

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



September 19, 2022

DRAFT MINUTES

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

Present:

Members

Al Clark	Robyn Miller
Bonita Ewert	Susan Heyland
Brenda Gendron	Glenn Mault
Aidyl Jago	
Julie MacMillan	
Mark Nelson	
Gary Russell	
Blair Traxler	
Jacqueline Trudel	

Staff

Darrell Roze, Executive Director	Fabiola Toyata
Wendy De Marsh (Recorder)	Christy Kubert
Karyn Hatfield	Jenny Hogan
Candis Johnson	

In attendance

Tamara Taylor, KPMG
Jordan Oliver

1. Call to Order

Mr. Clark called the meeting to order at 12:02 p.m.

2. Determination of Quorum

Quorum was confirmed.

3. Approval of Agenda

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

4. Adoption of Previous Minutes

MOVED/SECONDED: Nelson/Gendron
That the minutes of the 53rd Annual General Meeting of the Child Development Centre of Prince George and District Association held on September 22, 2021, be approved.
CARRIED.

5. Business Arising from the Minutes

None.

6. Reports

6.1. Treasurer's Report

Mr. Roze introduced Ms. Taylor, who gave her presentation via video-conference.

6.1.1. Auditor's Report

Ms. Taylor thanked the members of the finance team who had assisted with the audit and expressed gratitude for the work done by the CDC and its staff. She then presented the Auditor's Report on the Audited Financial Statements for the year ended March 31, 2022.

MOVED/SECONDED: Nelson/Jago
That the Audited Financial Statements for the fiscal year ending March 31, 2022, be accepted.
CARRIED.

6.1.2. Appointment of Auditor

MOVED/SECONDED: MacMillan/Nelson

That KPMG be appointed as auditors for the 2022-2023 operating year.

CARRIED.

6.2. Executive Director's Report

Mr. Roze reported that the CDC continued to feel the impact of the COVID-19 pandemic, but the challenges had not been so great as the previous year, partly because of the continued development of innovative ways to meet and provide support virtually. He also commented on the substantial improvement of the financial health of the organization since 2016. With regard to anticipated challenges, he noted that the province was changing its model of providing services including those provided by the Child Development Centre, and that this would have profound impacts on the sector in the coming years.

6.3. Clinical Services Report

Senior Speech-Language Pathologist Joan Beek (via pre-recorded message), Senior Physiotherapist Fabiola Toyata (who also reported for Senior Occupational Therapist Pat Hamilton), Supported Child Development Manager Christy Kubert and Supported Child Development Consultant Candis Johnson (in her role as Accreditation Coordinator) all gave brief updates on developments in their areas of responsibility, including successes and challenges. One of the more substantial challenges that was reported was fulfilling the centre's provincially-contracted hours of service. This was primarily due to the following factors:

- five of the centre's therapists started maternity leaves over the year,
- the province provided the centre with one-time funding that required additional staffing, and
- there is a shortage of qualified people available to be hired within the sector.

MOVED/SECONDED: Russell/Ewert

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.

Mr. Roze reported that the centre's treasurer, Ms. Gendron, was stepping down. He thanked her for the years she had dedicated to supporting the centre.

MOVED/SECONDED: Nelson/Ewer

That Aidyl Jago, Julie MacMillan and Blair Traxler 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 2023/24 Annual General Meeting.

CARRIED.

7. New Business

None.

8. Adjournment

The meeting adjourned at 12:40 p.m.