



Eighteenth Annual Assembly of Parkinson Québec

Minutes

Thursday, March 28, 2019, 6:00 p.m. to 8:45 p.m.
Deloitte : 1190, av. des Canadiens-de-Montréal, 4^e étage, Montréal

Attendance sheet		
First name	Last name	Capacity
Linda	Bambonye	Chair, Parkinson Montreal-Laval
Joseph	Bartlett	Member, Parkinson Québec Board of Directors
Joanne	Bélanger	Quebec
Lise	Belley	Parkinson Saguenay Lac-St-Jean (video conference) Board of Directors
Charlotte	Bichon	Communication Officer
Gérald	Bouffard	Member, Parkinson Québec Board of Directors
Chantal	Bourrassa	Representative Cœur-des-Laurentides office
Antoine	Brylowski	Member, Parkinson Québec Board of Directors
Nicole	Charpentier	Executive Director, Parkinson Québec
Edmond	Chow	Member, Parkinson Québec Board of Directors
Marie-France	Cloutier	Treasurer, Parkinson Montreal-Laval
Paul F.	Dupré	Chair, Parkinson Québec Board of Directors
Lynne	Dupuis	Event Project Officer, Parkinson Québec
Jacques	Forest	Volunteer
Robert	Fournier	President Parkinson Bas-St-Laurent (video Conference)
Gérard	Frenette	President Parkinson Mauricie•Centre-du-Québec (video conference)
Jocelyne	Gouge	Volunteer – Tulips Tribute
Mélanie	Grenier	Member, Parkinson Québec Board of Directors
Carmen	Guay	Jean Hamel's Wife
Jean	Hamel	Secretary Parkinson région Québec Chaudière-Appalaches
Jacques	Huppertz	Chair, Parkinson Estrie
Rehnuma	Kamal	Service Officer, Parkinson Québec
Marie-Julie	Laforce	Development officer, Coeur des Laurentides office
Hélène	Lapointe	Vice-President, Parkinson Centre-du-Québec.Mauricie (video conference)
Guyllaine	Lefebvre	Vice-President, Parkinson Estrie
Sylvie	Martha	Events Coordinator Parkinson Outaouais
Jean	Ménard	Chair, Parkinson Abitibi-Témiscamingue
Claudie	Noël	Service Officer, Parkinson Québec
Josée	Ouellette	Executive Assistant, Parkinson Québec
Stéphanie	Proulx	Treasurer Parkinson Québec Board of Directors
Carla	Reyes	Community Development Officer

Romain	Rigal	Services Development Coordinator
Micheline	Roberge	Président parkinson région Québec Chaudière-Appalaches
Claire	Robert	Président Parkinson Outaouais
Michelle	Samson	Board member Parkinson Saguenay Lac-St-Jean (video conference)
Claire	Savage	Volunteer - Prix tulipe
Nicole	Sicard	Coordinator Parkinson Montréal-Laval
Nadia	Smaili	Member, Parkinson Québec Board of Directors
Pascale	St-Denis	Receptionist and Data Entry, Parkinson Québec
Gérard	Tardif	Member, Parkinson Québec Board of Directors
Jean-Marc	Tassé	Treasurer Parkinson Outaouais
Lyne	Tremblay	Président Parkinson Saguenay Lac-St-Jean (video conference)
Annie	Turcot	Network Development Coordinator – Communications, Parkinson Québec
Renée	Turgeon	Administration and Finance, Parkinson Québec

44 attendees

Welcoming remarks

18.1 Opening of the Annual Assembly

Paul F. Dupré welcomes the attendees and introduces himself as Chair of the Board of Directors. He declares the meeting open at 18 h 05. Deloitte and its team are thanked for hosting us. The chair acknowledges the *Regroupement* members attending by video conference:

- Robert Fournier for Parkinson Bas-St-Laurent
- Lyne Tremblay, Michelle Samson and Lise Belley for Parkinson Saguenay-Lac-St-Jean
- Gérard Frenette and Hélène Lapointe for Parkinson Centre-du-Québec ●Mauricie

Members are asked to take turns introducing themselves. The process is explained for remote attendees. Claudie Noël will act as Skype moderator for remote attendees. She will bring to the Assembly's attention these attendees' requests to speak.

Nicole Charpentier is introduced as Executive Director of Parkinson Québec.

Appointment of the Assembly Chair

Under article 15 of the Administrative Regulations of Parkinson Québec, the Chair of the Board of Directors presides over the Annual Assembly. Paul F. Dupré is therefore appointed Chair of the Assembly.

Appointment of an Assembly Secretary

Members are asked to appoint an Assembly Secretary. Josée Ouellette is the proposed Assembly Secretary.

[Resolution 18.01: Appointment of an Assembly Secretary](#)

Moved by Claire Robert and seconded by Jean Ménard the resolution to appoint Josée Ouellette as Assembly Secretary is adopted unanimously.

Review of the operating rules according to the Administrative Regulations of Parkinson Québec

The Chair recalls the Administrative Regulations of Parkinson Québec concerning the Annual Assembly:

- The notice of meeting was published on the Parkinson Québec website within the prescribed timeframe and the relevant documents were made available and transmitted;
- The voting members are the nine (9) incorporated regional organizations that signed the agreement grouping regional Parkinson organizations and the provincial instance;
- All attendees have the right to speak during the scheduled question periods;
- The responsibilities of the Assembly are reviewed;
- Attendees vote by show of hands unless an attendee requests a secret vote.

18.2 Declaration of Quorum

Quorum is established, 9/9 members, namely the organizations that signed the Agreement and Parkinson Québec are represented.

18.3 Adoption of the Agenda

The Chair asks the members if they have any questions or comments. Claire Robert asks for a point to be added between 18.06 and 18.07. This matter will be presented by Linda Bambonye, designated by the representatives of the regional incorporated partners, concerning a presentation made by voting members. The rest of the Agenda will be shifted.

Resolution 18.02: Adoption of the Agenda

Micheline Roberge moves to adopt the agenda including Ms. Robert's addition. The motion is seconded by Jacques Huppertz and adopted unanimously.

18.4 Adoption of the Minutes of the March 28, 2019 Annual Assembly

The Chair asks the members if they have any questions or comments on the minutes. The minutes are deemed in order; no comments are made.

Resolution 18.03: Adoption of the Minutes of the March 28, 2019 Annual Assembly

Moved by Jean Ménard and seconded by Robert Fournier, the minutes as provided are adopted unanimously.

18.5 Presentation and receipt of the 2018 Annual Activity Report

Nicole Charpentier, Executive Director, presents the 2018 Annual Activity Report. Members of the Board of Directors, the permanent team as well as members of the Parkinson Québec regional *Regroupement* are introduced. The theme of the Annual Activity Report is "My future": testimonial of empowerment in the face of the disease.

Ms. Charpentier underlines a few highlights of the year 2018, including, but not limited to:

- A provincial study on the needs of people living with Parkinson's and their caregivers was conducted.

- Development of the caregivers week program with Appui National, in partnership with other organizations.
- A conference was held at the Cœur-des-Laurentides office and attended by Minister Marguerite Blais, Responsible for Seniors and Informal Caregivers. More than 100 people attended this event.
- Parkinson Québec updated and developed its Frequently Asked Questions (FAQ) on its position regarding cannabis use.
- Two major fundraising events, Défi Vélo and Instants magiques, were extremely successful.
- Parkinson Québec participated in the forum on caregiving: a brief developed in cooperation with the CHUM on Parkinson's Disease-related needs was filed.

The origin of Parkinson Québec's donations as well as how they are invested is explained. Most come from fundraising activities and most of the amounts donated is used to develop services.

The members of Parkinson Québec favourably receive the 2018 Annual Activity Report

18.6 Presentation and receipt of the 2018 audited financial Statements
Paul F. Dupré invites Stéphanie Proulx, Treasurer of Parkinson Québec, to present the 2018 financial statements. Stéphanie Proulx reads them and provides explanations. Members favourably receive the audited 2018 financial statements.

18.7 Presentation by the regional incorporated partners
Paul F. Dupré invites Linda Bambonye to speak. Ms. Bambonye introduces each regional incorporated partner and provides a brief history of the Conseil du regroupement des régions Parkinson Québec (CRRPQ) foundation, formerly known as the Conseil des sociétés. She recalls that the role of the regional incorporated partners is to offer local services to Parkinson's clientele with the assistance of numerous volunteers. She highlights the importance of revenue sharing, which is a priority topic for everyone regionally involved in the *Regroupement*. The regional incorporated partners ask for freedom of action in their region and commit to respecting Parkinson Québec's field of activity. They wish to re-open a dialogue with the provincial body. The importance of reopening discussions by holding a meeting as soon as possible to reach a new agreement is emphasized. Parkinson Québec welcomes the request of the regional incorporated partners, underlining its interest in agreeing to a type of cooperation on a joint project. It is agreed that the regional incorporated partners are responsible for calling this meeting.

18.8 Assembly Question Period
The Assembly Chair invites attendees to ask questions and make comments.

Auditor: Under resolution 17.04 Appointment of an Auditor for the 2018 fiscal year, members reappointed BCGO. Our principal associate, Jean-Philippe Simon, has since switched firms to join Mallette. The Audit Committee consulted to determine if Parkinson Québec should launch a call for tenders. As the cost was the same and the professional competency and satisfaction with the work presented was respected, the decision to continue with Jean-Philippe Simon at Mallette was adopted.

Fundraising costs: It is explained that a minimum investment is required to raise money and the ratio that is targeted and achieved for the fundraising events developed by Parkinson Québec is 40-60, which meets fundraising best practices.

Explanation of the increase in revenues from Instants magiques: It is explained that the two honorary co-chairs made a big contribution to the event as did the entire team of volunteers from the campaign cabinet and the Board of Directors. The success of this activity is exclusively related to the hard work of a large number of dedicated volunteers and the progressive growth of the event's reputation over the past five years

- 18.9 Appointment of an Auditor for the 2019 Fiscal year
Stéphanie Proulx proposes the reappointment of Jean-Philippe Simon as auditor for the year 2019.

Résolution 18.04 : Appointment of an Auditor for the 2019 fiscal year

Jacques Huppertz moves to reappoint Jean-Philippe Simon as the auditor for the year 2019. The motion is seconded by Linda Bambonye and adopted unanimously.

- 18.10 Appointment of the Election Chair
Paul F. Dupré introduces the members of the Recruiting and Nominating Committee:
- Paul F. Dupré, Président
 - Gérald Bouffard
 - Mélanie Grenier
 - Sarah-Anaïs Julien-Matte
 - Gérard Tardif

The recruiting process is reviewed:

- The skills criteria were established by a survey of board members and analyzed by the Recruiting and Nominating Committee (RNC);
- The call for applications was ongoing throughout the past year;
- Seven applications were considered;
- One resume and one cover letter were requested from each candidate;
- The candidates with the required skills were interviewed by telephone by a member of the RNC;
- Once this first step was completed, where applicable, the candidate met with a member of the RNC;
- Subsequently, the selected candidates met with the committee chair and the Executive Director;
- The selected candidates were introduced at the March 26 meeting of the Parkinson Québec Board of Directors.

The members are asked to appoint an Election Chair. Stephanie Proulx is suggested as Election Chair.

Resolution 18.05: Appointment of the Election Chair

Moved by Claire Robert, seconded by Linda Bambonye, it is resolved and Stéphanie Proulx is unanimously appointed as Election Chair.

18.10 Election

The obligations of the Board of Directors are reviewed. In accordance with the Administrative Regulations of May 11, 2012, article 25 and following:

- Determine the number of board members for 2019
- Determine the number of board member positions to fill for 2019
- Present the candidates recommended by the Recruiting and Nominating Committee;
- Election of members: Propose a single list of candidates;
- Ask Assembly members to confer responsibility to the Parkinson Québec Board of Directors for filling the vacant positions.

Paul F. Dupré invites Stéphanie Proulx to speak. Ms. Grenier encourages attendees to consult the candidate biographies in the folder provided when they arrived. Assembly members are invited to ask questions about the proposed candidates. No question is raised.

During the Board of Directors meeting of March 21, 2019, the Recruiting and Nominating Committee recommended maintaining the number of Board members at 14.

Under resolution 17.07 adopted during the Annual Assembly of March 29, 2018, members gave Parkinson Québec board members the mandate to fill the vacant positions. A seat was therefore filled during the Board of Directors meeting of March 21, 2019:

- Nadia Smaili

With the addition of Ms. Smaili to the Board of Directors, the Board of Directors is now full and has 14 members. The Recruiting and Nominating Committee recommends a single list comprised of the following candidates:

Community Electoral College :

- Paul F. Dupré – Mandate renewal
- Mélanie Grenier – Mandate renewal

Regional organizations Electoral College

- Gérald Bouffard – Mandate renewal
- Joseph Bartlett – Mandate renewal
- Chantal Laurin – Mandate renewal

Resolution 18.06: Wholesale adoption of proposed candidate

Stéphanie Proulx asks for a mover for the adoption of the single list. Jacques Huppertz requests the vote for the adoption of the proposed single list because the request of the regional incorporated partners during conversations held during the year 2018, i.e., to give members of regional incorporated partners seats on the Parkinson Québec Board of Directors, was not adopted. A vote is therefore held on the adoption of the single list presented.

In favour: Parkinson Québec
Against: Parkinson Saguenay Lac-St-Jean, Parkinson Estrie, Parkinson Montréal-Laval, Parkinson Outaouais, Parkinson Abitibi-Témiscamingue, Parkinson Centre-du-Québec.Mauricie, Parkinson région Québec Chaudière-Appalaches.
Abstained: Parkinson Bas-St-Laurent

The single list is therefore rejected by the majority of members.

Resolution 18.07: Adjournment of the meeting, resumed at 7:40 p.m.

Parkinson Québec requests the adjournment of the meeting for a few minutes to consult the Administrative Regulations to ensure the rules are followed in the next steps. This adjournment is moved by Paul F. Dupré, seconded by Claire Robert, and adopted by the majority.

According to article 29 a: Electoral process

Board members are elected as follows:

- a) *At the Annual Assembly, voting members adopt by majority vote the single list of candidates proposed by the Recruiting and Nominating Committee.*

If the single list is rejected, the candidacy of each person on the list is brought to vote individually and voting members can elect by majority vote one or another of these people by secret ballot. If 60% or more of the candidates on the list are elected, the Board positions not filled remain vacant and Board members may fill these vacancies provided that no candidate not elected at the Annual Assembly shall fill such a vacancy.

If more than 40% of the candidates on the list are not elected: (i) the Assembly is adjourned; (ii) sitting Board members retain their functions until their successors are elected; (iii) an appropriate date and time is scheduled by member vote to resume the Assembly; (iv) the nomination process established by these Regulations resumes, provided the candidates not elected at the adjourned Assembly become ineligible.

Members shall vote by secret ballot on each candidate standing for re-election individually. It is agreed that to allow remote regional incorporated partners to cast a private vote, one member of Parkinson Québec will communicate by telephone with each remote member to obtain their vote, write it on a paper and provide it to the designated scrutineers. The positions are organized as follows:

Scrutineers: Renée Turgeon and Carla Reyes

Representatives of remote regional incorporated partners: Charlotte Bichon, Claudie Noël and Pascale St-Denis.

Vote counting: Stéphanie Proulx and Antoine Brylowski

For confidentiality reasons, these minutes do not show to whom the representatives spoke. Once the votes are counted, the Assembly is informed of the results:

Mélanie Grenier:	For 8	Against 1	Re-elected by majority
Gérald Bouffard:	For 2	Against 7	Rejected by majority
Joseph Bartlett:	For 1	Against 8	Rejected by majority
Chantal Laurin:	For 1	Against 8	Rejected by majority
Paul F. Dupré:	For 8	Against 1	Re-elected by majority

Resolution 18.08: Adjournment of the meeting, resumed at 8:25 p.m.

To take a few minutes to discuss next steps, Claire Robert asks to adjourn the meeting at 8:00 p.m. The meeting will resume at 8:25 p.m. Linda Bambonye moves the adjournment. It is seconded by Jean Ménard and adopted unanimously.

The Assembly is resumed at 8:25 p.m. Nadia Smaili, Parkinson Québec Board member, asks to speak. She reminds attendees that we have all come together to prioritize people living with Parkinson's Disease. She asks the defeated candidates to explain their involvement and what they have done since they got involved with the cause. Paul is invited to speak on behalf of Chantal Laurin who is absent.

It is moved to adjourn the Assembly to June 20, 2019. A vote on this date is requested:

In favour: Parkinson Québec, Parkinson Outaouais, Parkinson région Québec Chaudière-Appalaches, Parkinson Bas St-Laurent, Parkinson Saguenay Lac St-Jean, Parkinson Abitibi-Témiscamingue
Against: None
Abstained: Parkinson Centre-du-Québec.Mauricie, Parkinson Estrie, Parkinson Montréal-Laval

The date of June 20 is therefore adopted by the majority. A convocation notice will be sent to members no later than May 20, 2019.

Resolution 18.09: Adjournment of the meeting to June 20, 2019

Jacques Huppertz moves to adjourn the meeting at 8 :45 p.m. The motion is seconded by Jean Ménard and adopted unanimously.

People are invited to stay for the awarding of the prix tulipe and for the cocktail hosted by Parkinson Québec.

Written by Josée Ouellette
Reviewed by Nicole Charpentier and Paul F. Dupré

Approved by

*Paul F. Dupré
Assembly Chair*

*Josée Ouellette
Assembly Secretary*

On: _____/_____/_____