



Canadian Centre for Accreditation

Excellence in community services

Centre canadien de l'agrément

L'excellence en matière de services communautaires

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TO: CCA Member Organizations - Board Chairs and Executive Directors/Chief Executive Officers

FROM: Michelle Hurtubise, Board Chairperson

DATE: June 3, 2020

CC: CCA Board Members

RE: **2020 CCA Annual General Meeting**

Dear Canadian Centre for Accreditation Members,

We are delighted to invite you to the Canadian Centre for Accreditation (CCA) Annual General Meeting to be held virtually at **12:00 p.m. on Wednesday, June 24, 2020** using the following link:

Please join the meeting from your computer, tablet or smartphone.

[CCA 2020 Annual General Meeting](#)

You can also dial in using your phone.

Canada: +1 (647) 497-9373

-Access Code: 715-635-749

Attached please find the following documentation relating to the AGM:

- Agenda
- Minutes of the previous AGM (June 26, 2019)
- 2020 Nominating Report
- 2019-20 audited financial statements will be distributed prior to the meeting.
- Voting Authorization Form (full corporate members only). Full members will need to complete this form and return via email to CCA in advance in order to vote.

We sincerely hope you will be able to attend or have a representative attend and look forward to connecting with you on June 24th!

Sincerely,

A handwritten signature in black ink, appearing to read 'Michelle Hurtubise'.

Michelle Hurtubise
Chairperson

CANADIAN CENTRE FOR ACCREDITATION

2020 ANNUAL GENERAL MEETING

Wednesday June 24, 2020

12:00-12:45pm

Via Virtual Teleconference

Please join the meeting from your computer, tablet or smartphone.

[CCA 2020 Annual General Meeting](#)

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AGENDA

1. Call to Order

2. Establishment of Quorum

3. Approval of Agenda

Motion: To approve the agenda

4. Approval of Minutes of 2019 Annual General Meeting (Attached)

Motion: To approve the minutes of the annual meeting of members held June 26, 2019

5. Treasurer's Report (Audited financial statements will be distributed electronically prior to the meeting)

Motion: To accept the 2019-2020 audited financial statements

Motion: To appoint Hogg, Shain & Scheck Professional Corporation as auditors for 2020-2021 with their compensation to be fixed by the Board of Directors

6. Nominating Committee's Report

7. Chairperson's and Executive Director's Reports

8. Approval of Previous Board Actions

Motion: To approve the CCA Board 2019-20 board actions.

9. Adjournment

CANADIAN CENTRE FOR ACCREDITATION

2019 ANNUAL GENERAL MEETING

12:00 – 12:45 PM Wednesday, June 26, 2019

AOHC Board Room

970 Lawrence Ave West, Suite 500, Toronto, Ontario

Minutes

Appointed voters present from Member Associations:

Association of Ontario Health Centres (AOHC) – Adrianna Tetley, Alliance (via Teleconference)

Canadian and Ontario Associations of Credit Counselling Services (C/OACCS) – Jeff Schwartz, C/OACCS ED (CCA Board member)

Children’s Mental Health Ontario (CMHO) – Kimberly Moran, CMHO CEO (via Teleconference)

Family Service Ontario (FSO) – Dorothy Bakos, FSO Board member and East Area Manager at Durham Region (The Regional Municipality of Durham)

CCA Board Members Present (in addition to above):

Nicki (Susan) Collins (Chair)

Michelle Hurtubise (Vice Chair)

Karen Parsons (Secretary, Treasurer)

Anka Brozic

Joe Bortolussi

Nancy Chamberlain

Diane Walker

Regrets:

Stephen Doig

Guests:

Vesra Bailey, incoming CCA Board Member

CCA Staff Present:

Barbara Wiktorowicz (Executive Director)

Karen Atkin (Accreditation Specialist)

Jackeline Barragan (Accreditation Specialist)

Alejandra Galindo (Accreditation Coordinator)

Evelyn Hensman (Executive Assistant)

Pedro Lara (Accreditation Specialist)

Andrena Vannitamby (Project Coordinator)

1. CALL TO ORDER

N. Collins, Chair of the Canadian Centre for Accreditation (CCA) Board of Directors welcomed attendees and called the meeting to order at 12:00 p.m.

2. ESTABLISHMENT OF QUORUM

N. Collins noted that quorum had been achieved.

3. APPROVAL OF AGENDA

N. Collins called for a motion to approve the agenda as circulated.

Motion: To approve the agenda as circulated.

Moved by: D. Bakos

Seconded by: A. Tetley

CARRIED

4. APPROVAL OF THE MINUTES OF THE 2018 AGM

N. Collins noted that the minutes of the previous AGM were sent to members on June 6, 2019 and circulated at the meeting. No errors or omissions were brought forward.

Motion: To approve the minutes of the annual meeting of members held June 27, 2018 as circulated.

Moved by: J. Schwartz

Seconded by: K. Moran CARRIED

5. TREASURER'S REPORT

K. Parsons presented the audited financial statements for 2018-19. Copies of the Board approved and signed audited financial statements were circulated to all in attendance. K. Parsons reviewed highlights from the financial statements.

Motion: To accept the 2018-2019 audited financial statements as circulated.

Moved by: D. Bakos

Seconded by: A. Tetley CARRIED

Motion: To appoint Hogg, Shain & Scheck Professional Corporation as auditors for 2019-2020 with their compensation to be fixed by the Board of Directors.

Moved by: J. Schwartz

Seconded by: K. Moran CARRIED

6. NOMINATING COMMITTEE'S REPORT

The Nominating Report had been circulated to the members on June 6, 2019.

Motion: To elect Vesra Bailey to a Director position on the CCA Board for a three-year term and accept the Nominating Report at circulated and attached.

Moved by: D. Bakos

Seconded by: J. Schwartz CARRIED

7. APPROVAL OF PREVIOUS BOARD ACTIONS IN 2017-18

N. Collins called for a motion to approve all 2018-19 Board of Director actions.

Motion: To approve all 2018-19 Board of Director actions.

Moved by: J. Schwartz

Seconded by: D. Bakos CARRIED

8. ADJOURNMENT

N. Collins asked if there was any other business and, none being raised, called for a motion to adjourn the meeting.

Motion: To adjourn the meeting
Moved by: D. Bakos
Seconded by: K. Moran **CARRIED**

Meeting adjourned at 12:45 p.m.

Treasurer

Chairperson



CCA NOMINATING REPORT 2020

Continuing Board Directors

Name:	Position	Term Ending:
Vesra Bailey	Director	2022
Dorothy Bakos	Director – Founding Member FSO	2021
Joe Bortolussi	Director	2023
Anka Brozic	Board Vice Chair – Founding Member AHC	2021
Stephen Doig	Director	2021
Michelle Hurtubise	Board Chair	2023
Karen Parsons	Secretary/Treasurer	2021
Jeff Schwartz	Director – Founding Member OACCS	2021
Diane Walker	Director - Founding Member CMHO	2021



Annual General Meeting Voting Authorization Form

Please fax or email a pdf of this completed form to CCA at 416-239-5074 or email: ea@canadiancentreforaccreditation.ca by June 17, 2020.

Name of Organization: _____

Name of Voting Representative: _____

Position: _____

Email Address: _____

Name of Alternate Voting Rep: _____

Position: _____

Email Address: _____

This is to confirm that the above named individual(s) has been delegated by our organization's board of directors with the authority to vote on its behalf at the June 24, 2020 CCA Annual General Meeting.

Signature of Authorized Signing Officer

Name of Authorized Signing Officer (Please print)

Date: