

Annual General Meeting

March 6, 2020
Terminal City Club
837 W Hastings Street
Vancouver, BC V6C 1B6

Chair: David Hurford

Chief Executive Officer: Jennifer Lyle

Treasurer: Nicki Bavis

Minutes

1. Welcome, Call to Order and Determination of Quorum

Board Chair David Hurford called the meeting to order at 10:39 am. Quorum was established.

D. Hurford welcomed all assembled to SafeCare BC's 6th Annual General Meeting. He introduced the board of directors and expressed his appreciation for their commitment towards advancing SafeCare BC's mission.

2. Adoption of Agenda and Meeting Rules of Order

D. Hurford informed the meeting that a proper notice of the Annual General Meeting and financial statements were provided electronically.

Motion: *To facilitate the proceedings at this Annual General Meeting, be it resolved that the Robert's Rules of Order are adopted.*

Moved by: K. Baillie Seconded by: P. LeVesconte **APPROVED**

Motion: *Be it resolved that the notice of the meeting and financial statement be taken as read.*

Moved by: S. Emmons Seconded by: A. Jina **APPROVED**

Motion: *Be it resolved that the proposed agenda be adopted in its entirety.*

Moved by: E. Price Seconded by: K. Baillie **APPROVED**

3. Approval of 2019 AGM Minutes

D. Hurford noted that the minutes of the 2019 AGM was posted on the website and copies were made available at the registration desk.

Motion: *Be it resolved that the minutes of the 2019 Annual General Meeting be approved.*

Moved by: A. Devji Seconded by: E. Price **APPROVED**

4. New Business

a) Election for Board Positions

D. Hurford identified the four board positions that were up for elections and the names of the candidates. He explained the election process and requested each candidate to introduce themselves.

He gave members a chance to drop their ballots and declared that voting is closed.

After all the votes were counted, D. Hurford announced the elected Board Directors.

Motion: *Be it resolved that the following candidates be approved:*

- **Not-for-profit employer representative:** Marina Young
- **At Large Director (Employer, Senior Leader Home Care):** Kerry Bowman
- **At Large Director (Frontline Worker – Home Care):** Lorna Muenz
- **Human Resource Services Representative:** Rob Senghera

Moved by: P. LeVesconte Seconded by: K. Baillie **APPROVED**

The Board Chair acknowledged the other candidates and thanked them for their interest in serving on the Board. He noted that there are other opportunities to be involved. Since SafeCare BC will be working on a new 3-year strategic plan in June, their expertise will be valuable in that process.

b) Recognition of Outgoing Board Members

D. Hurford recognized the contributions of departing Board members Jeanette Lee, Maria Moeller and Bon Wong. M. Moeller was Board Vice Chair and Chair of the Governance Committee for the past year and worked towards enhancing the associate membership policy which now includes professional associations related to the continuing care sector. J. Lee has been on the Board for 4 years and was Chair of the Technical Advisory Committee, which provides input, expertise, and knowledge to strengthen the effectiveness of SafeCare BC initiatives. B. Wong has contributed significantly by providing relevant insight from his extensive frontline experience.

D. Hurford thanked them for all their work on the Board of SafeCare BC.

5. Reports

a) Chair's Report

D. Hurford expressed pride that while SafeCare BC is the newest safety association, it is regarded by WorkSafeBC as a model given its significant impact on worker health and safety in the continuing care sector. He pointed out that prior to SafeCare BC, the injury rate in the continuing care sector was steadily increasing and the trend would have continued going in the same direction if SafeCare BC had

not been established. He is pleased that the small SafeCare BC team has made a significant impact on the sector in the area of worker safety.

He thanked the Board, staff and the Technical Advisory Committee for their excellent work. He also thanked the BC Care Providers Association, Denominational Housing Association, the unions, health authorities, the provincial health ministry and other stakeholders for supporting SafeCare BC. He highlighted that as society ages and acuity increases, the role of SafeCare BC becomes even more important.

He thanked those who put their name forward to serve on the Board and expressed his plan to reach out to the candidates to find a way to continue their engagement with SafeCare BC.

b) **Treasurer's Report**

Board Treasurer N. Bavis announced that SafeCare BC ended the year with a surplus and that the auditor gave SafeCare BC a clean audit opinion.

N. Bavis explained the change in the classification of internally restricted funds to deferred revenue. This is due to the clarifying language in the WorkSafeBC contract that indicates the need for WorkSafeBC approval to access the funds. Although the practice has already been in place previously, a reclassification of the fund is needed as under the deferral method of accounting, as externally restricted funds are considered deferred revenue.

Motion: *Be it resolved that the financial statements and auditor's report be adopted in their entirety as presented.*

Moved by: E. Hastings Seconded by: P. LeVesconte **APPROVED**

Motion: *Be it resolved that MNP LLP be appointed as the Association auditor for the 2020 fiscal year.*

Moved by: A Jina Seconded by: E. Price **APPROVED**

c) **CEO's Report**

J. Lyle underscored that SafeCare BC firmly believes that everybody needs to go home safe at the end of their shift. This is the primary reason why SafeCare BC exists.

She outlined SafeCare BC's initiatives and significant accomplishments in the past year. The result of all these is worth highlighting – SafeCare BC members in long term care are outperforming the sector average, injury rates continue to decrease in community health and the spread between SafeCare BC members and non-members is narrowing.

J. Lyle shared the association's plans for 2020. She announced that the Hearts and Hands conference will also be in Kelowna aside from Langley and Victoria. This will allow continuing care workers in the

Interior to attend without having to travel to the lower mainland. She also noted that SafeCare BC will be developing a new three-year strategic plan in June.

In closing, J. Lyle thanked everyone for supporting SafeCare BC in creating safer, healthier workplaces in the continuing care sector.

6. Adjournment

D. Hurford adjourned the meeting at 11:20 am.

Motion: *Be it resolved that the Annual General Meeting be adjourned.*

Moved by: K. Baillie

Seconded: E. Price

APPROVED