



Parkinson Québec's 19th Annual Meeting

Minutes

Thursday, 26 March 2020, from 6:00 to 9:15 PM
Virtually (Microsoft Teams)

Attendance sheet		
First Name	Last name	Capacity
Linda	Bambonye	President Parkinson Montréal-Laval - Voting
Joseph	Bartlett	Administrator Parkinson Québec
Gérald	Bouffard	Administrator Parkinson Québec
Nicole	Charpentier	Executive Director Parkinson Québec
Daniel	Cauchon	Administrator Parkinson Québec
Edmond	Chow	Administrator Parkinson Québec
Marie-France	Cloutier	Treasurer Parkinson Montréal-Laval
Gabriel	Demers	Administrator Parkinson Québec
Paul F.	Dupré	President Parkinson Québec - Voting
Florent	Durieux	Administrator Parkinson Québec
Jacques	Forest	Volunteer
Robert	Fournier	President Parkinson Bas-St-Laurent (remotely) - Voting
Gérard	Frenette	President Parkinson Centre-du-Québec.Mauricie (remotely) - Voting
Mélanie	Grenier	Administrator Parkinson Québec
Jean	Hamel	Secretary BOD Parkinson région Québec Chaudière-Appalaches
Julie	Henrichon	Candidate, BOD Parkinson Québec
Jacques	Huppertz	President Parkinson Estrie - Voting
Hélène	Lapointe	Vice president Parkinson Centre-du-Québec.Mauricie (remotely)
André	Lemelin	Volunteer Parkinson Québec
Jean	Ménard	President Parkinson Abitibi-Témiscamingue - Voting
Nicolas	Nadeau	Volunteer Parkinson Québec
Josée	Ouellette	Executive Assistant
Stéphanie	Proulx	Treasurer Parkinson Québec
Julien	Regoli	Candidate, BOD Parkinson Québec
Carla	Reyes	Community development officer
Romain	Rigal	Coordonnateur au développement des services
Micheline	Roberge	President Parkinson région Québec Chaudière-Appalaches - Voting
Claire	Robert	President Parkinson Outaouais - Voting
Nadia	Smaili	Administrator Parkinson Québec
Gérard	Tardif	Administrator Parkinson Québec
Lyne	Tremblay	President Parkinson Saguenay Lac-St-Jean (remotely) - Voting

31 attendees

Welcoming attendees

19.01 Annual Meeting Opening Session

Paul F. Dupré welcomes the attendees of Parkinson Québec's 19th Annual Meeting and introduces himself as the President of the Board of Directors (BOD). He declares the meeting open at 6:05 PM. In view of health measures imposing social distancing due to COVID-19, we ask that the members adopt the following resolution:

[Resolution 19.01: Holding the annual meeting virtually](#)

Parkinson Québec is expected to have its accountability ready every March 31 and it has to include the issues discussed on the agenda;

Given the COVID-19 related circumstances, the government authorities and the public health department recommend de limiting meetings between people to avoid spreading the virus;

Seeing as we are able to hold our meeting virtually safely in according to the recommendations mentioned above;

It was agreed to hold the annual meeting of Parkinson Québec virtually, deem it valid and legitimate and have all members consent.

Proposed and resolved

By the members of Parkinson Québec to declare themselves agreeing and consenting with the holding of the annual meeting virtually, to recognize its legitimacy and authorize, Paul F. Dupré, President, and Nicole Charpentier, Executive Director of Parkinson Québec to move forward with the opening of the meeting.

Put forward by Gérard Frenette

Endorsed by Micheline Roberge

Adopted unanimously

Nicole Charpentier is introduced as Parkinson Québec's Executive Director and begins hosting the meeting.

Designating a President of the Meeting

As stated in article 15 of the administrative regulation of Parkinson Québec, the President of the BOD presides the annual meeting. Paul F. Dupré is thus named President of the meeting.

Designating a Secretary of the Meeting

The members are asked to designate a secretary of the meeting. Josée Ouellette is recommended as secretary of the meeting.

[Resolution 19.02: Designating a Secretary for the Meeting](#)

As proposed by Robert Fournier and endorsed by Jacques Huppertz, it is resolved and unanimously adopted to name Josée Ouellette as secretary of the meeting.

Revising the operating rules in accordance with the Administrative Regulation of Parkinson Québec

The President of the meeting reminds everyone of the administrative regulation of Parkinson Québec in relation to the annual meeting:

- The notice of the meeting was issued within the timeframe set on Parkinson Québec's website and the relevant documents were sent and made available;
- The voting members are the eight (8) incorporated regional partners who signed the Agreement and provincial jurisdiction;
- All attendees have the right to speak during the question period scheduled during the meeting;
- The responsibilities of the assembly are recalled;

- People will vote by show of hands unless someone requests a secret vote.
- 19.02 Quorum record
Quorum is recorded, nine out of nine members, signatories of the Agreement (8) and the provincial authority (1) are represented.

- 19.03 Adopting the draft agenda
The President of the meeting calls upon the members for their questions and comments. We would like to add a talking point right after question period. This point will be called 19.08 Emergency motion. The rest of the agenda will be shifted in consequence.

Resolution 19.03: Adopting de the agenda

As proposed by Lyne Tremblay and endorsed by Linda Bambonye, the agenda including the amendment shown below is adopted unanimously.

- 19.04 Approval of minutes on 28 March 2019 and 20 June 2019
The President calls upon the members for their questions and comments on the minutes.

Minutes of 28 March 2019

The minutes are deemed compliant. No comments were made.

Resolution 19.04: Approval of March 20, 2019, Minutes of the Annual Meeting

As proposed by Gerard and endorsed by Jean Menard, the minutes of March 28, 2019, are unanimously approved.

Minutes of June 20, 2019

Considering the Annual Meeting of June 20 follows the Annual Meeting of March 28, we should have read the 18th Annual Meeting. Modifications to the title and numbering will be mentioned in the minutes.

Resolution 19.05: Approval of June 20, 2019, Minutes of the Annual Meeting

As proposed by Linda Bambonye and endorsed by Robert Fournier, the June 20, 2019 minutes are carried forward, reflecting the above-mentioned correction, and unanimously approved.

Presentation and acknowledgement of the 2019 Annual Activity Report

Executive Director Nicole Charpentier presents the 2019 Annual Activities Report; the theme of the aforementioned report is "Trace". This theme was chosen because it alludes to the traces the illness leaves in each individual. Parkinson Québec is working to support these people, helping them gather strength to take action, and allowing these "traces" to be distant memories.

Nicole Charpentier presents the Board of Directors, the permanent team members of Parkinson Québec as well as the regional offices and local committees, thanking them for their support, involvement and commitment. She also mentions the stability of the regional partners who signed the Agreement. This stability allows for growth and gives community members access to quality local services by dedicated and committed staff.

A few standout facts of 2019, notably but not exclusively:

- Be the reference: The scope of Parkinson Québec for its clients is consistently growing, along with a strategic plan where guidance is the number one priority and the goal is to be THE reference in Quebec for people with Parkinson's
- Fundraising: Close to \$2 million was collected in 2019 from all types of donations
- Rights Protection: A first major issue carried by Parkinson Quebec, that of pesticides
- Building an alliance with partners

- Drafting a memoir
- Filing the report to a parliamentary committee
- Parkinson Québec demands:
- Recognition of Parkinson's disease as an occupational disease
- Establishing a compensation fund for pesticide victims
- Research: Developing a partnership with Parkinson Québec Network and a project in order to finance clinical research.

The members of Parkinson Québec received the 2019 Annual Activities Report favourably.

- 19.05 Presentation and reception of the 2019 audited financial statements
Paul F. Dupré invites Gérard Tardif, Treasurer of Parkinson Québec, to present the 2019 financial statements. M. Tardif reads them and provides explanations. It is said that the strength of the balance sheet will allow Parkinson Québec to face the COVID-19 crisis. We also anticipate filing a revised budget, at the board of directors, in the weeks to come.

The 2019 audited financial statements were received favourably by the members

- 19.06 **The Meeting's** Question Period
The President of the meeting invites the attendees to ask their questions and present their comments.
- Direct mailing expenses: The costs incurred for direct mailing are not subjected to a specific budgetary item. They are included in the printing and postal costs.

Rental fees: The reduced rent is explained by the fact that Parkinson Québec entered a one-year lease only with Bureau Cœur des Laurentides.

- 19.07 Emergency Motion
Paul F. Dupre looks back at the history of the Conseil du regroupement des régions Parkinson Québec (CRRPQ). He returns to the questions asked by the incorporated regional partners during the annual meeting of March 28, 2019, taking over the discussion in order to arrive to a consensus. Since then, rallying projects have been suggested: Liaison Parkinson and the Pesticides file. In order to make it possible to resume dialogue, the board of directors entrusted two new administrators, Daniel Cauchon and Florent Durieux, with the mandate of proposing a reconciliation process. The project entitled "PACTE: Personne Atteinte au Cœur de nos Tâches et de nos Efforts" was approved by Parkinson Québec's BOD in order to present it to the members.

Mr. Dupré invites Mr. Cauchon and Mr. Durieux to take the floor. Daniel Cauchon presents the document submitted earlier and explains the proposed approach:

Phase 1: Contains points one to seven outlined in the table. A steering committee will be created. Aside from Mr. Cauchon and Mr. Durieux, this committee includes three people who are regional partners. This committee would examine the idea of a collaboration project between Parkinson Québec and its incorporated regional partners. This way, it would develop a strategic plan suitable for both parties. The purpose of Phase 1 is to introduce a new type of agreement, the "PACTE," at the 2021 annual meeting.

Phase 2: The operationalization of the new "PACTE" by CRRPQ members.
The adoption of a resolution arising from this reconciliation process is introduced.

The members are invited to make their comments and ask questions.

Lyne Tremblay, administrator of Parkinson Québec and Parkinson Saguenay–Lac-Saint-Jean says that it's an exciting project and that the BOD of Parkinson Québec's wish was for everyone to talk it over at the annual meeting.

Exchanges in relation to this project are taking place.

Before adopting the proposed resolution, Jean Ménard asks for an amendment to its wording. To change the word “president” for “representative” at the third bullet point of the proposition. It would read as follows:

Ask the voting members at this general meeting to officially identify together, by the end of May 2020, three (3) volunteers, among the presidents and representatives of the incorporated regional Parkinson organizations, willing to join the steering committee as members and representatives of these same organizations;

Resolution 19.06: Resuming collaboration between the incorporated regional partners and Parkinson Québec

Daniel Cauchon reads the proposed resolution:

- Considering the evolving challenged that we face, to help people suffering from Parkinson's;
- Considering the clear desire of Parkinson Québec and incorporated regional Parkinson organizations' representatives to resume dialogue and talks, in an atmosphere of strong and open collaboration, in order to adapt to these challenges together;
- Also considering that the negotiations between Parkinson Québec incorporated regional Parkinson organizations to renew the 2012 Agreement are currently off;
- Considering that this situation has been going on since 2018 and that it generates organizational and operational ambiguity;
- Considering that a reconciliation is integral for allowing each party to fulfill, individually and together, their missions and commitments to people with Parkinson's;

Proposition

It is suggested:

- To form a steering committee with a mandate of proposing a reconciliation process before the parties mentioned above;
- To propose, Mr. Daniel Cauchon and Mr. Florent Durieux, members of this committee and representatives of Parkinson Québec;
- To ask the voting members at this general meeting to officially identify together, by the end of May 2020, three (3) volunteers, among the presidents and representatives of the incorporated regional Parkinson organizations, willing to join the steering committee as members and representatives of these same organizations;
- To allow the steering committee to associate, as needed, resource people to help fulfill the mandate;
- Mandate this steering committee to propose, for Parkinson Québec's next annual meeting in 2021, a new “P.A.C.T.E,” an agreement to put the person suffering from Parkinson's at the centre of our work and efforts.

As proposed by Jean Ménard and endorsed by Micheline Roberge, this resolution is unanimously adopted.

The partners want to make it clear that this resolution aims to adopt the proposition not the strategy. It is agreed that the proposed strategy will be analyzed and polished by the steering committee. The regional partners are ready to complement this committee and recommend the members representing incorporated regions. It is thus decided that the steering committee made up of:

- Daniel Cauchon

- Florent Durieux
- Linda Bambonye
- Lyne Tremblay
- Jacques Huppertz

Paul F. Dupré suggests a 10-minute break.

- 19.08 Nomination of the auditor for the 2020 fiscal year
G rard Tardif proposes the renewal of the contract with Jean-Philippe Simon and the Malette firm as the auditor for the year 2020.

Resolution 19.07: Nomination of an auditor for the 2020 fiscal year

As proposed by Linda Bambonye and endorsed by Claire Robert, it is resolved and unanimously adopted to rehire Mr. Jean-Philippe Simon and the Malette firm to assume the auditing mandate for the year 2020.

- 19.10 Amendment to the Administrative Regulation
Paul F. Dupr  informs the members of the BOD of the decision to postpone the amendment to the Administrative Regulation at a later date in order to offer the steering committee leeway to discuss. It was decided at the BOD along with three representatives of the regions, Lyne Tremblay, Gabriel Demers and Daniel Cauchon to give this mandate to the steering committee.

Also, in the name of sound governance, we informed the assembly that the voting members could not legally send in amendments and approve them afterward. According to good practices and the law, it is the administrator's responsibility, through the BOD, to send in amendments to the administrative regulation and entrust the approval to the voting members.

Furthermore, in accordance with the administrative regulation, article 10-c the annual meeting gathers the annual report and the financial statements, designates the auditor, appoints the administrators and approves the amendments to the organization's administrative regulation.

In accordance with the administrative regulation article 10-e: The Assembly can, without notice, discuss any issue, excluding the dismissal of an administrator or a member or the amendment to statutes and regulations, upon the request of two thirds (2/3) of the voting members present.

Following the decision of the BOD of Parkinson Qu bec, the members show their dissatisfaction for not having been informed earlier.

Discussions arise from arguments made by both parties, Parkinson Qu bec and the incorporated regional partners. It came to the attention of the President of the meeting that in case of a dispute, the Agreement of 2012 prevails. Jacques Huppertz calls for a vote for approval of the amendments to the administrative regulation. Paul F. Dupr  wishes to clarify, before the vote begins, that if this request was endorsed, Parkinson Qu bec and the incorporated regional partners will be officially in violation of the sound governance regulation for not-for-profit organizations and before Canada Revenue Agency and Revenu Qu bec.

We are taking a vote
Abitibi-T miscamingue: In favour
Bas-St-Laurent: Against
Outaouais: In favour
Saguenay-Lac-Saint-Jean : Abstention
Estrie: In favour
Mauricie.Centre-du-Qu bec: In favour
Montr al-Laval: Abstention
Qu bec Chaudi re-Appalaches: Abstention
Parkinson Qu bec: Against

In favour: 4
Against: 2
Abstention: 3

The motion was defeated since two-thirds of the members did not vote in favour of the motion.

19.10 List Management Method

Discussions regarding the following request take place:

It is recommended that Parkinson Québec create a privacy policy regarding personal data, which would stipulate that all confidential data (addresses, phone numbers, emails, etc.) collected as part of a program or event could only serve and be used within the framework of the said program or event.

Paul F. Dupré takes the floor and informs the members that he is unable to go on with the meeting. He designates Gérald Bouffard as president of the meeting and asks of members to consider his departure as his resignation as president and administrator of Parkinson Québec. He leaves the meeting at 8:45 PM.

Gérald Bouffard suggests taking a 15-minute break to let administrators ensure the right course of action for the rest of the meeting.

The administrators are back to the meeting at 9:05 AM. As vice president, Gérald Bouffard is resuming the meeting and asks to recommend Nicole Charpentier as President of the meeting for the rest of the meeting.

[Resolution 19.08: Designating a Chairman of the Meeting](#)

As proposed by Jean Ménard and endorsed by Linda Bambonye, it is resolved and unanimously adopted to appoint Nicole Charpentier as Chairman of the meeting.

Ms. Charpentier makes sure to have the quorum before proceeding.

Given the lateness of the hour, Claire Robert requests that the annual meeting be adjourned. A resumption date will be given to members at a later date.

[Resolution 19.09: Designating a Secretary of the Meeting](#)

As proposed by Gérard Frenette and endorsed by Linda Bambonye, it was resolved and unanimously adopted to adjourn the annual meeting at 9:13 PM.

Drawn up by Josée Ouellette
Revised by Nicole Charpentier and by Gérald Bouffard

Approved by

Gérald Bouffard
Vice president de Parkinson Québec

Josée Ouellette
Secretary of the meeting

On: _____/_____/_____