



Minutes of the 2018 Annual Meeting

October 24, 2018 8:30 AM – 9:30 AM

Harbour Ballroom A+B, Westin Harbour Castle, One Harbour Square, Toronto, Ontario

Agenda item	Document	Key points	Motion <i>duly moved and seconded</i>	Decision
1.0 Opening Remarks / Declaration of Quorum		The meeting was called to order by the Chair, Dr. Rob Annis at approximately 8:30 AM. In attendance were 53 voting delegates representing 191 member organizations. AFHTO's bylaw requires a minimum of 10% of the membership as quorum and upon declaration the meeting begun.	n/a	n/a
2.0 Introductory Business:				
2.1 Approval of Agenda	<i>Agenda</i>	Dr. Rob Annis informed voting delegates of the procedures for discussing business and voting on the motions.	That the annual meeting agenda be approved Moved by Mary Atkinson (North Perth FHT) Seconded by Marg Alden (Maple FHT)	Approved
2.2 Approval of Minutes of Last Meeting	<i>Minutes</i>	Members accepted the minutes from the 2017 Annual General Meeting.	That the minutes of the annual meeting of October 25, 2017 be approved Moved by Lori Richey (Peterborough FHT) Seconded by Liz Van Zyl (Owen Sound FHT)	Approved

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3.0 AFHTO Board of Directors Report				
3.1 Annual Report	<i>Annual Report</i>	<p>Dr. Annis begun by acknowledging the work of members. AFHTO continues to strengthen relationships with stakeholders by opening its doors to partnering with them. The board sees the importance of these partnerships as it helps primary health care advocate with one voice.</p> <p>Members were updated on the progress of the strategic plan:</p> <ol style="list-style-type: none"> 1. <i>Be a leader in primary health care transformation</i> – AFHTO supported the new expansion teams which have increased access to team-based care. Over 120 members participated in leadership development that was also extended to external participants. Distributed leadership is a force that will help in transforming the health system. 2. <i>Demonstrate the value of team-based primary health care</i> – one way to drive change and excellence is with data. AFHTO has developed a culture of measurement through Data to Decisions (D2D) and is transitioning to a culture of improvement. The board has selected “seven day follow up” as a metric to assist AFHTO members with managing hospital readmissions. This feeds into the provincial government’s mandate to “end hallway medicine.” 3. <i>Advocate for the tools, resources and conditions</i> – recruitment and retention advocacy that has been ongoing since 2012 led to a three-year commitment to funding. The FHT contract is in place with requirements that emphasize moving to a skills-based board. A provincial Primary Care Policies and Procedures manual has been developed and is available to all providers. It will provide consistencies in primary care practices in the province. 	<p>That the Board of Directors Annual Report be received</p> <p>Moved by Marg Alden (Maple FHT)</p> <p>Seconded by Diana Noel (Village FHT)</p>	Approved

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4.0 Financial Report				
4.1 Receipt of Audited Statements	<i>Audited Statements</i>	<p>Dr. Tom Richard, the Treasurer presented the report on the audited financial statements for the year-ended March 31, 2018. AFHTO is funded by three revenue streams – membership dues, conference fees and program funding from the Ministry of Health and Long-Term Care.</p> <p>In moving from measurement towards improvement, the Finance Committee recommended a one-time allocation of AFHTO reserves for the QIDS program to continue the Knowledge Translation and Exchange work that was not being funded by the Ministry.</p> <p>Voluntary contributions totalling \$115,000 were allocated to support members with the new FHT contract, continued compensation advocacy and the “Every Community. Every Patient” campaign. Dr. Richard thanked members for their generous contributions. The fiscal year ended with a \$19,000 deficit that was covered by the reserves.</p>	<p>That the Audited Statements for the year ended March 31, 2018 be received</p> <p>Moved by Mary Atkinson (North Perth FHT) Seconded by Stephen Gray (North Durham FHT)</p>	Approved
Financial Outlook FY 2018/19		<p>Membership fee increases of 5% for 2018 were proposed by the Finance Committee to the Board. Dr. Richard reported that all members renewed their membership at the new rates including new members who joined.</p> <p>The \$58,000 of voluntary contributions received in addition to what has been carried over from fiscal year 2017/18 will fund the advocacy work and relationship building with the recently elected government. The board has hired Hill+Knowlton Strategies Canada to assist with developing a government relations strategy.</p> <p>The freeze on discretionary spending by the government will have an impact on project funding for the QIDS and Governance and Leadership programs. The uncertainty is a concern for the AFHTO Board and Dr. Richard noted further conversation about this would happen later on the AGM agenda.</p>		

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4.2 Appointment of Auditor		AFHTO invited audit firms to bid in a request for proposal for audit services. Grant Thornton LLP was hired in 2017 and after a favourable experience, the board of directors recommended their appointment as auditors for the fiscal year 2018/19.	<p>That the AFHTO membership approve Grant Thornton LLP as the auditor to hold office until the next annual meeting, and give authority to the AFHTO board to fix the remuneration of the auditor</p> <p>Moved by Monique Hancock (STAR FHT)</p> <p>Seconded by Stephen Gray (North Durham FHT)</p>	Approved
5.0 AFHTO Governance Report				
5.1 Nominations Report	<i>Nominations Report</i>	<p>The Nominations Report was delivered by Ms. Beth Cowper-Fung, Vice President and Governance Committee Chair.</p> <p>The call for nominations issued in June encouraged candidates who were Executive Directors, IHPs and experienced in finance from the north, east and Toronto regions. It was widely circulated and seven (7) were recommended by the Governance Committee after being vetted.</p> <p>The following were the slate of candidates recommended:</p> <p>By the Board to the members to acclaim the following as directors for a three (3) year term:</p> <ul style="list-style-type: none"> • Marg Alfieri, Clinical Dietitian - Centre for Family Medicine FHT, Kitchener • Sara Dalo, Manager of Quality Experience and Patient Safety – Windsor FHT, Windsor 	<p>That Marg Alfieri (Centre for Family Medicine FHT), Sara Dalo (Windsor FHT), Kaela Hilderley (Elliot Lake FHT) and J.C. Kirk (Southlake Academic FHT) be acclaimed as Directors for a three-year term</p> <p>That the membership recommends to the AFHTO Board to appoint Karen Lusignan (Atikokan FHT) to fill the vacancy on the board for the remaining two years of the term</p>	Approved

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		<ul style="list-style-type: none"> • Kaela Hilderley, Registered Respiratory Therapist - Elliot Lake FHT, Elliot Lake • J.C. Kirk, Executive Director - Southlake Academic FHT, Newmarket <p>By the members to the Board to appoint the following to fulfil the vacancy on the board for the remaining two (2) years of the term:</p> <ul style="list-style-type: none"> • Karen Lusignan, Executive Director, Atikokan FHT, Atikokan <p>By the members to the Board to appoint the following to fulfil the vacancy on the board for the remaining one (1) year of the term:</p> <ul style="list-style-type: none"> • John McKinley, Chair of the Board, South East Toronto FHT, Toronto • Tracy Hussey, Executive Director, Sunnybrook Academic FHT, Toronto 	<p>That the membership recommends to the AFHTO Board to appoint the John McKinley (South East Toronto FHT) and Tracy Hussey (Sunnybrook Academic FHT) to fill the vacancy on the board for the remaining one year of the term</p> <p>Moved by Marlene Davidson (Atikokan FHT) Seconded by Linda Jackson (St. Michael's Hospital Academic FHT)</p>	
6.0 Other Business		<p>Dr. Annis addressed the membership on the fiscal year 2018/19 loss of QIDS and Governance and Leadership (G&L) program funding.</p> <p>AFHTO was informed by the Ministry that project funding for the two programs will not continue to flow. Discretionary funding that does not directly impact patient care is being frozen. The additional funding that was received for projects under both programs falls under the discretionary funding category. The Ministry has said that base funding which covers human resources and small amounts of overhead will continue.</p> <p>The Board had committed interim funding to be withdrawn from the reserves for projects under the G&L and QIDS programs. Historically, these funds would be recouped when the Ministry approves and then flows the project funding. The Board will maintain the commitment for</p>	n/a	n/a

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		<p>this fiscal year and opened out the discussion on the sustainability of project funding for the association.</p> <p>The three scenarios were weighed in on:</p> <ul style="list-style-type: none"> • <i>Best Case</i> – would be status quo and upon completion of the government’s audit, AFHTO would be able to submit the annual proposal for ongoing project funding. • <i>Middle</i> – with continued base funding and no project funding, AFHTO would seek alternative sources of funding and possibly partnerships with other organizations. • <i>Worst Case</i> – if funding is cut, AFHTO would look at: <ul style="list-style-type: none"> ▪ Increasing member dues, conference fees or stop holding the conference ▪ Introducing fees for QIDS and Governance & Leadership supports and tools ▪ Pursuing partnerships such as research partnerships with other interested partners <p>Advocacy will be very key at the local level and members were encouraged to build relationships with their local MPPs. Members were encouraged to attend the government relations fireside chat held later in the evening.</p>		
		<p>Outgoing directors that had resigned from the board were thanked for their service and advocacy. They were:</p> <ul style="list-style-type: none"> • Ms. Julie Campbell, retired Executive Director of Fort William FHT in Thunder Bay • Ms. Michelle Karker, former Executive Director of East Wellington FHT in Erin • Dr. Jay Mercer, Lead Physician at Bruyère Academic FHT in Ottawa 		

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		<p>Questions and comments from the floor:</p> <ol style="list-style-type: none"> 1. Voluntary contributions requests always have limits, can members contribute more than the limits? AFHTO's CEO Ms. Kavita Mehta commented there possibly could be no limits, but it would require a conversation with the Ministry to ensure teams are not red-flagged for their contributions. 2. The association has done great work in serving members. AFHTO should keep things the way they are and continue being very supportive of members, with members also being supportive of the association. 		
7.0 Conclusion		The meeting concluded at 9:19 AM.	<p>That the 2018 Annual Meeting be concluded</p> <p>Moved by Marg Alden (Maple FHT)</p> <p>Seconded by Kim Van Wyk (Clinton FHT)</p>	Approved