116th CHSF ANNUAL GENERAL MEETING
Ramada Inn
Kelowna, British Columbia
June 4, 2011

IN ATTENDANCE:

Table Officers:

President	Janet Walsh
Past President	Georgina Allen
First Vice-President	Deb Giesbrecht
Second Vice-President	Cynthia Richards
Secretary/Treasurer	Eva Cameron

Members:

Glyn Morgan	NBFHSAI
Cheryl Kennedy	NSFHSAI
Rickhey Margolese	QFHSA
Teresa Blum	OFHSA
Owen Parkhouse	PEIHSF
Susan Wilson	BCCPAC
Ann Whiteaker	BCCPAC
Liz Therres	BCCPAC

Non-Voting Members:

Deborah Garrity
Terri-Lynne Huddlestone

Recorder:

Eva Cameron

1. Welcome, H & S Thought, Housekeeping

a) President J. Walsh called the 2011 Annual General Meeting to order at 8:43 a.m.

b) J. Walsh read the Home and School Thought

2. Registration and Credential Report

E. Cameron reported that we have 6 Provinces voting. Each province has 10 votes. Quorum is 31.

3. Appointment of Steering Committee

3.1 Parliamentarian – D. Garrity
3.2 Time Keeper – G. Allen
3.3 Speakers List – D. Giesbrecht
3.4 Returning Officers, 2 Tellers – in the event that there is voting, T. Huddlestone and
C. Richards will be counting the votes.

4. Adoption of Agenda

MOTION: to approve the 2011 AGM agenda.
Moved by: T. Blum, OFHSA
Seconded by: C. Kenney, NSFHSAI **Carried**

5. Adoption of Minutes

5.1 2010 AGM Minutes
MOTION: to adopt the 2010 AGM Minutes as presented.
Moved by: E. Cameron
Seconded by: S. Wilson, BCCPAC **Carried**

5.2 Special Meeting Minutes
MOTION: to adopt the Feb. 5, 2011 Special Meeting Minutes as presented.
Moved by: E. Cameron
Seconded by: A. Whiteaker, BCCPAC **Carried**

6. Reports (as circulated)

6.1 President
J. Walsh was asked if she had attended the Media Awareness AGM. J. Walsh informed the members that CHSF had been invited to the reception and a one hour meeting. Due to costs, she did not attend. It was noted that perhaps we can make use of the Directors on the Board
6.2 First Vice President
6.3 Second Vice President
6.4 Secretary/Treasurer
E. Cameron was asked how many nominations were reviewed for the Prime Minister's Awards. E. Cameron stated that she had received 14 nominations that are to be reviewed and graded.
6.5 Past President
G. Allen pointed out that the Executive Committee has put a lot of time and effort into the organization and the members should be very thankful.
6.6 Communications Committee
6.7 Bylaws Committee
A question was asked as to what the process of changing Bylaws is. The C & B is a working document. The Board has input from the provincial members as well as the Board or Directors. The C & B committee then

discusses it and brings the recommendations to the Board. The Board then reviews it and brings a recommendation forward to the AGM

6.8 Policy Committee

6.9 BIG Online

The Board of Directors offered the provincial members the option of utilizing the password for the BOL Database. A question was asked as to whether the password could be used by several members at a time. It was noted that by doing so, it would make the contract null and void

6.10 Standing Rules

6.11 Nominations

G. Allen reported that there had been one nomination for each position:
President – J. Walsh
First Vice-President – D. Giesbrecht
Secretary/Treasurer – E. Cameron

All nominees have accepted the nominations

6.12 NSFHSA

- NSFHSA is working at bringing some of the members back to the table.
- The goal is to get out to the schools and try to get them back on board.
- Memberships are $100 per school.
- NSFHSA receives a small grant from the Department of Education. They also receive some in kind services.
- NSFHSA hires a summer student to work on different projects.

6.13 NBFHSAI

- The laptop project that the Department of Education has been going quite well. Grade 9 students are provided with laptops to use. A lot of their schoolwork is housed on the laptop.
- The Department is embarking on a facility review of buildings. Some of the facilities are being found to have structural damage, mold, etc.
- Memberships are individual at $3.00 per member. They have about 3,000 paid members. NBFHSAI receives a grant of $50,000 per year.
- Membership is open to everyone – parents, members of community, grandparents, educators, etc. Everybody's voice is important and everybody should take part.

6.14 PEIHSF

- "Putting Children First" has been their motto this year.
- There have been a lot of new initiatives this year.
- Membership is by school. If there are under 200 students, the membership fee is $50. If there are over 200 students, the membership fee is $100.

6.15 OFHSA

- Membership is $15/member.
- OFHSA has an insurance policy that covers their members.
- The Department provides a grant of $21,000.00
- The veterans have approached OFHSA to assist them with lobbying to keep the schools open on November 11th.
- The Ontario Government is going through a review re: process of monies raised through the school. They are now working on the fundraising aspect of it. At this point, the only group that is excluded from funnelling funds through the school's account are the parent councils.
- $15/member. They have an insurance policy that covers their members. $21,000 from the Dept. Secretary will be leaving mid June.

6.16 QFHSA

- Individual members can join. Individuals have two choices: go to a local home and school and join there or pay $18 for an individual membership.
- QFHSA receives their grant money ($90,000) from Heritage Canada.
- QFHSA has been invited to present to the Standing Senate Committee on Official Languages.

6.17 BCCPAC

- BCCPAC has had a couple of very challenging years. Funding was decreased to $100,00.
- BCCPAC has gone through a great deal of restructuring.
- They have lost two ladies that have been working with their Advocacy Program.
- BCCPAC has created an IEP (Independent Educational Plan) manual.
- They have received a $150,000 grant to revamp their website. The grant money will also be utilized to offer regional workshops.
- Memberships are $75.00.

MOTION: to receive the committee reports as circulated en bloc.
Moved by: R. Margolese, QFHSA
Seconded by: T. Blum, OFHSA **Carried**

7. Financial Report

E. Cameron provided and reviewed the report.
The Financial report was received as circulated.

8. Approval of Budget

8.1 Feb. 1, 2011 – Aug. 31, 2011

E. Cameron explained that due to the change in the fiscal year, membership fees would not be collected for Feb. 1 – Aug. 31, 2011.

MOTION: to approve the Feb. 1, 2011 – Aug. 31, 2011 Budget as presented.
Moved by: A. Whiteaker, BCCPAC
Seconded by: S. Wilson, BCCPAC **Carried**

8.2 Sept. 1, 2011 – Aug. 31, 2012
MOTION: to approve the Sept. 1, 2011 – Aug. 31, 2011 Budget as presented.
Moved by: A. Whiteaker, BCCPAC
Seconded by: S. Wilson, BCCPAC **Carried**

9. Appointment of Reviewer for Financial Records

MOTION: to appoint Janice Pyke Consulting as the Reviewer for the CHSF Financial Statements for Feb. 1, 2011 – Aug. 31, 2011 and Sept. 1, 2011 – Aug. 31, 2012.
Moved by: E. Cameron
Seconded by: T. Blum, OFHSA **Carried**
(1 abstention)

10. Constitution and Bylaws Amendments

When the proposed changes were sent to the members, there was an error in the formatting. As a result, the Committee will withdraw 5.08. This amendment will be brought forward at the 2012 AGM.

3.02 Currently Reads:

The members shall be represented at the Annual General Meeting by their delegates or their proxies, each member provincial or territorial parent organization being entitled to ten (10) votes. These ten (10) votes shall be cast by the delegate or delegates of each member provincial or territorial parent organization. A maximum of ten (10) delegates, each with one (1) vote is allowed. Other individual members of provincial or territorial parent organizations may attend and speak at the Annual General Meeting, but shall not have a separate right to vote.

Proposed Amendment:

The members shall be represented at the Annual General Meeting by their delegate. Each regular member (as defined in 2.03 A) is entitled to one (1) vote to be cast by their voting delegate. Other individual members of provincial or territorial parent organizations may attend and speak at the Annual General Meeting, but shall not have a separate right to vote.

MOTION: to accept the proposed amendment of 3.02 as presented.
Moved by: C & B Committee **Carried (unanimous)**

3.03 Currently Reads:

The business of the Annual General Meeting shall be to:
(a) receive from the Board a report of the previous year's activities including the presentation of financial statements;
(b) approve policy;
(c) establish the priorities of the Federation for the coming year;
(d) adopt a budget for the coming year;
(e) appoint auditors;
(f) receive reports from members;
(g) elect the Executive officers;
(h) consider appeals regarding expulsion of membership;
(i) establish the membership fees;
(j) transact such other business as may require the attention of the members.

Proposed Amendment:

The business of the Annual General Meeting shall be to:
(a) receive from the Board a report of the previous year's activities including the presentation of financial statements;
(b) establish the priorities of the Federation for the coming year;
(c) adopt a budget for the coming year;
(d) appoint accountant;
(e) receive reports from members;
(f) elect the Executive officers;
(g) consider appeals regarding expulsion of membership;
(h) establish the membership fees;
(i) transact such other business as may require the attention of the members.

MOTION: to accept the proposed amendment of 3.03 as presented.
Moved by: C & B Committee **Carried (unanimous)**

3.10 Current Reads:

Each member provincial or territorial organization shall appoint a maximum of ten (10) official delegates to represent it and to cast its vote at the Annual General Meeting or Special Meeting of the Federation. No province or territory shall have more than ten (10) votes.

Proposed Amendment:

Each regular member shall appoint one (1) voting delegate to represent it and to cast its vote at the Annual General Meeting or Special Meeting of the Federation. No regular member shall have more than one (1) vote.

MOTION: to accept the proposed amendment of 3.10 as presented.
Moved by: C & B Committee **Carried (unanimous)**

4.05 (becomes 4.04) Current Reads:

(a) For purposes of determining policy, amending the Bylaws or the Constitution, adopting a budget, and electing the Board, a quorum shall be delegates or their proxies holding not less than 2/3 of the eligible votes.
(b) In all other cases, a quorum shall be not less than fifty percent (50%) + 1 of the eligible votes.

Proposed Amendment:

A meeting quorum shall be 50% + 1 of the regular voting members.

MOTION: to accept the proposed amendment of 4.05 as presented.
Moved by: C & B Committee **Carried (unanimous)**

4.09 (becomes 4.08) Currently Reads:
Each member provincial or territorial parent organization shall be entitled to vote at the Annual General or Special Meeting.

Proposed Amendment:

Each regular member shall be entitled to vote at the Annual General or Special Meeting.

MOTION: to accept the proposed amendment of 4.09 as presented.
Moved by: C & B Committee **Carried (unanimous)**

4.09.1 and 4.09.2 (becomes 4.08.1 and 4.08.2) Currently Reads:

4.09.1 At the Annual General or Special Meeting, each member provincial or territorial parent organization shall be entitled to case ten (10) votes, to be cast by delegates of such organization or their proxy or proxies.

4.09.2 Delegates attending and carrying votes from their member provincial or territorial parent organization each carry at least one (1) vote, up to all ten (10) votes, depending on the number of delegates present from their respective organization.

Proposed Amendment:

4.08.1 At the Annual General or Special Meeting, each regular member shall be entitled to cast one (1) vote, to be cast by the voting delegate of such organization.

4.08.2 Once quorum is established, all motions and resolutions (including poll votes) shall be resolved by a majority vote.

MOTION: to accept the proposed amendment of 4.09.1 and 4.09.2 as presented
Moved by: C & B Committee **Carried**

4.10 (becomes 4.09) Currently Reads:

Proxy voting shall be permitted at the Annual General or Special meeting. A delegate may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of the members, in the manner and to the extent authorized by the proxy. A proxy holder must be a member of the Federation. A maximum of thirty (30) votes, ten (10) from their member provincial or territorial parent organization and twenty (20) proxy votes will be permitted to be cast by any one delegate.

Proposed Amendment:

Proxy voting shall not be permitted at the Annual General or Special meeting.

MOTION: to accept the proposed amendment of 4.10 as presented.
Moved by: C & B Committee **Defeated**

4.10 will be referred back to the Constitution and Bylaw Committee.

5.19 Currently Reads:

No policy, made by the Federation at the Annual General Meeting, invalidates a prior act of the members of the Board that would have been valid if the policy had not been made.

Proposed Amendment:

No policy, made by the Federation Board, invalidates a prior act of the members of the Board that would have been valid if the policy had not been made.

MOTION: To accept the proposed amendment of 5.19 as presented.
Moved by: C & B Committee **Carried (unanimous)**

6.06 Currently Reads:

(a) The Board may delegate any, but not all, of their powers to internal committees, to undertake specific responsibilities.

(b) An internal committee so formed in the exercise of the powers so delegated shall conform to any conditions imposed on it by the Board, and shall promptly report to the Board every act or thing done in exercise of those powers
(c) The terms of reference and privileges of each internal committee shall be specified by the Board at the time it is established.

Proposed Amendment:

(a) The Board may form internal committees to undertake specific duties and make recommendations to the board as required and/or requested.

(b) The terms of reference and privileges of each internal committee shall be specified by the Board at the time it is established.

MOTION: to accept the proposed amendment of 6.06 as presented.
Moved by: C & B Committee **Carried (unanimous)**

6.09 Currently Reads:

At Board meetings, those who officially constitute the Board either by election or appointment pursuant to Paragraph 5.01 are entitled to vote. In the event that the elected or appointed member of a provincial or territorial parent organization

is unable to attend a Board meeting, said provincial or territorial organization may temporarily appoint or elect another member who shall assume all rights and responsibilities of the provincial or territorial representative for the specified Board meeting. The provincial or territorial parent organization is responsible to notify the CHSF President of the name of the member who will be attending. Each provincial or territorial representative as well as each Executive Officer shall be entitled to one (1) vote.

Proposed Amendment:

At Board meetings, those who officially constitute the Board either by election or appointment pursuant to Paragraph 5.01 are entitled to vote. Each member of the Board as well as each Executive Officer shall be entitled to one (1) vote.

MOTION: to accept the proposed amendment of 6.09 as presented.
Moved by: C & B Committee **Carried (unanimous)**

7.04 Currently Reads:

The Secretary/Treasurer shall:
(a) have a demonstrated ability and/or understanding of bookkeeping procedures;

(b) have the custody of the funds and securities of the Federation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Federation in the books belonging to the Federation and shall deposit all moneys, securities and other valuable effects in the name and to credit of the Federation in such chartered bank and trust company, or in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time. He shall disburse the funds of the Federation as may be directed by the proper authority, taking proper vouchers for such disbursements, and shall render quarterly an accounting of all the transactions in a statement of the financial position of the Federation. He shall perform such other duties as may from time to time be directed by the Board of Directors; and

(c) be custodian of the seal of the Federation, which he shall deliver only when authorized by a Resolution of the Board of Directors to do so and to such person or persons as may be named in the Resolution.

Proposed Amendment:

The Secretary/Treasurer shall:
(a) have the custody of the funds and securities of the Federation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Federation in the books belonging to the Federation and shall deposit all moneys, securities and other valuable effects in the name and to credit of the Federation in such chartered bank, or in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time.

(b) disburse the funds of the Federation as may be directed by the proper authority, taking proper vouchers for such disbursements, and shall render quarterly an accounting of all the transactions in a statement of the financial position of the Federation; and

(c) shall perform such other duties as may from time to time be directed by the Board of Directors;

MOTION: to accept the proposed amendment of 7.04 as presented.
Moved by: C & B Committee **Carried (unanimous)**

8.01 Currently Reads:

All funds of the Federation shall be on deposit in a chartered bank, credit union or trust company.

Referred back to the C & B Committee.

8.02 Currently Reads:

The Board shall designate authority to at least three (3) persons to be signing officers, one of whom shall be the Secretary/Treasurer. At least two (2) shall sign any banking and legal documents on behalf of the Federation.

Proposed Amendment:

The Board shall designate authority to no less than 3 and no more than 5 members of the CHSF Board to be signing officers, one of whom shall be the Secretary/Treasurer or President. At least two (2) shall sign any banking and legal documents on behalf of the Federation.

MOTION: to accept the proposed amendment of 8.02 as presented.
Moved by: C & B Committee **Carried (unanimous)**

8.05 Currently Reads:

In order to carry out the purposes of the Federation the Board may, on behalf of and in the name of the Federation, raise or secure the payment or repayment of money in the manner they decide.

Proposed Amendment:

On behalf of and in the name of the Federation, the Board may, in order to carry out the purposes of the Federation, raise or secure the payment or repayment of money in the manner they decide.

MOTION: to accept the proposed amendment of 8.05 as presented.
Moved by: C & B Committee **Carried (unanimous)**

11.05 Currently Reads:

All books of accounts, records and minutes of the Federation, other than minutes of in-camera proceedings of the Board, shall be open for inspection by any member at any reasonable time and upon reasonable notice to the Board.

Proposed Amendment:

All books of accounts, records and approved minutes of the Federation, other than minutes of in-camera proceedings of the Board, shall be open for inspection by any member at any reasonable time and upon reasonable notice to the Board.

MOTION: to accept the proposed amendment of 11.05 as presented.
Moved by: C & B Committee **Carried (unanimous)**

11. Final Call for Nominations

G. Allen made the third call for nominations for President.
J. Walsh is the President by acclamation.

G. Allen made the third call for nominations for First Vice-President.
D. Giesbrecht is the First Vice-President by acclamation.

G. Allen made the third call for nominations for Secretary/Treasurer.
E. Cameron is the Secretary/Treasurer by acclamation.

A recommendation was made that the CHSF Board appoint a special advisor to support the Executive of the CHSF for two years.

12. AGM 2012

It is the recommendation of the Board that the AGM 2012 be held in PEI with the date to be announced.

MOTION: that the 2012 CHSF AGM be held at a date to be determined in PEI.
Moved by: G. Morgan, NBFHSAI
Seconded by: T. Blum, OFHSA **Carried**

13. The meeting was adjourned at 11:25 a.m.