
Members Present:

Shawn Allen (TransForm), Susan Anthony (Clorox), Jay Ayres (St. Joseph's Health System), Martine Beaudoin (W.L. Gore), Elaine Benjamin (Cook Canada), Ryan Benner (Hamilton Health Sciences), Christa Brown (Klenzoid), Tom Brown (Stryker), Enid Bryans (TransForm), Antonin Caron (Baxter), Nils Clausen (CMEPP), Dan Coghlan, Barry Collins (Plexxus), Philippe Coutu (Stryker), Don Cummer, Connie Curtis (Plexxus), Jyokita Deshpande (CHSS), Ann Dolan (Service New Brunswick), David Donnelly, Francois Drolet (Roche Diagnostics), Timothy Emo (Vernacare), Gustavo Estrada (PHSA), Sarah Friesen (Friesen Concepts), Gary Geddes (The Stevens Company), Annick Godin Bourque (Service New Brunswick), Kathy HAAS (GHX), Robert Harper (WRHA), TJ Jarvis (CMEPP), Kathy Kennedy (HealthPRO), Fay Klassen (St. Joseph's Health System), Iris Ko (Georgian College), David LaCourt (Hamilton Health Sciences), Patrick Laplante (Logihedron Inc.), Greg LeBlanc (Cook Canada), David Loukras (PHSA), Andrew Maciver (Cook Canada), Raj Malik (MEDEC), Paul McAuley (Shared Support Services SE Ontario), Renee McIntyre (TransForm), Mary Meadows (Mohawk Medbuy), Janet Minnich (HealthPRO), Vince Morelli (CHS), Sara Mostacci Carnegie (St. Joseph's Health System), Janice Mount (St. Joseph's Health System), David Murphy (Centric Health), Judith Murray (Glaukos), Louanne Mythen (Medtronic), Scot Newt6on (Alliance Kairos), Lisa Niewenhuis (St. Joseph's Health System), Toby O'Hara (HMMS), Danielle Page Goulet (CHSS), Courtney Panacci (Zimmer Biomet), Gina Petrasko (WRHA), Jennifer Potvin (HealthPRO), Joe Proaccini (Mohawk Medbuy), Vishal Pua (CMEPP), Kim Reynolds (WRHA), Pamela Robertson (ACG Inc.) Del Rosario (GHX), Carlo Rossi (McGill University Health Centre), Ruth Sawatzky (WRHA), Sharon Seow (HealthPRO), Jeff Sparks (HealthPRO), Krista Stagliano (HealthPRO), Ado Strentse (Bowers Medical Supply), Jason Tokariwski (WRHA), Meng Vang (TransForm), Laura Webster (HMMS), Dale Wernham (HMMS), Susan Withenshaw (St. Joseph's Health System), Steve Wood (Hospital for Sick Children)

By Proxy:

Scott Baker (The Stevens Company), Ryan Benner (Hamilton Health Sciences), Edith Burnett (HealthPRO), Mike Canzoneri (CHS), Jacques Chaput (HealthPRO), Peter Conteduca (CHS), Tricia Cooper (Mohawk Medbuy), Nicole DeKort (MEDEC), Ally Dhalla (Mohawk Medbuy), Glen Duncan (Vernacare), Mike Enns (CHS), Daniel Fabiano (Fasken Martineau DuMoulin LLP), Gerry Frenette (MEDEC), Don Giang, Darren Gray (PHSA), Lynn Green (Vernacare), Sandra Grozier (Mohawk Medbuy), Tim Hower (Vernacare), David LaCourt (Hamilton Health Sciences), Marc Lemaire (Mohawk Medbuy), Markus Lenarczyk (Mohawk Medbuy), Michel Levesque (Service New Brunswick), Brian Lewis (MEDEC), David Mawdsley (Hamilton Health Sciences), Sheri McLeod (Mohawk Medbuy), Mary Meadows (Mohawk Medbuy), Laura Pett (CMEPP), Denis Potvin (Mohawk Medbuy), Joe Procaccini (Mohawk Medbuy), Chad Proulx (Vernacare), Jane Schouten (HealthPRO), Krista Stagliano (HealthPRO), Sylvain St. Louis (Vernacare), Cynthia Valaitis (HealthPRO), Marsha Van Groningen (Mohawk Medbuy), David Yundt (Plexxus)

Staff: Susan Smith, Robin Colley

1. Call to Order

There being a quorum present (100 of 400 members), Toby O'Hara, Co-Chair of the Board, declared the meeting to be properly constituted for the transaction of business and called the meeting to order at 12:07 p.m. Toby O'Hara and David Donnelly co-chaired the meeting; Robin Colley took the minutes.

1.1. Notification of Annual General Meeting

Notice of the Annual General Meeting was sent to members on February 11, March 11, April 8, April 18, April 24 and May 1, 2019.

1.2. Approval of the Agenda

Upon motion duly made by Tim Emo, seconded by Scott Newton, and carried, the agenda was approved.

1.3. Minutes of the Last Meeting

Upon motion duly made by Pam Robertson, seconded by Kelly Campbell, and carried, the following resolution was adopted:

RESOLVED that the minutes of the Annual General Meeting of Members of the Healthcare Supply Chain Network held on May 15, 2018, be and they are hereby approved.

2. Co-Chair Remarks

Toby O'Hara addressed the membership.

3. General Manager's Overview of 2018

Susan Smith addressed the membership to provide an overview of the past year.

Ms. Smith recognized the work of the board and of the subcommittee Leads.

3.1. Ms. Smith recognized the members of the Content Subcommittee and provided a short synopsis of work performed and achievements reached in the previous year:

- Ms. Smith discussed the goal of this subcommittee which is to create and disseminate content related to sharing successes, lessons learned and overall industry knowledge and progress. The Subcommittee's process design consists of Subcommittee Terms of Reference, creation of new content review and approval criteria, HSCN approval for investment in resources and support for materials and scheduled monthly meetings and tracking to review progress with the content pipeline.
- The committee currently has a list of 15 topics that are in various stages of development.
- Their first article is expected to be released post-conference with quarterly unique and HSCN relevant materials.

3.2. Ms. Smith recognized the members of the Advisory Subcommittee and provided a short synopsis of work performed and achievements reached in the previous year:

- Ms. Smith outlined that the Advisory group is the "communication conscience" of HSCN, ensuring consistency of the brand and providing input to the communication plan. They are the HSCN editor for Newsletters and the reviewers of communication documents for editorial purposes and consistency in messaging and adherence to established guidelines.

- Key Project – Develop and execute a process to rebrand HSCN and redevelop the HSCN website with the objective being to contemporize the HSCN brand and create better functionality in the HSCN website. Their goal is to have new branding available for the National Conference. This goal was achieved. The website redevelopment phase will conference post-conference and be completed during the summer months.
- 3.3. Ms. Smith recognized the members of the Professional Development Subcommittee and provided a short synopsis of work performed and achievements reached in the previous year:
- Ms. Smith noted the Free Webinar Series that was available to the membership throughout the year.
 - New PD Courses in 2018 were noted:
 - Innovation Procurement Toolkit and Agreement Templates: Procurement Rules and the Canadian Free Trade Agreement – development and dissemination of this toolkit was a significant component of the PD Subcommittee work in 2018
 - Value-based Procurement: Understanding the Methodologies
 - Partnership with SCMAO continues to strengthen
 - 14 graduates from the Healthcare Supply Chain Certification in 2018; 46 registered for Modules
 - Upcoming sessions – Module 2, Maximizing Value and Performance being held July 4 – August 8, 2019
 - For more information: <http://hscn.org/healthcare-supply-chain-certification.aspx>
 - Next up will be new educational offerings and assessing the need for Paid Webinars as an alternative to In-Person PD Workshops.
- 3.4. Ms. Smith recognized the members of the Membership Committee and provided a short synopsis of work performed and achievements reached in the previous year:
- Ms. Smith noted that there was a proactive outreach program to provider and supplier firms which boosted membership to 403, growing closer to the target of 500.
 - The committee recommended and implemented additional membership categories and fee changes to some membership categories. Of note is the new “corporate” category allowing organizations to take on a membership of up to 50 under a new corporate group fee category.
 - Membership marketing and communication materials have been updated.
- 3.5. Ms. Smith recognized the members of the Conference Subcommittee and highlighted the following achievements towards the 2019 conference:
- Additional concurrent sessions were added bringing the total from 8 to 16 over 2018. This included more case studies, cross-country experiences and actionable breakaways.
 - Networking opportunities were increased with extended breaks.
 - The new Awards Dinner was introduced for fun and relaxing networking.
 - Ms. Smith noted that this year drew the highest registration in the history of the National Conference.

4. **Treasurer's Report**

Vince Morelli reported that HSCN is in a solid financial position to proceed with the plan to provide more member value through specific programs and new services. As of December 31, 2018 HSCN, had a bank balance of \$268,873.42 with accounts payable being current and an additional invested reserve of \$54,474.00.

The HSCN financial plan remains to create a strong annual revenue stream through the annual supply chain conference, professional development events, the venture with the SCMAO for a strategic sourcing certificate course, job posting services, newsletter advertising opportunities and membership dues.

Current programs are well funded for the next phase of growth and improvement in member value.

4.1 **Approval of Audited Financial Statement for 2018**

Upon motion duly made by David Loukras, seconded by Sarah Friesen, and carried, the following resolution was adopted:

RESOLVED that the audited financial statements of the Healthcare Supply Chain Network for the year ended December 31, 2018, as approved by the Board of Directors, be and they are hereby accepted.

4.2 **Appointment of Auditors**

Upon motion duly made by Connie Curtis, seconded by Don Cummer, and carried, the following resolution was adopted:

RESOLVED that Brownlow CAS be and it is hereby appointed the Auditor for the Healthcare Supply Chain Network, to hold office until the next Annual General Meeting of Members or until a successor is appointed.

5. **Re-election of Board Members**

Upon motion duly made by Sarah Friesen, seconded by Iris Ko, and carried, the following board members were re-elected:

Daniel Fabiano
Don Giang
David Loukras
Raj Malik

6. **Election of New Board Members**

By way of a show of voting cards it was **RESOLVED** that the following were unanimously accepted as new HSCN board members:

Annick Godin Bourque
Jay Singh

7. **Recognition of Outgoing Directors**

HSCN thanked the following outgoing Directors for their commitment and significant contributions to the Board:

Eric Blanchette Ouellet
Dan Coghlan
Jill Craven
Ann Dolan
Scott Newton

8. **Approval of Directors' Actions**

Upon motion duly made by Kelly Campbell, seconded by Patrick Laplante, and carried, the following resolution was adopted:

RESOLVED that the Directors' actions from January 1 through December 31, 2018 be approved.

9. **Other Business**

It was noted that the next Annual General Meeting of Healthcare Supply Chain Network will be held on May 12, 2020 at the Annual HSCN Conference at the Delta Marriott Hotel and Conference Centre, Toronto, Ontario.

10. **Adjournment**

There being no further business to transact, upon motion duly made by Annick Godin Bourque, seconded by Vince Morelli, and carried, the meeting was adjourned at 12:32 p.m.