

Ontario College of Family Physicians 2020-21 ANNUAL MEETING OF MEMBERS MINUTES

Friday September 24, 2021

1.0	<p>President’s Welcoming Remarks</p> <p>Dr. Muggah welcomed members and guests to the second 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 unceded Algonquin Anishinaabe territory.</p> <p>She welcomed Drs. Catherine Cervin, 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 President and CEO: Welcoming Remarks</p> <p>Dr. Cervin thanked the Ontario College of Family Physicians for the opportunity to connect. As President of the College of Family Physicians of Canada (CFPC), she noted that one of the most enjoyable parts is connecting with chapters and members.</p> <p>Dr. Cervin applauded the work of OCFP in supporting its members in providing clinical tools and programs such as the COVID-19 Community of Practice. She recognized the challenging times that family physicians are practising in. She shared that the CFPC Board focuses their decisions and discussions considering three foundational themes: 1. How to best support members; 2. How to increase recognition of the value of family physicians and family medicine; 3. How to support comprehensive family medicine care close to home for all who live in Canada. This is accomplished by applying lenses of member value, social accountability and anti-racism.</p> <p>In closing, Dr. Cervin thanked members for their work in patient care, being leaders in clinics, their communities, and hospitals, teaching and mentoring. The CFPC is looking forward to continuing to work with the OCFP to build a stronger, unified voice for family physicians across Canada.</p> <p>Dr. Lemire highlighted the ongoing work of the CFPC as it continues to adjust through the pandemic. She shared that advocacy at the federal level has focused on Access Done Right and that they have advocated for the role family physicians have in access.</p> <p>She further shared that the CFPC recently refreshed its Strategic Plan which will end in 2022. Their focus will be to enhance the value of the profession, strengthen marketing and communications, address issues of racism and modernize its operations.</p> <p>In closing, Dr. Lemire shared that she will retire in June 2022. She thanked the OCFP and its members for the opportunity to work with them.</p>
3.0	<p>Minutes of previous Annual Meeting of Members</p> <p>It was Moved by: Dr. Sutherland; Seconded by: Dr. Hannah that the minutes of September 25, 2020 be approved. Carried</p>

4.0	<p>Report of the President and Acting CEO</p> <p>Dr. Muggah reflected on the past year noting that it continued to be a year with challenges and change, and the profession continued to do what it always does – step up and put patients first. The OCFP, likewise, continued its work to support its membership. As family physicians worked to meet the challenges created by the ongoing COVID-19 pandemic, the OCFP continued to offer support through the President’s Message and the COVID Community of Practice, co-organized with the UofT Department of Family and Community Medicine, which, to date, has had almost 14,000 participants.</p> <p>The OCFP also continued its advocacy work on behalf of members and strengthened partnerships to offer resources, bring a unified voice for family physicians and primary care, and support family physicians in reducing system-level barriers. The newly formed Primary Care Collaborative was established to strengthen our collective voice with government. We reinforced at every level the essential role of family physicians.</p> <p>Dr. Muggah shared that the Board’s newly approved Strategic Plan, informed by members, will guide its work in the coming three years. In support of the direction to <i>ensure equitable care for Ontarians</i>, OCFP took steps in developing its statement on racism and inequity and signed a Relationship Accord with Nishnawbe Aski Nation (NAN).</p> <p>Finally, she closed noting that the Board would be welcoming a new CEO and five new Directors.</p> <p>Acting CEO Leslie Greenberg described the operational activities that the OCFP has undertaken to support its members. She described the tools that have been developed to support members in their practices, the ongoing work with residents and other future leaders, the many advocacy efforts and outcomes, and the ongoing professional development programs.</p> <p>The OCFP’s annual conference, the Family Medicine Summit (FMS), shifted to virtual delivery in early 2021 and registrations rose by 40%. This virtual format will continue for the next FMS scheduled in January 2022. Practising Well, a program supported by funding from the Ministry of Health was launched. This new program is intended to assist members with patients managing substance use disorders, chronic pain and mental health.</p> <p>In closing, Ms. Greenberg expressed her appreciation for the many individuals and organizations who enable our work calling out Dr. Muggah and Board, family physician advisors, faculty and staff who always deliver to support members.</p> <p>In advance of asking for a motion, Dr. Muggah thanked Ms. Greenberg for stepping into the acting CEO role and supporting the Board and OCFP so adeptly.</p> <p>It was Moved by: Dr. Newberry; Seconded by: Dr. Raut that the Report of the President and Acting CEO be accepted. 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 2020-2021 Audited Financial Statements.</p> <p>The Fund Balances are divided into three funds. These are: the Invested in Capital Assets Fund, the Operating Fund, and the Internally Restricted Fund. The Internally Restricted Fund has three components. These are the Operating Reserve, the Opportunities Reserve, and the Emergency Reserve. Spending from any of these Reserve Funds requires approval from the Board of Directors.</p>

	<p>Dr. Chan explained that the OCFP’s total assets increased by 18%; this was largely due to increased membership fee collection following the start of the fixed-date annual billing and a significant reduction in expenditures due to work-from-home and the required move to 100% virtual program delivery. As well, the Ministry of Health committed to funding programs on March 31; this led to a large Accounts Receivable balance at year end. He noted that the total liabilities reflect an increase of 2% from the prior year. The increase in assets resulted in an increase in the OCFP’s internally restricted reserve fund. The total Fund Balance as of March 31, 2021, were \$5,245M which represents a 25% increase from the prior year.</p> <p>The total Revenue of \$4,850M which represented a 13% decrease was largely due to a 19% increase in membership fees, a 60% decrease in program revenue due to the movement to 100% virtual program delivery, and a 40% decrease to project funding.</p> <p>Operating expenses were \$3,809M, which is a 34% decrease related to the expected reduction in the overall Mentoring funding and significant savings to the organization due to remote work and the lack of in-person workshops and conferences.</p> <p>Dr. Chan concluded noting that the OCFP closed the year surplus of \$1,04M, primarily due to a conservative approach to spending, higher than expected membership fee collection and a funding agreement from the Ministry of Health received March 31, 2021 that provided for costs associated with new Mentoring Program as well as COVID-19 education.</p> <p>Finally, he noted that the surplus allowed the OCFP to increase its Emergency Reserve Fund from nine to twelve months of the operational budget to be used in the event of an unexpected disruption to revenue.</p> <p>Finally, Dr. Chan thanked Finance Committee members, Drs. Jobin Varughese, Doug Gruner and Mr. Abhi Mukherjee 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. Galbraith, Seconded by: Dr. Greenwood that the Financial Statements and the Auditors Report of the year ending March 31, 2021 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. Catania, Seconded by: Dr. Sutherland that Deloitte LLP be appointed as the OCFP Auditors for the fiscal year 2021-22. Carried</p> <p>It was Moved by: Dr. Raut; Seconded by: Dr. Bertram that the report of the Secretary-Treasurer and Chair of the Finance Committee be received Carried</p>
6.0	<p>Report of the Chair of the Governance Committee</p> <p>Dr. Banwatt referred to the full report included in the agenda package. He 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>

Dr. Banwatt shared that a key responsibility of Governance Committee is the nomination of Officers and recruitment of new Directors. Although Dr. Jennifer Young's term as Past-President is concluding both Drs. Muggah and Kumanan continue for one more year in their roles as President and President-Elect respectively. Dr. Chan's term as Secretary-Treasurer and on the Board, however, is ending and he will retire. Although the bylaws 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. Jobin Varughese is presented as the Board's choice for Secretary-Treasurer. His bio was included in the agenda package.

It was **Moved by:** Dr. Kumanan; **Seconded by:** Dr. Raut **that** Dr. Jobin Varughese be confirmed as elected for a one-year term as Secretary-Treasurer for 2021-22. **Carried**

Dr. Banwatt shared that given the number of retirements, the Board initiated a successful recruitment effort. A call for nominations was communicated to all family physicians. Twelve applications were received from family physicians. Governance Committee reviewed all applications and conducted interviews with individuals who best met the needs of the Board. The Board is recommending five family physicians; all bios were included in the agenda package.

Questions were invited; none were posed.

It was **Moved by:** Dr. Catania, **Seconded by:** Dr. Newbery **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 2024:

- Dr. Jennifer Bondy
- Dr. Jocelyn Charles
- Dr. Taylor Lougheed
- Dr. Ilan Shahin
- Dr. Eric Wong

Carried

Finally, Dr. Banwatt thanked members of the governance committee, Drs. Kumanan, Gagnon, and Mr. Lewis for their contributions in moving the governance work forward.

It was **Moved by:** Mr. Lewis; **Seconded by:** Dr. Gagnon **that** the Report of the Governance Committee be received. **Carried**

Closing Remarks and Adjournment

Dr. Muggah closed the meeting thanking Directors for their respective reports. She expressed her sincere appreciation the Board for their commitment, passion, and time. She further shared her appreciation to retiring Directors, Drs. Sundeep Banwatt, Jonathan Bertram, Nelson Chan, Abhishek Raut and Jennifer Young. She reflected on Dr. Jennifer Young's contributions and tireless work on behalf of the OCFP and its membership for the past eleven years. She also thanked Ms. Leslie Greenberg for stepping into the Acting CEO role and the OCFP staff for their continued work on behalf of the membership.

It was **Moved by:** Dr. Raut. **Seconded by:** Dr. Varughese **that** the meeting be adjourned. **Carried**