong
- Anne Kittler
- Antony Ng
- Arjun Dhoopar
- Ashley Humeniuk
- Attila Nadori
- Brendan Vaughan
- Catherine Mckenna
- Charmaine Gill
- Chris Gorrie
- Chris Musah
- Christin Hilbert
- Corinne McDonald
- David Loewen
- Debra Putnam
- Deji Falodun
- Dena Keashly
- Dilip Nandi
- Elcey Varkey
- Elizabeth Monaghan
- Eric Babins
- Famina Remtulla
- Frances Vettergreen
- Glenda Maclean
- Jagdeep Doulla
- Jane Ballantine
- Jasminder Soin
- Joanna Mish
- Kerri Treherne
- Laura Huber
- Lisa Stevenson
- Luis Acevedo
- Mahjabeen Hussain
- Margot Mclean
- Maria De Bruyn
- Mehrnaz Yousefi
- Mei-Fun Seto
- Melanie Morgan
- Melanie Purtzki
- Michele Moss
- Michelle Hart
- Monica Chawla
- Naomi Rittberg
- Nkechi Ozoka
- Patrick Wong
- Peter Nieman
- Peter Neary
- Richard Lam
- Richard Chan
- Sabiha Rehan
- Safi Saeed
- Sam Sohn
- Sameena Khan
- Sandy Peacock
- Scott Forsyth
- Shirley Traynor
- Stephanie Mullin
- Stephanie Kubik
- Susan Poon
- Theresa Truong
- Thomas Szabo
- Thomas Bouchard
- Van Nguyen
- Vanda Phillips
- Vincent Vong
- Zoe Zlot

CWC PCN MEMBERS BY PROXY

- Alanna Martineau
- Alexa Geddes
- Alison Leggett
- Amina Wahbi
- Amy Chow
- Andrew Jun
- Brett Hollowell
- Brienne Dergousoff
- Brienne Tappay
- Carla Montgomery
- Caroline Turner
- Charlene Kennedy
- Christopher Sarin
- Darrell Palmer
- Faye Sirianni
- Gary Chow
- Jaclyn Safran
- Janet Tse
- Jennifer Bikow
- Jennifer Mikhayel
- Jeremy deBruyn

- Jodi Steininger
- Joel Tappay
- John Haggblad
- Julie Hong
- Karishma Mehta
- Kiely Williams
- Kirsty Sloper
- Lana Lovo
- Lara Nixon
- Li Wang
- Lynden Crowshoe
- Mahmood Al-Rubaiee
- Manisha Subedi
- Marek Lichon
- Mary Szabo
- Matthew Johnston
- Meera Grover
- Mehwish Hanif
- Michelle Bischoff
- Monica Chu
- Monir Ebrahim-Sharif
- Nadine Lundgren
- Nadira Rashid
- Nicola Chappell
- Nicole Halasa
- Peter Colbert
- Phillip Quon
- Phillip van der Merwe
- Rachel DeFina
- Raisa Kanji
- Randall Berlin
- Richelle Walsh
- Roseanne Penner
- Rossana Arcega
- Rudolf Zimmer
- Sarah Elliott
- Scott Belyea
- Shannon Grant
- Sher Clain
- Suresh Kanani
- Susan Sutton
- Sydney Pearson
- Syeda Abbas
- Tamara Narine
- Veronica Malhotra

AHS JOINT VENTURE GOVERNANCE COMMITTEE MEMBERS

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Mr. Rod Iwanow

CWC PCN EMPLOYEES AND GUESTS

- Christopher Cameron, Executive Director
- Dr. Rachel Han Savoie, Medical Director
- Jon Macpherson, Manager of Governance & Organizational Operations
- Lisa Bergerman, Director of Member Services & Engagement
- Janay Chamberlain, Governance & Policy Lead
- Alicia Marchtaler, Board Governance Coordinator
- Carly Bullough, Policies & Procedures Coordinator
- Dan James, Communications Advisor
- Dale Wyke, Facilities & IT Administrator
- Eveline Lefebvre, Member Services & Engagement Coordinator
- Emily Kozak, Corporate Governance Coordinator
- Shannon McIntosh, Baker Tilly Catalyst LLP (guest)

1. REGISTRATION AND WELCOME

Board Chair and moderator of the Annual General Meeting (AGM), Jagdeep Doulla, welcomed attendees to the 2023 AGM and acknowledged the traditional territories of the peoples of the Treaty 7 Region in Southern Alberta including the traditional and ancestral territory of the Blackfoot Confederacy: Kainai, Piikani, and Siksika as well as the Tsuut'ina Nation and Stoney Nakoda First Nation.

The Board Chair outlined virtual engagement guidelines for the event, including an explanation of how to navigate the Zoom platform.

2. INTRODUCTIONS AND ROLE CONFIRMATIONS

The Board Chair requested that any members of the public or media in attendance declare themselves as the AGM is a meeting of the membership, including select guests and Calgary West Central Primary Care Network (CWC PCN) employees. No declarations were made.

The Board Chair then introduced the current members of the CWC P.G. Co. Board of Directors:

- Dr. Vince Vong, *Vice Chair*
- Mr. Tim Rose, *Treasurer*
- Dr. Nicola Chappell, *Past Chair*
- Dr. Amanda Wang
- Dr. Frances Vettergreen
- Dr. Nkechi Ozoka
- Dr. Kerri Treherne
- Dr. Theresa Truong
- Dr. Safi Saeed

Members of the CWC P.G. CO. Joint Venture Governance Committee from Alberta Health Services were introduced:

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Mr. Rod Iwanow

Ms. Shannon McIntosh, representing the PCN's auditor Baker Tilly Catalyst LLP, was introduced as a guest.

Christopher Cameron, Executive Director, and Dr. Rachel Han-Savoie, Medical Director of the CWC PCN, were also introduced, followed by the PCN's Manager of Governance and Organizational Operations, Jon Macpherson, who was appointed as Recording Clerk and Robert's Rules Officiant for the AGM. Finally, Janay Chamberlain, Governance & Policy Lead, was introduced and appointed as Scrutineer.

3. CALL TO ORDER

The Board Chair called the meeting to order at 6:38 p.m.

4. NOTICE OF MEETING

The Board Chair reminded members that the 2023 AGM Notice of Meeting, which was sent out on August 30, 2023, was available for inspection. The Recording Clerk was instructed to annex the notice to the minutes of this meeting. **See Appendix A: Declaration of Notice of Meeting.**

5. SCRUTINEER'S REPORT

The Board Chair adopted and announced the Scrutineers Report on attendance at the time quorum was established:

- Members present in person: 45
- Proxies received: 55
- Total members present: 100, representing 20 percent of the membership.

Registrations continued after quorum was established and a total of 70 attendees were present in person and 66 by proxy for a total of 136 members. The Recording Clerk was instructed to annex the attendance report to the minutes of this meeting. **See Appendix B: Scrutineer's Attendance Report.**

6. CONSTITUTION OF MEETING

Per the Articles of Association of the network, the quorum for a general meeting is 20 per cent of the members of the network, present in person or by proxy. The Board Chair declared that quorum was reached at 6:33 pm and that the meeting was properly called and regularly constituted for the transaction of business.

7. APPROVAL OF AGENDA

The 2023 AGM Agenda was made available to the membership as part of the AGM package. The Board Chair requested a motion to be made to accept the agenda as presented.

MOTION

Corrine McDonald moved that the 2023 Annual General Meeting Agenda be accepted by the members as presented; seconded by Brendan Vaughan with no further discussion. By formal resolution, the motion was approved. ***Motion carried***

8. 2022 AGM MEETING MINUTES APPROVAL

The 2022 AGM Minutes were made available to the membership as part of the AGM package. The Board Chair requested a motion to be made to accept the meeting minutes as presented.

MOTION

Michele Moss moved that the 2022 Annual General Meeting Minutes be accepted by the members as presented; seconded by Eric Babins with no further discussion. By formal resolution, the motion was approved.

Motion carried

9. BOARD ELECTION

As three (3) candidates are standing for election and three (3) vacancies on the Board of Directors, a balloted election was unnecessary. The following three (3) physician members were nominated for the Board elections ahead of the nomination deadline. A statement from each nominee was posted on the Examiner and made available for all attendees.

Three-year term

- Dr. Antony Ng,
- Dr. Mileva Stojanovic, and
- Dr. Vincent Vong

The Board Vice-Chair thanked all the nominees for stepping forward to represent their colleagues. In accordance with the Articles of Association, the Board Vice-Chair requested that a motion be made to appoint the three (3) candidates to the CWC P.G. Co. Board of Directors by acclamation.

MOTION

Scott Forsyth moved that Dr. Antony Ng, Dr. Mileva Stojanovic, and Dr. Vincent Vong be appointed to the CWC P.G. Co. Board of Directors for three-year terms by acclamation; seconded by Catherine Mckenna with no further discussion. By formal resolution, the motion was approved.

Motion carried

10. PRESENTATION OF FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE YEAR ENDING MARCH 31, 2023

The Board Chair introduced Shannon McIntosh with Baker Tilly Catalyst LLP, and the auditor of the Calgary West Central P.G. Co., to present the summary of the Financial Statements and Auditor's Report for the 2022-23 fiscal year ending March 31, 2023.

The auditor explained to the membership that the 2022-23 Audited Financial Statements had been previously reviewed and approved by the Board of Directors and Joint Venture Governance Committee. Additionally, a summary of the audited financial statements was included in the AGM package for review by the membership. The auditor noted that the organization was fully cooperative during the independent audit and that the CWC PCN is properly managed and efficient in its resource allocations.

The auditor presented an expense breakdown of the 2022-23 fiscal year with a comparison to the previous fiscal year along with a detailed expense breakdown of direct patient care costs, indirect patient care costs, and administrative costs. The auditor issued an unqualified audit opinion and noted that the CWC PCN's audited financial statements presented fairly in all material aspects with no significant deficiencies in controls and processes.

11. RESOLUTION TO ACCEPT FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FISCAL YEAR 2022-23 AS PRESENTED

The membership had no questions or concerns about the audited financial statements. The Board Chair then requested a motion to approve the network's audited financial statements.

MOTION

Brendan Vaughan moved that the 2022-23 audited financial statements and auditor's report of the network be accepted by the members as presented; seconded by Chris Gorrie with no further discussion. By formal resolution, the motion was approved.

Motion carried

12. RESOLUTION TO APPOINT THE AUDITOR FOR THE 2023-24 FISCAL YEAR

The Board Chair then requested a motion to appoint the Auditor of the Network for the fiscal year ending March 31, 2024.

MOTION

Kerri Treherne moved that Baker Tilly Catalyst LLP be appointed as the auditor of the network to hold office until the next AGM or until their successors are appointed and that the Board be authorized to fix the auditor's remuneration; seconded by Christin Hilbert with no further discussion. By formal resolution, the motion was approved. *Motion carried*

13. THANK YOU TO DEPARTING BOARD MEMBERS

The Board Treasurer thanked Dr. Jagdeep Doulla and Dr. Theresa Truong for their contributions to the Board as their term came to an end and they were not seeking re-election or re-appointment.

14. TERMINATION

The Board Chair thanked all those who attended the 2023 AGM including physician members, PCN staff, and noted guests. With all business from the 2023 AGM agenda addressed and no more official business to conduct, the Board Chair officially declared the 2023 AGM of the CWC P.G. Co. membership terminated at 6:53 p.m.