



Annual General Meeting
Wednesday, September 22, 2021 at 6 pm
Hybrid Event: In-person at the CNH Annex and Via Zoom

ATTENDEES

Airam Salinas	Emily Rees	Kelly Liu Cam	Qasim Ahmadi
Alexandra Gunn	Erik Allas	Kulwant Kaur	Sabrina Bantog
Alison Merton	Fred Pan	Leila Trickey	Sandra Medina
Ana Kazulin	Gillian Der	Lisa Pan	Sanjeev Karwal
Anahita Kaviani	Gin Ferrer	Lorena Zhou	Stephanie Baufeld
Angela Lu	Greg Allen	Manoranjan Rasiah	Suming Celine Chen
Antonio Dela Vega	Heather Briese	Marcella Mancilla-Fuller	Suzanne Liddle
Aurora Huang	Irene Mella	Maria Alpirez	Teresa Ha
Bleszeiry Hanggoy	Jasbir Parmar	Mario Lopez	Tyler McAlear
Calee Christoffersen	Jennifer Gray-Grant	Maryam Jalili Rasti	Rosanna Costantini
Candice Li	Jenny Eng-Chan	Michelle Buchholz	RJ Aquino
Crecien Bencio	Jillian Faye Tale	Nicole Jones	Samuel Cervantes
Daniel Louie	Julie Linkletter	Patricio Ibarra	Yndira Arteaga
Davy Chiu	Justine Ma	Paula Lindner	
Diana Taykandy	Karen Caguioa	Puneet Mall	
Edith Mejia	Katty Mir		

MINUTES

1. WELCOME

Daniel Louie, CNH Board Secretary, called the meeting to order at 6:05 pm. He welcomed everyone to the first ever hybrid Annual General Meeting (AGM) taking place in person at the CNH Annex and on Zoom. He acknowledged Collingwood Neighbourhood House respects and honours the x^wməθk^wəyəm (Musqueam), skwxwú7mesh (Squamish), and seííwíwítlh (Tsleil-Waututh) First Nations, on whose traditional homelands we work and live today.

Daniel explained the voting procedures for the meeting and then introduced the Board members present, Irene Mella and Tyler McAlear doing tech assistance, Crecien Bencio taking minutes and Erik Allas, the auditor from Tompkins Wozny.

2. APPROVAL OF THE AGENDA

MOTION: To accept the agenda as presented.

Moved by RJ Aquino. Seconded by Stephanie Baufeld. All in favour. Carried.

3. PROPOSED MOTION TO AMEND CNH BYLAWS

Daniel called upon Greg Allen, CNH Board President, to present the proposed motion to amend the CNH bylaws. Greg explained that the bylaw amendments were made at the request of the British Columbia Housing Management Commission which funds CNH.

- **Replace Bylaw XII – General Provisions, B** with the following:
 - B. Directors may not be remunerated in any capacity, however directors may be reimbursed for necessary and reasonable expenses they incur while acting on behalf of the Society. The Society will not alter or delete this bylaw without first obtaining written consent from the British Columbia Housing Management Commission.*
- **Add** a new bylaw under **Bylaw XII – General Provisions** to protect the purpose for which BC Housing is providing funding as follows:
 - F. The Society will not alter or delete its purpose to provide rent supplement payments for low-income individuals and families in need and the Society will not alter or delete this bylaw without first obtaining written consent from the British Columbia Housing Management Commission.*
- **Add** new bylaw under **Bylaw XII – General Provisions** to clarify the disposition of assets as follows:
 - G. To further clarify bylaw 1.4, the charitable organization referred to in bylaw 1.4 shall have aims or purposes similar to those of the Society. The Society will not alter or delete this bylaw without first obtaining written consent from the British Columbia Housing Management Commission.*

MOTION: To amend the CNH Bylaws in Section XII as presented.

Moved by Paula Lindner. Seconded by RJ Aquino. All in favour. Carried.

4. APPROVAL OF THE 2020 ANNUAL GENERAL MEETING MINUTES

MOTION: To accept the minutes of the 2020 AGM as presented.

Moved by RJ Aquino. Seconded by Patricio Ibarra. All in favour. Carried.

5. PRESIDENT’S AND EXECUTIVE DIRECTOR’S REPORT

Daniel invited Jennifer Gray-Grant, CNH Executive Director, to present the President’s and Executive Director’s report. Jennifer recognized that in the past year, COVID-19 had dramatically changed the operations of the organization and that staff went above and beyond to support their participants in creative and safe ways.

Highlights from the past year at CNH included:

- **Food Justice** — The organization identified that people did not have access to nutritional food during the pandemic. CNH developed a response that included multiple departments and offered a seniors grocery shopping service, a food hamper program, online Kids Kitchen, C.R.E.W. take home food kits, frozen meal service and the continued maintenance of community gardens.
- **Seniors** – Intention was made to connect to seniors in isolation. A friendly phone calling program was established and staff built capacity with seniors so that they can do online programming.
- **Youth** – the Youth Program pivoted to serve participants online and offered take home activity kits so youth can still participate safely from their homes.
- **Early Years** – The childcare programs were one of the first sites in the Lower Mainland to close in the beginning of the pandemic due to the concerns of staff and parents. Childcare staff remained committed to their role and created videos to share with children and take-home arts and craft projects to do at home.
- **Community Services** – Recreation classes shifted online. LINC also shifted to an online format and created an online childcare model. As restrictions lift, staff are moving back to serving participants in a hybrid in-person/Zoom approach.
- **RISE CHC** – The Community Health Centre is now up and running and serving those who typically experience barriers to accessing healthcare in the neighbourhood.

- Anti-Racism – Jennifer recognized that as an organization, CNH needs to stay committed to learning about and leading anti-racism work. The organization is humbled to do this work – staff and Board members formed the first CNH Anti-Racism and Equity Committee in the summer of 2020, and the Board held an Anti-Asian-Racism Town Hall.
- Operations – Operations had an integral role to support the COVID-19 response. Staff were set up and supported to work from home. Organizational policies and cleaning practices were updated to ensure the safety of our sites. Meanwhile, systems were updated and staff worked on a new payroll and point of sale system. Staff are now being trained on vaccine passport protocols. The Joint Operational Health and Safety Committee has been revitalized; during the pandemic it has worked to develop an optimal safety plan for the organization. Now, the Committee is creating a communicable disease safety plan and responding to WorkSafeBC requirements.
- Board – The Board is meeting more often than usual to support the organization. Thanks to their extraordinary planning work, there have been virtually no layoffs in the organization.
- Volunteers – The community has stepped up during this time of need. CNH recorded 52,000 hours of volunteer work during pandemic. This is equivalent to 27 full-time staff positions.

Jennifer praised everyone involved in supporting the COVID-19 response. Funders have quickly pivoted to support CNH in this time of need. Staff show up to their role with kindness and compassion. The Board is taking new leadership roles in a myriad of ways. Jennifer was particularly grateful to participants who have trusted CNH and continue to show up to the programs.

MOTION: To accept the President’s and Executive Director’s report as presented.

Moved by Stephanie Baufeld. Seconded by RJ Aquino. All in favour. Carried.

6. AUDITOR’S REPORT

Daniel introduced Erik Allas, the auditor from Tompkins Wozny. Erik gave an overview of the CNH Independent Auditors Report, dated March 31, 2021. Erik said that there were no concerns from the audit and the Audit Findings Letter had no recommendations for improvement; he said this speaks to the quality of the records and the importance CNH gives to its financial reporting. He thanked Jennifer, Kulwant and the accounting staff for supporting the audit process.

Erik said the Statement of Financial Position highlighted that the total assets were \$5,482,350 while the total liabilities were \$2,690,255. The total net assets were \$2,792,095. The Statement of Operations highlighted that revenues were \$10,655,170 and expenses were \$9,078,971 with a surplus of \$1,576,199. Erik explained that there was a large reduction in program fee revenue due to programs closing because of the pandemic. The largest expense is salaries and benefits.

MOTION: To accept the audited financial statements as at March 31, 2021 as presented by Erik Allas from Tompkins Wozny.

Moved by RJ Aquino. Seconded by Paula Lindner. All in favour. Carried.

7. APPOINTMENT OF AUDITOR

Daniel called upon CNH Board Treasurer RJ Aquino for the appointment of the auditor. RJ said that CNH has had a very good working relationship with Tompkins Wozny Chartered Professional Accountants for many years and would like to appoint them as our auditor for 2021-2022.

MOTION: To appoint Tompkins Wozny as our auditor for 2021-2022.

Moved by Davy Chiu. Seconded by Stephanie Baufeld. All in favour. Carried.

8. THANK YOU TO THE DEPARTING BOARD MEMBERS

Daniel expressed thanks to the departing Board members, Jenny Peng and RJ Aquino. Jenny Peng was not able to join the AGM but Daniel thanked RJ for his contribution on the Board and shared how RJ is an advocate for the Filipino community and has dedicated his time on the Board as a treasurer and as a member of the finance committee. RJ thanked Daniel for his kind words.

9. NOMINATION AND ELECTION OF NEW BOARD MEMBERS

Daniel introduced the Board members midway through their terms and therefore not up for election this year:

1. Alexandra Gunn
2. Daniel Louie
3. Greg Allen
4. Leila Alyssa Trickey
5. Manoranjan (Mano) Rasiah
6. Michelle Buchholz
7. Stephanie Baufeld
8. Paula Lindner

Stephanie Baufeld representing the Nominations Committee presented the process for nomination and election of Board members. Daniel then presented the slate of 2021 Board nominees:

1. Davy Chiu
2. Jasbir K. Parmar
3. Bleszeiry (Blesz) Hanggoy
4. Justine Ma
5. Samuel Cervantes

Davy, Jasbir, Bleszeiry and Samuel were standing for three-year terms; Justine was standing for a two-year term.

Daniel read the bios of the 2021-22 Board nominees. He called for nominations from the floor three times and there were no further nominations. Daniel declared nominations closed and the nominees were accepted by acclamation.

MOTION: To elect the nominees as presented.

Moved by Paula Lindner. Seconded by Patricio Ibarra. All in favour. Carried.

10. STAFF AND CONTRACTOR RECOGNITION

Daniel honoured the staff and contractors who had reached the milestones of 5, 10, 15, and 25 years of service and dedication to the neighbourhood house. (There were no 20-year milestones this year.) Those who had reached the milestone of 15 and 25 years were recognized by their supervisors, who spoke individually about each of the staff being recognized.

5 years: Editha Mejia Sanchez, Yndira Arteaga, Katty Mir, Alyssa de la Cruz Yip, Angela Ho, Carmelita Aguilar, Gorgonio Villaruel, Gurpreet Dhillon, Isabelle Kirouac, Koyali Burman, Maria Victoria Kenny, Muriel Pete, Nadina Morin, Willoughby Arevalo, Zaldy Ferrer

10 years: Anahita Kaviani Destjerdi, Ana Valle, Asif Ali Hassan, Daniela Todorva-Chomakova, Karla Avelar, Lillian Chin

15 years: Karen M. Caguioa, Marcela Mancilla-Fuller, Calee Christoffersen, Maryam Jalili Rasti, Nicole Jones, Suming Celine Chen, Antonio Dela Vega, Derrick Chiang, Jolene Andrew

25 years: Ana Kazulin, Teresa Ha, Reynato Tan

11. HONOURING THE MEMORY OF NINA VACCA

Marcella Mancilla-Fuller, Settlement and LINC Services Coordinator, shared that long-serving staff member Nina Vacca had recently passed away. Nina was the Early Childhood Educator Manager for the LINC Program, an integral part of the Renfrew-Collingwood Neighbourhood, and was always inspired to serve her community in creative ways. As Nina was a lifelong learner, the Board announced that CNH will honour her memory by establishing an annual scholarship in the amount of \$750 for an immigrant or refugee woman pursuing early childhood education.

12. CNH COMMUNITY VISION AWARD

Board Director Davy Chiu introduced the CNH Community Vision Award, an annual award given to a Grade 12 student from Windermere Secondary School who will further the mission of Collingwood Neighbourhood House by entering into a post-secondary program for Early Child Education, Community Services or Community Development. The student chosen each year receives an award for \$750.

This year's award recipient is Jillian Faye Tale. Jillian plans to pursue early childhood education at Douglas College and has been a very active volunteer in the Renfrew-Collingwood community from Grade 8 through 12. In addition to performing a significant amount of school service in Windermere's music and performing arts department, Jillian has volunteered to run after-school programs at local elementary schools through Windermere Community Programs, has volunteered at the Renfrew Ravine Moon Festival, at Lion dances, and various other community events.

13. ANY OTHER BUSINESS

None.

14. ADJOURNMENT

MOTION: To adjourn the meeting.

Moved by RJ Aquino. Seconded by Patricio Ibarra. All in favour. Carried.

The meeting was adjourned at 7:47 pm.