

**ANNUAL GENERAL MEETING 2008**

**Monday, October 27, 2008**

**DRAFT MINUTES**

**Present:**

**Directors:** Anne Fanning, Tom Rathwell, Marc Dolgin, Karam Ramotar, Sam Lanfranco, Barb Astle, Carole Valois.

**Members:** Pak Evgeniy, Gail Webber, Anne McCarthy, Katrina Plamondon, Kevin Pottie, Kofi Barimah, Orvill Adams, Arif Alibhai, Kofi Bobi Barimah, Sara Belton, Colleen Cash, James Chauvin, Donald C. Cole, Andrea A. Cortinois, Nicholas Gilbert, Ravi Gupta, Theresa W. Gyorkos, Lori Hanson, Ketly-Anne Hillier, Cora Hinds, Jennifer Hulme, Maureen Law, Paul MacKenzie, Lucy Lynn McIntyre, Karin Mills, Paul Moroz, Tung Nguyen, Marie Jo Ouimet, Jacqueline Owen, John S. Owen, Barry Pakes, Deloris Russell (CNA), Joy Wee and Ronald Wharton

**Staff:** Alan McRae, Janet Hatcher Roberts, Anne Barton, Emilia Ilieva, Marnie Davidson, Eva Slawecki, Virginia Fobert, Grace Zhou, Jennifer Henderson, Joanne Mandy, Lori Jones, Madzouka Kokolo, Michiyo Yamada, Mike Rezae, Naim Ismail, Sarah Doig, Jeannine Richard (recording), and Monique Goguen (recording).

**Proxies:** none

1. **Call to Order and Opening Remarks**

The Co-Chair of the Board of Directors for the Canadian Society for International Health, Tom Rathwell, called the meeting to order at 12:45pm and welcomed everyone in attendance to the meeting.

2. **Approval of the Agenda**

Prior to the approval of the agenda, the Tom Rathwell called for a show of voting cards to confirm that we had quorum to continue the meeting. Quorum was achieved.

MOTION to approve the agenda by Tom Rathwell  
Majority was achieved and motion was approved.

3. **Accepted resolutions circulated to members**

No resolutions had been received

4. **Approval of the Minutes of the Annual General Meeting of 2007**

MOTION to approve the minutes of the 2007 AGM by Tom Rathwell  
Majority was achieved and motion was approved.

5. **Annual Reports**

a) **Chairs Report**

Tom Rathwell, Co-Chair of the Society, explained that he would touch upon some of the same point the Executive Director would cover in greater detail during her report. He began by saying that SCIH's is continuing with its Strategic Plan and that it is well in motion. He also specified that the Executive Summary to the plan has been posted to the SCIH Web site. Secondly, Tom Rathwell reported that SCIH has instated a Fundraising Committee which will assist in keeping SCIH up to date on possible fundraising opportunities and help develop fundraising strategies. Thirdly, he reported that SCIH has developed a Policy on Ethical Fundraising and that it would be posted to the SCIH Web site shortly. Finally, he reported that SCIH has developed and implemented a secured Web-based membership system which will help SCIH retain its members; will give the members an forum to connect with one and other.

b) **Secretary/Treasurer**

Marc Dolgin, Secretary/Treasurer of the Society, indicated that the 2007 financial statements were being passed around to the members by Jeannine Richard. He reported that 2007 was a good year for the Society, with a surplus of approximately \$51,000: quite a few of the projects funded by CIDA came to fruition during the year, but last year's conference did not generate as much revenue as anticipated. The surplus had increased the reserve to \$88,788. The outlook for 2008 is less positive due to the completion of projects in the portfolio. The conference for 2008 will show a slight surplus, but the net effect will be a deficit for the year 2008. He explained that 2009 is very difficult to forecast largely due to the current economic crisis and that if the government moves into in a deficit situation (which has been indicated to be a possibility), it is highly unlikely that new money will be funneled to the Health sector. Therefore, SCIH is spending additional time and energy in finding alternate sources of support.

c) **Executive Director's Report and Program Updates**

Janet Hatcher Roberts, the Executive Director of the Society, presented the following report:

**EXECUTIVE DIRECTOR'S AGM REPORT – OCTOBER 2008**

Dear SCIH Members,

This year we have been busy operationalizing the strategic plan that you heard about at last year's AGM. We have been able to realign some of our staff and management teams to realize significant achievements in our exciting plan and I think you will see that we have been successful in that regard.

SCIH has two main strategic goals: (1) Facilitation and Enablement and (2) Project Implementation and Technical Assistance.

Both of these are being undertaken within our overall strategic focus of health systems strengthening. We have met the targets we set at the beginning of the year for Facilitation and Enablement. For example, we have secured funding from the CIDA conference secretariat for a course on Global Health Diplomacy which we will hold in the early spring and we are holding a consultation which is embedded into the conference on a global Hepatitis C network supported by the Public Health Agency of Canada. A significant portion of the facilitation and enablement targets address the mentoring of Canadians, including young Canadians, in our internship program. Unfortunately, the government is shifting priorities and thus funding cuts have had a negative impact on our ability to secure support for an internship program at this time. We are preparing proposals for new partners and hope we can build on our long and successful history in managing young volunteers.

In the next year we hope to begin a more comprehensive outreach with our Board members and me, as Executive Director, across Canada. If you are hosting an event or workshop which you feel would allow us to collaborate and present the work and opportunities of SCIH please let us know. This past year I have

visited the University of Alberta and Dalhousie University. Each event afforded us the opportunity to discuss opportunities for collaboration, exploring partnerships and providing advice and mentoring.

In addressing our second goal, Project Implementation and Technical Assistance, the project development team has been working very hard over the last few months and we have submitted a number of proposals, and have begun or already completed several new projects, including a UNFPA-funded assessment of sex and age disaggregated data collected during humanitarian crises and a Health Canada-funded project on HIV stigma and discrimination in India.

Clearly our challenge is, as with so many of our sister organizations, to reach the right balance between offering outreach and facilitation services to our members and Canadians more broadly and providing technical assistance which allows us to bring in the necessary overhead to run and expand the organization while also being innovative around program and project development.

One of the necessary foundational issues that we needed to address was the necessity to expand our partnerships. What does this mean? We have had to more clearly define our values, so that we could maintain our commitment to equity and development while also defining the conditions under which we would feel comfortable entering into a partnership –particularly with the private sector. To that end, the Board and the management team have worked collaboratively to develop a policy which we feel will guide us as we seek new and innovative partnerships to support our strategic focus of health systems strengthening. These partnerships will assist us –not only in technical assistance projects but also by providing additional opportunities for CSIH to lead key dialogues and consultations and to mentor young Canadians.

In undertaking this process of clarifying who we are, we have also tried to reflect the recommendations and guiding principles of the Canadian Council for International Cooperation, as we are members of this umbrella organization. We hope to post our new ethics policy on the CSIH website shortly, since it has now been approved by the Board.

Some examples of where we have made progress over the past year is the MOU we signed with World University Services Canada, which has allowed us to develop some activities together and to plan others. We have also developed strategic partnerships with organizations such as Action Canada for Population and Development and the Sierra Club in the area of reproductive health and rights. We have also partnered with EPOS, a German firm much like ourselves (with similar values), which has allowed us to be part of a World Bank project in Nigeria; and with a Filipino consortia which will allow us potentially more success with the Asian Development Bank. In addition, we have recently met with and developed an informal letter of cooperation with the Canadian Society for Telemedicine; through this agreement, we will share registrations at each other's conferences and seek new joint activities in the near future.

After undertaking a feasibility study on fundraising and resource mobilization opportunities for CSIH, we created a fundraising committee. Some of you may have been approached in our initial fundraising efforts and may also have seen the "Canada Helps" button on our web site. We have hired, on a very part time basis, two individuals: one to review fundraising activities in general as well as opportunities for small foundations (Cynthia Kelly); and the second, Jean Paul Ruskowski as Senior Advisor, Partnerships, to explore new and innovative partnerships in the public and private sectors. We are still at the exploratory stages of this type of work, as we have just had the policy document on ethical engagement with the private sector approved. It is important to note, however, that we remain committed to working with our labour colleagues as well as the public sector.

I am very pleased to inform you that we have transferred our membership database to a new highly efficient and secure web-based system. With this new system, we will be able to better support and retain our valued members. Not only will our membership retention process be greatly improved, but our members will have access to a secure web site that will eventually allow them to join in discussion groups and access other methods of communication with the Society. One of the main goals of the Society's operational plan is to improve our membership interaction and services. With this new system, we plan to have more frequent and useful communications with our members.

On the staffing front, we have also faced a number of changes. Lisa Jibson, our Executive Assistant, Manager of Communications and Human Resources, left us in March to accept the position of Director of the Executive Office for the Dean of Law at her Alma Mater, the University of Western Ontario. We were most pleased to hire Monique Goguen as the Executive Assistant. Monique comes with significant experience with many non-governmental organizations and strong operational field experience. Funds for our internships came to an end and despite our best attempts there are no funds on the horizon. This meant that Ron Elliott, our long time manager of internships, was no longer able to stay on at CSIH. We miss his dedication and I know he was beloved by the hundreds of young people who passed through CSIH as interns. As well, Lori Jones, our Senior Director of Programs, will be leaving us at the end of December as the projects funding her position have all come to an end. Lori is taking this opportunity to move to a different phase of her work life.

The climate for non government organizations is clearly shifting. This makes it a challenging environment for all of us who are committed to global health and development. If we are to continue to have a voice and an impact, we will need to look beyond our traditional sources of support and seek new partners and innovative ways of working together. As members, we invite you to become more active in the work of the Society. We need your support and we welcome your ideas and comments.

I would like to thank the Board and in particular the Executive for their support and guidance over the last ten months. In addition I would like to thank the staff at CSIH. Without their incredible dedication, what we accomplish day to day would not be possible.

Janet Hatcher Roberts  
Executive Director

Ms Hatcher Roberts concluded by listing and thanking all of the CSIH staff members for their incredible dedication and work, without which the Society's activities would not be possible.

6. **Approval of 2007 Audited Financial Statements as at December 31, 2007**

MOTION to approve the Audited Financial Statements as at December 31, 2007 by Marc Dolgin  
Majority was achieved and motion was approved.

7. **Appointment of CSIH Auditor for 2009**

MOTION to approve the Appointment of Marciel Lavallee as CSIH Auditor for 2008 by Marc Dolgin  
Majority was achieved and motion was approved.

8. **Approval of Resolutions**

There were no resolutions presented.

9. **Other Business**

a) **Approval of 2006 AGM minutes and other decisions from 2007 AGM requiring quorum**

Tom Rathwell explained that because quorum had not been achieved at last year's AGM that the decision and motions made during that meeting needed to be re-approved.

MOTION to approve the 2006 AGM minutes and other decisions from 2007 AGM requiring quorum of CSIH Auditor for 2009 by Tom Rathwell  
Majority was achieved and motion was approved.

10. **Information Items**

a) **CSIH Ethics Policy**

Tom Rathwell reported that the CSIH Ethics Policy will, as mentioned earlier in this meeting, be posted to the SCIH Web site.

b) **Executive Summary of the CSIH Strategic Plan**

Tom Rathwell reported that the Executive Summary of the SCIH Strategic plan has, as mentioned earlier in this meeting, been posted to the SCIH Web site.

11. **Introduction of Board Members**

a) **Introduction of New Board Members**

Tom Rathwell reported that CSIH has appointed three new Directors to the Board: Janet Davidson, Christopher Sims and Katherine Rouleau. Plus we have elected (by acclamation) a new Student Director to the Board: Danielle Rodin.

b) **Recognizing outgoing members**

Tom Rathwell reported that Marc Dolgin will be standing down from the Board; however, CSIH has successfully convinced M. Dolgin to stay on with the Board for a little while longer in order to provide the Board with his wise council in respect to the Society's finances. Tom Rathwell expressed his gratitude on behalf of the rest of the Board.

Tom Rathwell continued by expressing his gratitude for John Yates's contributions to the Board as the Past Co-Chair and that Mr. Yate's term on the Board has come to an official end.

Tom Rathwell concluded by reporting that his term as the Society's Co-Chair has come to an end and that Barb Astle will now be joining Anne Fanning as Co-Chair.

10. **Adjournment**

There being no further business, on a motion by Tom Rathwell, the meeting was adjourned at 1:40pm.

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Tom Rathwell  
Co-Chair

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Anne Fanning  
Co-Chair