

# BRAIN INJURY ASSOCIATION OF THE OTTAWA VALLEY

2019 Annual General Meeting  
Monday June 2, 2020 – 5:00 p.m.

## MINUTES

### **Directors in Attendance:**

Christie Swann, President  
Scott Vernon, Vice President  
Adria Repp, Treasurer  
Laurie Warren, Secretary  
Jessica Podpollack, Director  
Jessica Woodall, Director  
Shelley Spence, Director

**Others in Attendance:** Chip Bryant, Christina Quesnel, David Walls

**Minutes taken by:** Laurie Warren, Secretary

Special note: Due to pandemic restrictions resulting from COVID-19, the AGM was held by video teleconference. Paper copies of the reports could not be provided. They were reviewed at the time of the meeting and the package of reports will be appended to these minutes for future reference.

Call meeting to order – The meeting was called to order at 5:05 p.m. Christie welcomed everyone to the meeting.

- 1. Welcome – moment of silence** – Christie led the annual vigil in remembrance of victims of brain injury who succumbed to their injuries, survivors and their families and caregivers and those who have suffered violence.
- 2. Approval of the agenda:** The AGM agenda was posted on the BIAOV website for review in advance of the meeting. The agenda was approved as posted.
- 3. Approval of AGM Meeting Minutes of June 25, 2019.** Due to limitations in access to the BIAOV office and inability to obtain documentation to permit circulation to attendees, the minutes were not approved at the time of the AGM. Minutes will be posted for review and approved at a later date.
- 4. Financial Report 2019:** Due to pandemic restrictions, auditing of our year end has not yet been completed. AR reviewed that accounts are in good standing. With respect to fundraising, we earned approximately \$17,000 from the Golf Tournament, \$35,000 from our fall fundraiser and received donations in the amount of \$14,000.
- 5. Appointment of Accountants** – Appointment of our accountants for the 2020 fiscal year was not initiated at the meeting. Once there is greater clarity as to access to accountant firms following pandemic restrictions, the association will be in a position to review options.
- 6. Programs and Services Report:** SV reviewed that the Step Up Work Centre continues to be well attended. Through contracted supports offered by VISTA, a period of part-time employment of CQ

for the period of August, 2019 to early, 2020, and volunteers, our programs were able to operate. SV highlighted that one of our participants has a background in graphic design. He has done an amazing job with the newsletter. SV updated that with the pandemic restrictions, the association is seeking options for remote videoconferencing to provide options for virtual activities and to support members to remain connected during this time.

**7. President's Report:** The written report is to follow. CS reviewed that this has been a transition year with several directors and volunteers having retired during the course of the year. We have been fortunate to secure options to secure support for our Step Up work centre via Vista and the part-time employment of a coordinator for a period of time which assisted in program stability. We are grateful to have the support of Pat Fleming for the golf tournament, Burn Tucker and Modern OT for the fall fundraiser. CS reviewed that this has been one of our better fundraising years. CS congratulated SS and the fundraising committee for their efforts. CS reviewed that the association has been looking for options to reduce overhead costs, including, exploring a reduction in the size of the office to reduce rental fees. This would involve offering space to a neighbouring association. CS announced that she would not be seeing re-election as President this year. Attendees expressed appreciation for CS's outstanding support and dedication during her tenure as president. CS indicated her intention to stand for election for a Director Position.

**8. Election of Board Members** – LW (Nomination Committee Chair) introduced the candidates brought forward. Christie Swann, Scott Vernon, Jessica Podpollack, Shelley Spence, Laurie Warren up for re-election. Adria Repp and Jessica Woodall continue in their existing terms. LW made the call for nominations (4 announcements). Christie Quesnel submitted her name for nomination. All those up for re-election requested to be considered in the election. All in attendance agreed to the re-election of candidates seeking further terms and to the new candidate. Christie Swann, Scott Vernon, Jessica Podpollack, Shelley Spence, Laurie Warren re-elected for another team. *LW motioned to elect the candidates as listed and brought forward. SV seconded. Carried*

**9. Meeting Adjournment:** JP motioned to adjourn the AGM. CS seconded. Carried. Meeting adjourned at 5:45 p.m.

Following the AGM, a meeting of the Board of Directors took place from 5:45 to 6:00 p.m. for the purpose of electing the executive of the board.

2020-2021 Directors are as follows:

Christie Swann, Scott Vernon, Jessica Woodall, Jessica Podpollack, Shelley Spence, Laurie Warren, Adria Repp, Christie Quesnel.

*Motion by LW seconded by SV that the following board members be elected to the executive of the BIAOV board of directors, for the year 2020-2021:*

President – Scott Vernon  
Vice President – Jessica Podpollack  
Treasurer – Adria Repp  
Secretary – Laurie Warren

*All in agreement.*