



Calgary West Central P.G. Co.  
carrying on business as  
the Calgary West Central Primary Care Network  
**2024 ANNUAL GENERAL MEETING MINUTES**

**October 1, 2024, at 6:30 p.m.**  
Video conference

**REGISTERED ATTENDEES**

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**CWC PCN MEMBERS IN PERSON**

- Amanda Wang
- Andy Wong
- Antony Ng
- Aravind Subramanian
- Arjun Dhoopar
- Ashley Humeniuk
- Behi Raissi
- Brendan Vaughan
- Brienne Tappay
- Catherine Mckenna
- Chris Gorrie
- Christin Hilbert
- Christina Kanagaratnam
- Corinne McDonald
- Dena Keashly
- Dilip Nandi
- Elcey Varkey
- Elise Walsh
- Elizabeth Monaghan
- Eric Babins
- Fauzia Khaliq Kareemi
- Faye Sirianni
- Frances Vettergreen
- Helen Cho
- Hoorsheed Heydari
- Jacqueline McDougall
- Jagdeep Doulla
- Jaime McMurren
- Jane Ballantine
- Jasminder Soin
- Jean Rawling
- Jennifer Bikow
- Karen Easton
- Karen Packer
- Karishma Mehta
- Kerri Treherne
- Kirsty Sloper
- Lama Mouneimne
- Lana Lovo
- Lindiwe Nyati
- Lindsey Kjaldgaard
- Lisa Stevenson
- Luisa Caro
- Lynne Searles
- Madiha Saleem
- Maha Mansoor
- Makela Nkemdirim
- Manisha Subedi
- Manoji Wirasinghe
- Margaret Balzun
- Maria De Bruyn
- Maria Botha
- Martin Harvey
- Mehrdad Emadi
- Mehrnaz Yousefi
- Mei Fun Seto
- Mercy Akinsipe
- Michele Moss
- Mihaela Chaudhary
- Mileva Stojanovic
- Muhammad Raza
- Neeraj Khanna
- Nicola Chappell
- Nicole Halasa
- Nkechi Ozoka
- Patrick Wong
- Peter Nieman
- Peter Thorton
- Rachel Han Savoie
- Ramona Chrisohou
- Robert Stopainig
- Rossana Arcega
- Sally Talbot-Jones
- Sameena Khan
- Sameena Ashraf Bajwa
- Sarah Bates
- Scott Beach
- Shirley Traynor
- Shmuel Schnitman
- Stephanie Mullin
- Sudarshan Das
- TaeEun Ahn
- Tara Martin
- Thomas Bouchard
- Van Nguyen
- Vince Vong
- Wendy Hurdle
- Yasmine Halat
- Zoe Filyk
- Zoe Zlot

## **CWC PCN MEMBERS BY PROXY**

- Anne Kittler
- Saumya Selvaraj
- Julie Hong
- Pierre Crouse
- Roopa Lakra
- Radhika Singh
- Rachel DeFina
- Zahra Mirkarimi
- Lisa Friedland
- Rania Hanna
- Hayley Levinson
- Venita Ramanna
- Anish Acharya
- Sher Clain
- Scott Forsyth
- Jayashri Nandi
- Renee Farrell
- Cody Flexhaug
- Christopher Lever
- Mina Derakhshan
- Wenshuang Nie
- Veronica Malhotra
- Kathy Truong
- Mahmood Al-Rubaiee
- Brian Hartman
- Chantal Barry
- Marjolein Drybrough
- Li Wang
- Alexandra Curry
- Alexia Schneider
- Sarah Elliott
- Mary Szabo
- Thomas Szabo
- Richard Chan
- Deborah Ferguson
- Andrew Wong
- Chris Sarin
- Randall Berlin
- Stephanie Kerwin
- Monica Chu
- Nasser Barakat
- Aman Khan
- Janet Ma
- Basia Okoniewska
- Griselle Leon
- Theresa Truong
- Jordan Dangerfield
- Brianne Whittaker
- Lara Nixon
- Serge Kongolo
- Cecile Henderson
- Carrie Abrahamson
- Deidre Young
- Deji Falodun
- Sonya Regehr
- Maya Grover
- Joel Tappay
- Jeremy deBruyn
- Amol Bhargava
- Eesha Arora
- Susan K Sutton
- Salomy David
- Allison Denesuk
- Roseanne Penner
- Lindsay Crickard
- Deb Putnam
- Sandy Peacock
- Charlene Kennedy
- Mary Gawlinski
- Glenda Maclean
- Shannon Grant
- Matthew Ferrao
- Janet Tse
- Natalie Ward
- Phillip Van der Merwe
- Brett Hollowell
- Joshua Brochu

## **AHS JOINT VENTURE GOVERNANCE COMMITTEE MEMBERS**

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Ms. Lesley Myles

## **CWC PCN EMPLOYEES AND GUESTS**

- Christopher Cameron, Executive Director
- Rachel Han Savoie, Medical Director
- Tim Rose, External Director
- Jon Macpherson, Director of Governance & Organizational Operations
- Lisa Bergerman, Director of Member Services, Engagement & Program Design
- Alicia Marchtaler, Governance & Policy Lead
- Hayley Lukacs, Board Governance Coordinator
- Carly Bullough, Policy & Risk Analyst
- Dan James, Communications Consultant
- Breanne Dickhout, Physician Engagement and Events Coordinator
- Emily Kozak, Corporate Governance Coordinator
- Sarah Smolkin, Privacy Governance Advisor
- Savannah Carby, Member Services Coordinator
- Paige Shaw, Baker Tilly Catalyst LLP (guest)

## 1. REGISTRATION AND WELCOME

Board Chair and moderator of the Annual General Meeting (AGM), Vincent Vong, welcomed attendees to the 2024 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, the Îethka Nakoda Nations (Chiniki, Bearspaw, Goodstoney), and the Otipemisiwak Metis Government (Districts 5 and 6).

The Board Chair provided brief commentary related to the new Physician Comprehensive Care Compensation Model, emphasizing that Primary Care Networks (PCN) are not involved in negotiation discussions, but rather, will remain focused on maintaining the structural foundations to support primary care delivery.

The Board Chair also 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. Amanda Wang, *Vice Chair*
- Mr. Tim Rose, *Treasurer*
- Dr. Nicola Chappell, *Past Chair*
- Dr. Antony Ng
- Dr. Frances Vettergreen
- Dr. Nkechi Ozoka
- Dr. Kerri Treherne
- Dr. Mileva Stojanovic

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

- Ms. Jenny Mazuryk
- Dr. Mike Spady
- Ms. Lesley Myles

Ms. Paige Shaw, 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 Director of Governance & Organizational Operations, Mr. Jon Macpherson, who was appointed as Recording Clerk and Robert's Rules Officer for the AGM. Finally, Ms. Alicia Marchtaler, 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 2024 AGM Notice of Meeting, which was sent out on August 28, 2024, 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: 63
- Proxies received: 59
- Total members present: 122, representing 24.06 per cent of the membership.

Registrations continued after quorum was established and a total of 91 attendees were present in person and 77

by proxy for a total of 168 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 6:30 pm and that the meeting was properly called and regularly constituted for the transaction of business.

## 7. APPROVAL OF AGENDA

The 2024 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.

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### MOTION

Dr. Jean Rawling moved that the 2024 Annual General Meeting Agenda be accepted by the members as presented; seconded by Dr. Karen Easton with no further discussion. By formal resolution, the motion was approved. *Motion carried*

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## 8. 2023 AGM MEETING MINUTES APPROVAL

The 2023 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.

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### MOTION

Dr. Manoji Wirasinghe moved that the 2023 Annual General Meeting Minutes be accepted by the members as presented; seconded by Dr. Neeraj Khanna with no further discussion. By formal resolution, the motion was approved. *Motion carried*

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## 9. BOARD NOMINATIONS

Pursuant to the Articles of Association, an election will be held to fill one, one-year vacancy and three, three-year vacancies on the Board of Directors.

The following five 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 this evening for all attendees.

### One-year term

- Dr. Sudarshan Das
- Dr. Sameena Khan

### Three-year term

- Dr. Jennifer Bikow
- Dr. Ashley Humeniuk
- Dr. Nkechi Ozoka
- Dr. Elcey Varkey

The Board Chair thanked all the nominees for stepping forward to represent their colleagues and informed the membership that the voting is open and will be available for ten minutes or until all votes have been cast. The results of the Board election will be announced after the presentation of the financial statements and auditors report.

The Board Chair introduced Board Treasurer, Tim Rose, to address the membership regarding the presentation of the financial statements and auditor's report.

## 10. PRESENTATION OF FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE YEAR ENDING MARCH 31, 2024

The Board Treasurer introduced Paige Shaw 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 2023-24 fiscal year ending March 31, 2024.

The auditor explained to the membership that the 2023-24 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 efficiently in its resource allocations. Further, the auditor presented an expense breakdown of the 2023-24 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 respects with no significant deficiencies in controls and processes.

The Executive Director, Board Treasurer, and the CWC PCN's auditor addressed a question from the membership related to the CWC PCN's expense breakdown summary. As a proportion of total expenditures in the 2023-24 fiscal year, indirect patient care expenses remained stable at 28 per cent. It was confirmed that this category of expenditures is not classified as overhead, but rather consists of expenses that aim to support the provision of patient care delivery. Additionally, the CWC PCN realized an increase in the proportion of administrative expenditures from 27 per cent in the 2022-23 fiscal year to 29 per cent in the 2023-24 fiscal year. As a result, expenditures related to direct patient care declined from 45 per cent in 2022-23 to 43 per cent in 2023-24. The change in administrative and direct patient care expenditures can be attributed primarily to the additional funding received as part of the Alberta Health/Alberta Medical Association (AMA) lump sum investment into PCNs and the program changes resulting from the lump sum funding received. As staffing nears full capacity, the CWC PCN anticipates the ratio between administrative expenditures and direct patient care expenditures to rebalance in the 2024-25 fiscal year.

#### **11. RESOLUTION TO ACCEPT FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FISCAL YEAR 2023-24 AS PRESENTED**

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

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##### **MOTION**

Dr. Corinne McDonald moved that the 2023-24 audited financial statements and auditor's report of the network be accepted by the members as presented; seconded by Dr. Stephanie Mullin with no further discussion. By formal resolution, the motion was approved. *Motion carried*

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#### **12. RESOLUTION TO APPOINT THE AUDITOR FOR THE 2024-25 FISCAL YEAR**

The Board Treasurer then requested a motion to appoint the Auditor of the Network for the fiscal year ending March 31, 2025.

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##### **MOTION**

Dr. Jean Rawling 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 Dr. Lana Lovo with no further discussion. By formal resolution, the motion was approved. *Motion carried*

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#### **13. ANNOUNCEMENT OF NEW BOARD MEMBERS**

The Board Chair adopted and announced the Scrutineers Report on the results of the Board election. The candidates elected by the membership to serve the one, one-year vacancy and three, three-year vacancies on the Board of Directors were announced as follows:

##### **One-year term**

- Dr. Sameena Khan

##### **Three-year term**

- Dr. Jennifer Bikow
- Dr. Ashley Humeniuk

- Dr. Nkechi Ozoka

#### **14. THANK YOU TO DEPARTING BOARD MEMBERS**

The Board Chair thanked Dr. Nicola Chappell and Dr. Kerri Treherne for their contributions to the Board as their term came to an end, and they were ineligible for re-election or re-appointment.

#### **15. TERMINATION**

The Board Chair thanked all those who attended the 2024 AGM, including physician members, PCN staff, and noted guests. With all business from the 2024 AGM agenda addressed and no more official business to conduct, the Board Chair officially declared the 2024 AGM of the CWC P.G. Co. membership terminated at 7:11 p.m.

Wednesday, Aug. 28, 2024

**TO:**

All members  
CWC P.G. Co.

**VIA EMAIL/PUBLISHED ON CWC PCN DOCS**

**Re: Notice of Meeting for the annual general meeting on Tuesday, Oct. 1, 2024**

Dear member,

I am pleased to confirm that the 2024 annual general meeting (AGM) for the Calgary West Central P.G. Co. (CWC P.G. Co.) will be held on **Tuesday, Oct. 1, 2024**, from 6:30 to 7:30 p.m. via video conference.

The AGM is an important part of the governance of your organization, and I urge all members to attend and participate. An email invitation with an online registration link accompanies this *Notice of Meeting* (sent to you on **Wednesday, Aug. 28, 2024**); please confirm your attendance by **5 p.m. on Monday, Sept. 30, 2024**.

Members who are unable to attend must appoint a proxy to vote on their behalf. To simplify the process, proxy and in-person attendance are both processed through the online [registration link](#) contained in your invitation or on the [2024 AGM web page](#) on cwcpcndocs.com. Additional information is available in the proxy instructions document in this package. Proxies must be registered by **5 p.m. on Monday, Sept. 30, 2024**.

Your 2024 AGM package contains the:

- AGM Notice of Meeting letter
- Agenda
- Proxy instructions
- Board nominee form
- 2023-24 CWC P.G. Co. Audited Financial Statements and Auditor's Report
- 2023 AGM Meeting Minutes

For a quorum, we require 20 per cent of all members to attend, either in person or by proxy, as outlined in the *Articles of Association*. No business shall be transacted at any AGM unless quorum is present at the commencement of business.

### **Resolution to elect the directors of the company**

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This year, there are three three-year and one one-year vacant terms up for election to the CWC P.G. Co. Board of Directors. Please refer to the Board nominee form included in this package to nominate yourself or your colleagues to stand for election for the CWC P.G. Co. Board.

### **Resolution to approve the audited financial statements**

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To receive and consider the financial statements of the company for the fiscal year that ended March 31, 2024, and the auditor's report on such financial statements.

### **Resolution to appoint the auditor**

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To appoint Baker Tilly Catalyst LLP as auditor of the network, to hold office until the next AGM of the network or until their successors are appointed, and that the Board of Directors be authorized to fix the auditor's remuneration.

### **Nomination period**

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The nomination period will close at **5 p.m. on Tuesday, Sept. 17, 2024**. As per Board policy and the *Articles of Association*, the Board can determine the nomination period.

Should you have any questions regarding nominations, or if you would like to speak to the Executive Director or a member of the Board regarding serving on the Board or one of its subcommittees, please email the Board at [board@cwpcn.com](mailto:board@cwpcn.com) or contact your [Physician Liaison](#).

Should you have questions about the online proxy process, or any other AGM-related questions, please consult the attached instructions or contact your [Physician Liaison](#).

Yours sincerely,

Dr. Vincent Vong  
*Chair, CWC P.G. Co. Board of Directors*



# Calgary West Central P.G. Co. Annual General Meeting

## SCRUTINEER'S BOARD ATTENDANCE REPORT

### Video conference on Tuesday, Oct. 1, 2024.

I am pleased to report that there are 91 members present in person and that proxies have been received from 77 members representing 33.14 per cent of the membership.

The quorum for a general meeting is 20 per cent of members present in person or by proxy. Thus, quorum is present, and the meeting is properly called and regularly constituted for the transaction of business.

Signed this 1st day of October 2024, in Calgary, Alberta

*Witness*

*Scrutineer*

Jon Macpherson

Alicia Marchtaler

Name (please print)

Name (please print)



*Alicia Marchtaler*

Signature

Signature