

54th ANNUAL GENERAL MEETING
of the
CHILD DEVELOPMENT CENTRE OF PRINCE GEORGE
AND DISTRICT ASSOCIATION



September 22, 2021

DRAFT MINUTES

The meeting was held at the Child Development Centre, with attendance both in person and by video-conference.

Present:

Members

Al Clark
Bonita Ewert
Brenda Gendron
Aidyl Jago
Julie MacMillan
Mark Nelson
Jacqueline Trudel

Mireille Haunts
Kristin Giesbrecht
Heather Dickson
Alicia L'Heureux

Staff

Darrell Roze
Pam Klowak
Wendy De Marsh (Recorder)
Joan Beek
Pat Hamilton
Pam Klowak
Christy Kubert
Fabiola Toyata

Debbie Harmon
Colinda Harraway
Carley Billups
Michelle Varilla
Karyn Hatfield
Karissa McNamara
Lauren Cape
Bobbie Turner

In attendance

Micaela Roque, KPMG

1. Call to Order

Mr. Clark called the meeting to order at 12:06 p.m.

2. Determination of Quorum

Quorum was confirmed.

3. Approval of Agenda

MOVED/SECONDED: Gendron/Nelson
That the agenda be approved as distributed.
CARRIED.

4. Adoption of Previous Minutes

MOVED/SECONDED: Ewert/Nelson
That the minutes of the 53rd Annual General Meeting of the Child Development Centre of Prince George and District Association held on September 15, 2020, be approved.
CARRIED.

5. Business Arising from the Minutes

None.

6. Reports

6.1. Treasurer's Report

Ms. Gendron introduced Ms. Roque, who gave her presentation via video-conference.

6.1.1. Auditor's Report

Ms. Roque thanked staff who had assisted with the audit and all of the staff of the CDC for the work they do. She then presented the Auditor's Report on the Audited Financial Statements for the year ended March 31, 2021.

MOVED/SECONDED: Nelson/Jago
That the Audited Financial Statements for the fiscal year ending March 31, 2021 be accepted.
CARRIED.

6.1.2. Appointment of Auditor

MOVED/SECONDED: MacMillan/Nelson

That KPMG be appointed as auditors for the 2021-2022 operating year.

CARRIED.

6.2. Executive Director's Report

Mr. Roze reported on some of the ways the Child Development Centre had been impacted by the COVID-19 pandemic. He described some of the challenges and opportunities that it provided to our staff, the families we support and our programming. This included the development of ways to effectively support children virtually, which subsequently increased the centre's ability to provide some services to families in outlying areas. Beyond programming, he commented on the association's financial performance over the last year, in a financially challenging environment. He thanked all of the staff, expressing appreciation for the resilience and ingenuity they demonstrated over the past year.

6.3. Clinical Services Report

Senior Speech-Language Pathologist Joan Beek, Senior Physiotherapist Fabiola Toyota, Senior Occupational Therapist Pat Hamilton, Supported Child Development Manager Christy Kubert and Accounting Administrator Pam Klowak all gave brief updates on developments in their areas of responsibility, focusing in particular on the ways in which the COVID-19 pandemic had affected employees and our services over the last year.

MOVED/SECONDED: Gendron/MacMillan

That the Executive Director and Clinical Services Reports be accepted.

CARRIED.

6.4. Nominating Committee Report

The Nominating Committee Report, which was attached to the meeting agenda, was reviewed.

MOVED/SECONDED: Gendron/Jago

That Allan Clark, Gary Russell, Mark Nelson, Jacqueline Trudel and Bonita Ewert be elected to the Board of Directors of the Child Development Centre of Prince George and District Association for a two-year term expiring at the 2022-2023 Annual General Meeting.

CARRIED.

7. New Business

None.

8. Adjournment

The meeting adjourned at 12:45 p.m.