

2020 ANNUAL MEETING OF MEMBERS

Friday, September 25, 2020
Held via Zoom

MINUTES

1.0	<p>President's Welcoming Remarks</p> <p>Dr. Young welcomed members and guests to the first virtual Annual Meeting of Members. She recognized the privilege of hosting the Annual Meeting from where she was joining, on the land that is the traditional territory of the Huron-Wendat, Haudenosaunee, and Anishinabek Nations, and the Mississaugas of the New Credit First Nation.</p> <p>She welcomed Drs. Shirley Schipper, President and Francine Lemire, Executive Director and CEO of the College of Family Physicians of Canada.</p>
2.0	<p>College of Family Physicians of Canada (CFPC): Executive Director and CEO and President, Board of Directors, Welcoming Remarks</p> <p>Dr. Lemire thanked the Ontario College of Family Physicians for the opportunity to provide an update to the Ontario members. She thanked the membership for their outstanding contributions through the pandemic noting that they had stepped up and into a different care environment to meet the needs of their patients and communities.</p> <p>To support family physicians, she highlighted that the CFPC had pivoted to address member needs in the pandemic. COVID-19 webinars were organized, information and resources were posted on the website, and the Family Medicine Forum was re-formatted to a virtual conference. The CFPC also advocated for sustained access to PPE, appropriate attention to remuneration for virtual care and for focused attention on the mental health needs of all health care workers. As well, reporting of Mainpro credits was extended by one year to acknowledge the new pressures facing family physicians during this unpredictable time.</p> <p>Finally, Dr. Lemire noted that the CFPC will be reviewing its strategic plan in the coming months; they will be engaging the membership through their elected Chapter leadership.</p> <p>In closing, Dr. Lemire thanked the OCFP's leadership and staff for their continued support and collaboration.</p>
3.0	<p>Minutes of the Previous Meeting</p> <p>It was Moved by: Dr. Charters Seconded by: Dr. Alloo That the Minutes of September 27, 2019 be approved.</p> <p style="text-align: right;">Carried Abstention: 1</p>
4.0	<p>Report of the President of the Board and CEO</p> <p>Dr. Young reflected on the past year noting that the COVID-19 pandemic created a need for the profession to step up and transform the way care is delivered; ensuring the health of Ontarians was protected. As Family Physicians worked to meet the challenges created by COVID, the OCFP did as well. The needs of</p>

	<p>the membership were the impetus for increased advocacy and information which focused on addressing issues such as PPE shortages, inequities in the profession, delayed payment for virtual care codes, among others. The OCFP also strengthened its partnerships to offer resources and to unify a voice for family physicians and primary care.</p> <p>When OHTs launched, the OCFP developed an innovative 60 credit program to support family physician involvement. Continuing professional development continues to be brought to the OCFP members by and for family physicians, and programs remain pharma-free. OCFP's offerings continued to evolve based on member feedback.</p> <p>Dr. Young shared that the Board would begin working on a new strategic plan for 2021-2024.</p> <p>Ms. Clarke invited members to review the OCFP's "Year in Review" for greater detail on the many initiatives and ways in which members' voices were amplified at provincial tables, the tools developed to support them, and the CPD programs that were developed. She noted that Ontario's Family Medicine Summit has shifted from a fall in-person event to a virtual program that will be delivered in early 2021. As well, Ms. Clarke reflected on the partnership with the University of Toronto's Department of Family and Community Medicine to deliver a virtual community of practice on COVID-19; its objective was to assist members in managing through the pandemic with practical advice and tools.</p> <p>Finally, Ms. Clarke thanked Dr. Young' for her leadership and expressed her appreciation for the Board's commitment in guiding the organization. She thanked the many other stakeholders, committees and staff for their ongoing work with the OCFP in support of family physicians across the province.</p> <p>It was Moved by: Dr. Varughese Seconded by: Dr. Raut That the Report of the President and CEO be received. Carried</p>
5.0	<p>Report of the Secretary-Treasurer and Chair of the Finance Committee</p> <p>Dr. Chan referred to the report included in the agenda package noting that the report is based on the 2019-20 Audited Financial Statements.</p> <p>He shared that the Board approved a Reserves Policy which created three new reserve funds; Operational, Emergency and Opportunities Funds were created. Spending from these funds requires Board approval and the funds allocated to each are reviewed and approved by the Board annually. The total Fund Balance as of March 31st, 2020, were \$4.204M.</p> <p>Dr. Chan explained that the OCFP's total assets of \$6.044M represent a 16% decrease which was largely due to significantly smaller collection of membership fees in the fourth quarter. Membership fees were impacted negatively because of billing delays and the switch to fixed annual billing. External funding payments from the Ministry of Health were reduced due to a planned underspend in the Collaborative Mentoring Networks (CMN). Total liabilities of \$1.839M reflect a 34% decrease which is due to a decrease in deferred revenue from the membership fees. The total Fund Balance of \$4.204M represented a 5% decrease from the prior year.</p> <p>The total Revenue of \$5.588M which represented a 9% increase was largely due to membership fees, and program revenue associated with the Annual Scientific Assembly (ASA) which was held in 2019 but not in 2018.</p>

	<p>Operating expenses were \$5.798M, which is a 12% increase related to the costs arising from the ASA. There was also a planned increase in salaries and benefits.</p> <p>Dr. Chan concluded noting that the OCFP closed the year in a deficit position of \$209,620. He commented that the OCFP is fortunate to have the ability to cover occasional deficits given the accumulated surplus. Finally, he noted that the Board continued governance training on financial resiliency and created the Reserve Policy to ensure long-term financial sustainability. COVID-19 had an impact on the OCFP operations, however the organization demonstrated its ability to pivot and switched to a fully remote work and planning for a virtual conference.</p> <p>Finally, Dr. Chan thanked Finance Committee members, Drs. Jayde Duncombe and Jobin Varughese and Mr. Terry McCarthy and Mr. Bruce Squires for their diligence in overseeing the OCFP’s financial health.</p> <p>Questions were invited; none were posed.</p> <p>It was Moved by: Dr. Bertram Seconded by: Dr. Catania That the 2019-20 Audited Financial Statements be received. Carried</p> <p>Dr. Chan shared that Deloitte LLP had been confirmed as the successful audit firm in the Audit tender process from 2018. The RFP provided for an annual renewal for up to five years. The CEO and Finance Committee annually reviews the audit process and makes a recommendation to the Board and membership on whether to continue working with Deloitte LLP.</p> <p>It was Moved by: Dr. Sutherland Seconded by: Dr. Banwatt That Deloitte LLP be appointed as the OCFP Auditors for the fiscal year 2020-21. Carried Abstention: 1</p> <p>It was Moved by: Dr. Sutherland Seconded by: Dr. Chestnut That the Report of the Secretary-Treasurer of the Board be received. Carried Abstention: 1</p> <p>Dr. Young thanked Dr. Chan for the presentation and the Finance committee for their excellent guidance.</p>
6.0	<p>Report of the Chair of the Governance Committee</p> <p>Dr. Muggah referred to the full report included in the agenda package. She reflected that strong governance is crucial to the strength and vitality of the OCFP as it provides structure and support that allows the Board to effectively achieve the strategic goals which provides value to the membership.</p> <p>She referred to the revised By-laws and the summary of changes. She reminded members that the Board is a skills-based board comprised of twelve family physicians and two non-physician members. Governance Committee examined the Board’s structure this year and determined to make changes to its composition by increasing the non-physician complement to be 25% of the Board. The role of Past-President was also modified. These changes were made in consultation with legal counsel to ensure the changes were aligned with best practice and compliant with legislation.</p>

Questions were invited; none were posed.

It was **Moved by:** Dr. Varughese

Seconded by: Dr. Alloo

That the amendments to the OCFP By-laws be approved.

Carried

Abstentions: 2

Dr. Muggah shared that a key responsibility of Governance Committee is the nomination of Officers and recruitment of new Directors. She noted that Dr. Jennifer Young is transitioning to Past President and she will move into the role of President. Although the By-laws stipulate the Officers are chosen by the Board of Directors, the Board believes that it is important to solicit the members' support in their choice. Dr. Mekalai Kumanan and Dr. Nelson Chan are presented as the Board's choices for President-Elect and Secretary-Treasurer, respectively. Their bios were included in the agenda package.

It was **Moved by:** Dr. Duncombe

Seconded by: Dr. Charters

That Dr. Mekalai Kumanan be confirmed as elected as President-Elect for 2020-21 and 2021-22 and President for 2022-23 and 2023-24, and

That Dr. Nelson Chan be confirmed as elected for a one-year term as Secretary-Treasurer for 2020-21.

Carried

Abstentions: 2

Dr. Muggah shared that Mr. Bruce Squires' first term of three years is concluding and he has agreed to stand for a second three-year term. She noted that his bio is included in the agenda package.

It was **Moved by:** Dr. Banwatt

Seconded by: Dr. Bertram

That Mr. Bruce Squires be re-elected to the Board of Directors for a second term of three years concluding at the AMM in 2023.

Carried

Abstentions: 3

Finally, Dr. Muggah shared that given the number of retirements, the Board initiated a successful recruitment effort. A call for nominations was communicated to all family physicians and an ad posted on several websites for non-physicians. Ten applications were received from family physicians and forty-two applications were received for non-physicians. Governance Committee reviewed all applications and conducted interviews with individuals who best met the needs of the Board. The Board is recommending four family physicians and two non-physicians. All bios are included in the agenda package.

Questions were invited; none were posed.

It was **Moved by:** Dr. Charters

Seconded by: Dr. Alloo

That the following individuals be elected to the Board of Directors for a term of three years concluding at the Annual Meeting of Members in 2023:

- Dr. Patricia Froese
- Dr. Michael Gagnon
- Dr. Allen Greenwood

	<ul style="list-style-type: none"> • Dr. Doug Gruner • Mr. Steven Lewis • Mr. Abhi Mukherjee <p style="text-align: right;">Carried Abstentions: 6</p> <p>Dr. Muggah presented the 2020-21 Board of Directors.</p> <p>Finally, in closing, Dr. Muggah expressed her appreciation to Governance Committee members Drs. Sundeep Banwatt, Amy Catania, and Lindsey Sutherland for their time, commitment and thoughtful reflections. Further, she thanked Dr. Mekalai Kumanan for joining the recruitment process.</p> <p>It was Moved by: Dr. Charters Seconded by: Dr. Sutherland That the Report of the Governance Committee be approved. Carried Abstentions: 2</p>
	<p>Closing Remarks and Adjournment</p> <p>Dr. Young closed the meeting thanking Directors for their respective reports. She expressed her sincere appreciation to retiring Directors, Drs. Amy Catania, Jane Charters, Jayde Duncombe, Lindsey Sutherland and Mr. Terry McCarthy. She also thanked Ms. Leanne Clarke and the OCFP staff for their continued work on behalf of the membership.</p> <p>It was Moved by: Dr. Catania Seconded by: Dr. Varughese That the meeting be adjourned. Carried</p>

See Appendix A for a list of participants.

Appendix A: Attendees

Guests with Voting Privileges

Dr. Javed Alloo
Dr. Sundeep Banwatt
Dr. Jonathan Bertram
Dr. Anuja Bhalerao
Dr. Debra Birnbaum
Dr. Nick Busing
Dr. Brendan Cassidy
Dr. Amy Catania
Dr. Nelson Chan
Dr. Jane Charters
Dr. Heidi Chestnut
Dr. Ivan Chiu
Dr. Jayde Duncombe
Dr. Patricia Froese
Dr. Michael Gagnon
Dr. Al Greenwood
Dr. Doug Gruner
Dr. Curtis Handford
Dr. Kaitlyn Hayes
Dr. Claire Kendall
Dr. Mekalai Kumanan
Dr. Art Kushner
Mr. Terry McCarthy
Dr. Liz Muggah
Dr. Rabea Parpia
Dr. Abhishek Raut
Dr. Anoop Sheth
Mr. Bruce Squires
Dr. Lindsey Sutherland
Dr. Ryan Tong
Dr. Jobin Varughese
Dr. Lauren Welsh
Dr. David White
Dr. Cissy Yi
Dr. Jennifer Young
Dr. Maryam Zaree

Guests without Voting Privileges

Ms. Rebecca Handford
Mr. Steven Lewis
Mr. Henry Muggah
Mr. Abhi Mukherjee
Ms. Tobi Nussbaum
Ms. Melody Rowhani

CFPC Staff

Dr. Francine Lemire
Ms. Lissa Manganaro
Dr. Shirley Schipper
Ms. Sarah Scott

OCFP Staff

Ms. Leigh Anne Butler
Ms. Leanne Clarke
Ms. Mai Elramly
Ms. Lynn Hammond
Ms. Lauren Hargreaves
Ms. Vicki Hu
Mr. Tim Johnson
Ms. Brittnee Rudyk
Ms. Christine Seetal
Ms. Avni Shah
Ms. Susan Taylor
Mr. David Toms
Mr. Minhas Zaidi