

DRAFT Minutes of the Oxfam Canada Annual General Meeting Held September 20, 2013 at the Courtyard Marriott, Ottawa, by Teleconference and by Webcast

Present at the Meeting: Margaret Hancock (Chair), Blair Redlin (Vice Chair), Don MacMillan (Treasurer), Yvonne Stanford (Secretary), Hannah Bontogon, Elizabeth Church, Anastasia Gaisenok, Kent Macaulay, Raïmi Osseni, Anna Smith, Marty Venalainen, Robert Fox, Lucie Goulet, H el ene Paquet-Young, Anthony Scoggins, Caroline Marrs, Sarah Lyons, Ricardo Acuna, Scott Andrews, Lewis Auerbach, Mary Ellen MacCallum, Alexander Nataros, Kristen Ostling, Luana Cotsman, Marian de Vries, Meladul Haq Ahmadzai, Theodros Azene, Gerry Barr, Nicole Beier, Delvina Bernard, Judy Cavanagh, Jenna Hutcheson, Jessica Vermette, Bill Hynd, Mehreen Khalfan, Oliver Martin, Miriam Palacios, Rebecca Stuckey, Nidhi Tandon, Ann Witteveen, Andrew Chisholm, Nicole Kieley.

Present by Webcast: Dave Champagne, Lisa Howse, Monica Varga, Neal McCarthy

Recording: Nancy Campbell

Margaret Hancock opened the meeting at 3:14 PM EDT

1. Welcome and Process Instructions

Margaret Hancock welcomed everyone, indicating that proper notice had been given and quorum was achieved and therefore this was a duly constituted meeting.

2. Approval of the Agenda

MOTION CARRIED Moved/Seconded: Blair Redlin/Hannah Bontogon
THAT the agenda be approved.

3. Minutes of the Annual General Meeting held October 13, 2012

MOTION CARRIED Moved/Seconded: Anastasia Gaisenok/Raimi Osseni
THAT the minutes of the Annual General Meeting held October 13, 2012 be approved.

Minutes of the Special General Meeting held January 20, 2013

MOTION Moved/Seconded Anna Smith/Nidhi Tandon
THAT the minutes of the Special General Meeting held January 20, 2013 be approved.

4. Report from the 2010/13 Board to the Membership

Margaret spoke to the extraordinary achievements of the last three years: building our relationship with Oxfam International, renewing OCA's strategic direction and renewing our vision and mission statement. The Board's major focus was on governance reform, looking at systems and structures and implementing a new By-Law and Rules and Procedures. The Board believes strongly that this was a positive move for the stability and strength of Oxfam Canada into the future.

Blair Redlin, Vice Chair, Chair Program Committee and Ad Hoc Committee on Fund Development: Blair spoke to the focus on fund raising and the creation of the new Public Engagement Department.

Elizabeth Church, Chair Membership & Volunteer Committee, introduced members of committee and thanked Sarah Lyons for the great staff support. This committee will now become the Public Engagement Committee.

Kent Macaulay, Chair Policy Committee: There were two main areas of activity during the past three years; to review and revise existing policies and draft new policies.

Don MacMillan, Chair Finance Committee, provided an overview of the work of the committee noting the committee plays an oversight and questioning role for the organization.

Yvonne Stanford, Chair Governance Task Force, reported on the work of the Task Force in support of governance reform. Yvonne stated she was very proud of trailblazing work completed during this term.

Margaret Hancock, as Chair of the OCA Board sits on the Board of Oxfam International, noting that Oxfam International is integral to everything that we do.

Margaret introduced all of the 2010-2013 Board members and acknowledged the contribution of Lucie Goulet, Staff rep during the Board term.

5. Report from the Treasurer

Presentation of the Audited Financial Statements for the fiscal year ending March 31, 2013

Don MacMillan, Treasurer, spoke to the financial statements.

Appointment of Auditors

MOTION CARRIED Moved/Seconded: Elizabeth Church/Marty Venalainen
THAT KMPG LLP, Chartered Accountants, be appointed as auditors for the 2013/2014 fiscal year.

7. Report from the Nominating Committee

Committee Chair Marty Venalainen gave a brief overview of the work of the Nominating Committee noting that the Rules and Procedures set terms of reference and required at least one member from each region be on the committee.

Marty thanked all the members - Blair Redlin (BC) Nancy Allan (SK) Claudette Legault (NS), Daniel Miller (NL) and staff for their support.

8. Election of new Board of Directors

Margaret outlined the process for voting for the new Board of Directors, noting that there are 14 nominees for 12 Board positions. Margaret thanked all current Board members for their outstanding contribution to OCA over the last three years.

9. Update from Executive Director

Robert spoke to the challenges the organization has faced over the last year and acknowledged the enormous commitment that both staff and Board brought to their work. He noted that next steps will include a review of where we are working in the world to determine how and where we can have the greatest impact and ensure coherence and alignment with the Oxfam Strategic Plan.

10. Confirmation of election results

Nominating Committee Chair Marty Venalainen reported the names of the twelve incoming Board members:

Margaret Hancock, Lew Auerbach, Judy Cavanagh, Mary Ellen MacCallum, Ricardo Acuña, Kent Macaulay, Oliver Martin, Nidhi Tandon, Gerry Barr, Anna Smith, Delvina Bernard and Nicole Kieley. Congratulations to everyone. Marty also thanked Scott Andrews and Fahad Ahmad for putting their names forward.

11. Thanks and acknowledgements

12. Adjournment

Yvonne Stanford moved adjournment

Margaret closed the meeting at 5 PM EDT and thanked everyone for their participation.