

**Annual General Meeting Minutes**  
**Thursday, October 29, 2019, 1800-1930 hrs**  
**Due to Covid-19 pandemic, Meeting was held virtually via Zoom**

**Chaired by:** Dr. Roger Walmsley, Board Chair

**Recorded by:** Katrina Love, Administrative Assistant

AGENDA ITEM	DISCUSSION	DECISION
1. Call to Order and adoption of rules of order	<ul style="list-style-type: none"> <li>• Appointment of Presiding Officer               <ul style="list-style-type: none"> <li>- Dr. Roger Walmsley, Chair of the Board to act as Presiding Officer</li> </ul> </li> <li>• Appointment of Meeting Secretary               <ul style="list-style-type: none"> <li>- Katrina Love appointed as Meeting Secretary</li> </ul> </li> <li>• Presiding Officer declares there is a Quorum present virtually</li> <li>• Voting shall be conducted by a show of hands except for voting for the new Board of Directors.</li> <li>• The new Associate Director-at Large to be voted in by a secure online vote between October 19<sup>th</sup>, 2020 and October 29<sup>th</sup>, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• Dr. Roger Walmsley appointed Presiding Officer</li> <li>• Katrina Love appointed Meeting Secretary</li> </ul>
2. Notice of Annual General Meeting	<ul style="list-style-type: none"> <li>• Dr. Roger Walmsley declared notice of this General Meeting on September 17, 2020 was properly given.</li> </ul>	
3. Approval of Agenda	<ul style="list-style-type: none"> <li>• Motion to accept the amended agenda presented was approved               <ul style="list-style-type: none"> <li>○ Amended agenda item;                   <ul style="list-style-type: none"> <li>▪ 4. Approval of October 24, 2019 Meeting Minutes</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion moved by Dr. Kristy Williams</li> <li>• Motion seconded by Dr. Duncan MacGillivray</li> <li>• Motion carried</li> </ul>
4. Approval of October 24, 2019 Meeting Minutes	<ul style="list-style-type: none"> <li>• Motion to accept the minutes of October 24, 2019 as presented</li> </ul>	<ul style="list-style-type: none"> <li>• Motion moved by Dr. Melissa Gillis</li> <li>• Motion seconded by Dr. Taylor Swanson</li> <li>• Motion carried</li> </ul>
5. 2019 Annual Report	<ul style="list-style-type: none"> <li>• 2019 Annual Report presented</li> </ul>	<ul style="list-style-type: none"> <li>• No questions arising from the Annual Report</li> </ul>
6. Review of the Financials - Audited Statements 2019-20 - Treasurer's Report	<ul style="list-style-type: none"> <li>• Financial audited report presented by Derek Lamb, Chan, Nowosad, Boates</li> </ul>	<ul style="list-style-type: none"> <li>• No questions arising from the Financial Report</li> <li>• Motion to accept the Financials moved by Dr. Sheila Findlay</li> <li>• Motion seconded by Dr. John Trepess</li> <li>• Motion carried</li> </ul>
7. Election of Board of Directors	<ul style="list-style-type: none"> <li>• There are nine members on the Division Board of Directors               <ul style="list-style-type: none"> <li>○ Two members have completed their terms and are stepping down;                   <ul style="list-style-type: none"> <li>▪ Dr. Melissa Gillis</li> <li>▪ Dr. Matt Toom</li> </ul> </li> <li>○ Seven members remaining:                   <ul style="list-style-type: none"> <li>▪ Courtney Defriend</li> <li>▪ Doug Torrie</li> <li>▪ Dr. John Trepess</li> <li>▪ Dr. Roger Walmsley</li> <li>▪ Dr. Diane Wallis</li> <li>▪ Dr. Taylor Swanson</li> <li>▪ Dr Duncan MacGillivray</li> </ul> </li> <li>○ Nominees for one General Member Director Board seat: Dr. Danielle Downe. No other nominations received. Dr Downe elected to position by acclamation                   <ul style="list-style-type: none"> <li>○ Nominees for one Associate Director Board seat included: Dr Michelle Workun-Hill (R2 Family Medicine Resident) and Bryan Schulz (Nurse Practitioner)</li> <li>○ One new Board member voted in by secret ballot:                       <ul style="list-style-type: none"> <li>▪ Dr. Michelle Workun-Hill - elected</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Motion to accept incoming Board members by Dr. Roger Walmsley</li> <li>• Motion moved by Dr. Kristy Williams</li> <li>• Motion seconded Dr. Sheila Findlay</li> <li>• Motion carried</li> </ul>
8. Other business	<ul style="list-style-type: none"> <li>• No other business</li> </ul>	
9. Concluding Remarks	<ul style="list-style-type: none"> <li>• The business of this meeting concluded, and a motion made to adjourn</li> </ul>	<ul style="list-style-type: none"> <li>• Motion of adjournment moved by Dr. Melissa Gillis</li> <li>• Motion seconded by Dr. Jenny Bell</li> <li>• Motion carried</li> </ul>
10. Meeting Adjournment		