

PARKINSON WELLNESS PROJECTS (the Society)

Notice of 2022 Annual General Meeting

TO: All members of the Society

TAKE NOTICE that an annual general meeting of the Society will be held at 4:00 p.m. on Monday September 12, 2022 at 202-2680 Blanshard Street, Victoria BC. Coffee, tea and sweet goodies will be available.

The agenda for the meeting (with accompanying documents) is attached.

It is expected that directors' meetings will precede and immediately follow the annual general meeting.

Dated August 16, 2022

A handwritten signature in black ink, appearing to read 'Michael Shepherd', written in a cursive style.

Michael Shepherd
Secretary

**ANNUAL GENERAL MEETING
of PARKINSON WELLNESS PROJECTS (“PWP”)**

TIME: 4pm on September 12, 2022

LOCATION: 202-2680 Blanshard Street, Victoria, BC

Agenda

1. **Welcome and confirmation of quorum**
2. **Adoption of rules of order-** motion to approve adoption of *Robert’s Rules of Order (Newly Revised)* as rules of order for the meeting.
3. **Minutes of PWP’s last general meeting-** already approved but attached as Appendix A for information.
4. **Annual report of board activities from Don Manning, Board Chair-** attached as Appendix B.
5. **Annual report on operational activities from Bailey Martin, Executive Director-** attached as Appendix C.
6. **Presentation of 2021/22 financial statements (along with review engagement report) by John Heraghty, Treasurer-** attached as Appendix D.
7. **Opportunity for members to ask questions.**
8. **Moment of silence** in remembrances of participants and supporters of PWP (and its predecessor organizations) who passed away in the past year.
9. **Presentation by PWP participant(s) about their experiences with PWP services**
10. **Election of directors**

The board of directors will consist of 8 members if the two current board members standing for election are re-elected at this meeting. The board is comfortable with this size at present, but plans to shortly undertake a review of both its size and whether there are any skills, expertise or other important characteristics missing on the current board that could form the basis for recruitment of future board members.

The terms of two board members, Don Manning and Terry Gorsuch, expire at this meeting, and both are standing for re-election for 3 year terms. Their bios appear on the PWP website. This is the slate the board is proposing be elected at this meeting.

Adjournment

**PARKINSON WELLNESS PROJECTS (the “Society” or “PWP”)
a society resulting from the amalgamation
on November 20, 2020
of
Parkinson Wellness Project (“Pre-Amalgamation PWP”)
and
Victoria Epilepsy and Parkinson’s Centre Society (“Headway”)**

Annual General Meeting – Meeting Minutes
2:00 pm Monday, September 27, 2021
via Zoom

Present:

Don Manning, Chair	Andy Robinson, Vice-Chair
John Heraghty, Treasurer	Michael Shepherd, Secretary
Bruce Clow	Dave Douglas
Lisa Macquisten	Terry Gorsuch
Maureen Duncan	Melinda Minkley
Bailey Martin (staff)	

Regrets: Jillian Carson

A notice of this meeting (the “Notice of Meeting”) was sent to each member of the Society in accordance with the *Societies Act*.

A quorum being present, the meeting commenced at 2:00 pm. The meeting followed the agenda set out in the Notice of Meeting.

1. PREVIOUS MINUTES

As this was the first general meeting of PWP, there were no previous minutes of PWP general meetings to approve. The minutes of Headway’s last general meeting were approved by Headway’s board of directors as authorized by Headway’s members. The minutes of Pre-Amalgamation PWP’s last annual general meeting were not previously approved.

*MOTION: (John) that the draft minutes of Pre-Amalgamation PWP’s annual general meeting held on October 27, 2020 be approved as attached to the Notice of Meeting.
CARRIED.*

2. REPORT OF DIRECTORS TO MEMBERS

This report consisted collectively of the approved minutes from PWP board meetings since the amalgamation on November 20, 2020, which were made available to all PWP members. Members were given the opportunity to ask questions about the activities of PWP during that period.

3. PRESENTATION OF APPROVED FINANCIAL STATEMENTS

Financial statements approved by PWP's directors (for the period ended March 31, 2021), along with a review engagement report issued by CPCM & Co., were attached to the Notice of Meeting. Members were given the opportunity to ask questions about the financial statements.

4. ELECTION OF DIRECTORS

No election of directors was required at this meeting as there were no vacancies on the board. At the time of the meeting, the board consisted of 10 directors. The document attached to these minutes as Schedule A shows the term expiry dates of the current directors.

5. RECOGNITION OF PAST DIRECTORS

Don expressed appreciation for the work of directors resigning in the past year: Sam Yager and Michael Groot.

6. BYLAW AMENDMENTS

MOTION: (Michael) that the proposed bylaw amendments attached to the Notice of Meeting be approved. CARRIED UNANIMOUSLY.

A copy of those amendments is attached to these minutes as Schedule B.

Action item: Michael to file updated bylaws with corporate registry.

7. APPROVAL OF THESE MINUTES

MOTION: (Michael) that the board of directors be authorized to approve these minutes. CARRIED.

Action item: Michael to file annual report with corporate registry.

The meeting ended at approximately 2:08 pm.

[Original signed by Don Manning]

[Original signed by Michael Shepherd]

Don Manning
Chair

Michael Shepherd
Secretary

SCHEDULE A

Term expiration dates of current PWP directors

Name	Term expiration date
Bruce Clow	End of 2022 AGM
Dave Douglas	End of 2022 AGM
Maureen Duncan	End of 2022 AGM
Terry Gorsuch	End of 2022 AGM
John Heraghty	End of 2023 AGM
Lisa Macquisten	End of 2023 AGM
Don Manning	End of 2022 AGM
Melinda Minkley	End of 2023 AGM
Andy Robinson	End of 2023 AGM
Michael Shepherd	End of 2023 AGM

SCHEDULE B

Proposed Bylaw Amendments

1. *Bylaw 4.9 is added as follows:*

Removal of director for misconduct

4.9 The Board may, by passing a director's resolution supported by at least 2/3 of the directors, remove a director from office for misconduct by that director. Before a resolution is passed under this Bylaw, a written notice must be sent to the director of their proposed removal, including reasons, and the director must be given a reasonable opportunity to make representations to the Board respecting their proposed removal. For the purposes of this bylaw, "misconduct" means any of the following:

- (a) a breach by the director of the Act, these Bylaws or a policy of the Society;
- (b) a communication or other action by the director, whether or not in the course of participating in activities or internal affairs of the Society, which the Board considers
 - (i) to be immoral, deceptive, scandalous, or obscene, or
 - (ii) may significantly injure, damage, tarnish or otherwise negatively affect the reputation or goodwill of the Society; or
- (c) a habitual failure of the director to attend or participate in meetings of the Board.

2. *Bylaw 4.10 is added as follows:*

Power of board upon complaint against director

4.10 If a written complaint against a director is received by the Society that alleges a matter described in paragraphs (a) or (b) in the definition of "misconduct" in Bylaw 4.9., the Board may, by director's resolution, require the director to immediately cease attending meetings of the Board and Board committees or otherwise participate in Board activities until the earlier of the following:

- (a) an investigation of the complaint has been completed;
- (b) a period of 3 months has elapsed from the receipt by the Society of the complaint;
- (c) the Board has passed a further resolution permitting the director to recommence their participation in Board activities.

3. *Bylaw 6.2 is amended by adding the following sentence at the end:*

If a person holding a Board position described in Bylaw 6.1 ceases to be a director, the person will also automatically cease to hold the Board position.

APPENDIX B

Parkinson Wellness Projects 2021 — 2022 Board Chair Report

Dealing with the challenges of COVID, including meeting remotely for the total year, the PWP Board of Directors made significant progress as a new organization, created by the amalgamation of Headway and Parkinson Wellness Project. Following are four notable accomplishments in the last year:

1. With the help and guidance of a volunteer facilitator, development of the first **Strategic Plan** for the new PWP. An annual review of this plan is currently underway.
2. Development of **policies and procedures** essential to good governance.
3. Promoting **Bailey Martin** to Executive Director in the Fall of 2021.
4. Naming **Jarislowsky Fraser Ltd** as Investment Manager in December, 2021.

On behalf of the PWP community I would like to thank Board members Michael Groot, Sam Yager and Maureen Duncan who have left the Board, and Bruce Clow and Dave Douglas who will be leaving on the completion of their terms at the Annual General Meeting. Their individual contributions during a year of growth and transition have been invaluable.

With the appointment of an Executive Director, the Board of Directors is moving from being very 'hands on' to a more governance/policy model. As an example of this growth, the Board is pleased to support management's decision to contract expert fundraising advice and assistance to help ensure our long-term sustainability.

On a personal note, I enjoy serving our amazing community of fighters — it is the most rewarding volunteer work I have ever done. Thank you.



Don Manning
Board Chair

APPENDIX C

Parkinson Wellness Projects 2021 – 2022 Executive Director Report

This past year at Parkinson Wellness Projects (PWP) has had its share of ups and downs. While the global pandemic lasted longer than anyone anticipated, PWP continued to offer programs and services on a virtual platform, and slowly reintroduced in-person options. We continue to establish and grow partnerships within the community, and are hard at work securing grants and increasing awareness, not only of PWP, but of Parkinson's disease in general. I'm excited to share what PWP has been up to this past year, and I'm looking forward to the year ahead.



Bailey Martin, Executive Director

The year in review:

- 500 registered participants.
- 150 participants on Zoom.
- 125 one-on-one assessments.
- In person classes had over 1000 attendees.
- Currently providing 18 classes per week: 8 in person, 7 on Zoom, and 3 hybrid.
- 250 people took part in our educational webinars.
- Provided over 200 one-on-one or family counselling sessions.
- Currently offering 6 support groups: 3 for people with Parkinson's (1 on Zoom), and 3 for care partners (1 on Zoom).

How has PWP grown?

- We hired a part-time counsellor, Dr Linda Franchi.
- The centre expanded and took over the entire second floor, adding an additional 1500 square feet of gym space and offices.
- We welcomed physiotherapist and Parkinson's specialist, Naomi Casiro of NeuroFit, who shares the gym space and teaches exercise classes for PWP.
- We established a satellite location at McTavich Academy to offer exercise classes for participants located in the Saanich Peninsula.
- We started a fine arts exhibition in the PWP hallways.
- We established a partnership with Camosun College and the massage therapy program to offer massages to participants and care partners.
- We created an on-going 5-week Parkinson's Newly Diagnosed Educational series.
- We trialed a Collaborative Care Initiative with Amy Tran, Pharmacist, and Dr. Keiran Tuck, Movement Disorder Specialist, to offer medication consultations between neurologist appointments.
- We hired a Fundraising and Communications Coordinator, Fonon Nunghe.
- We hired a kinesiologist, Ryder Sheen, to help with assessments and decrease the wait time to join exercise classes.

Who has PWP connected with in the community?

Coleen Heenan, Nurse Practitioner
Sara Pape-Salmon, Nurse Practitioner
Dr. Keiran Tuck, Movement Disorder
Specialist
Larry Gifford, PD Avengers
Kristine Gagnon, Victoria Hospice
Shelly Yu, Physiotherapist with PSBC
Amy Tran, Pharmacist
Dr. Debra Sheets, Dementia Friendly
Victoria
Jasmine Cload, SLP

Kelsey Thompson, Remedy Wellness Centre
Andrea Carey, One Ability
Dr. Pam Hutchison, ND
Tiffany Rush, Dietician
Nicole Domanski, UBC Clinical Pharmacist
Isobel Mackenzie, Office of the Seniors
Advocate
Dr Omesh Kulkarni, Movement Disorder
Specialist
Rob Fleming, MLA
Grace Lore, MLA

Jean Blake, PSBC: PWP looks forward to continued collaboration with PSBC, and we are working on a memorandum of understanding to strengthen our relationship.

What fundraising activities has PWP been up to?

PWP was the charity of choice for the Douglas Mile, an event that kicked off the Victoria Day Parade in May. PWP raised close to \$20,000, and we are thrilled to lead this event as the charity in the years to come.

In July 2022, PWP partnered with Frontier, a marketing company, to help guide our fundraising. We pride ourselves on the experience and knowledge of our team, and realized that fundraising was an area where we needed to bring in the experts.

Our most sincere thanks to the following organizations for providing grants or sponsorships:

RBC Foundation	Sunovion
Victoria Foundation	Paladin Labs
Victoria Harbourside Rotary	Lug

We would not be where we are without our tireless volunteers:

Zoe Stocker	Erin Macpherson	Dale Patterson
Ian Popoff	Danielle Peros	Alf Todd
Sandra Tooze	Chris Spitzer	Beverley Patterson
Deb Madison	Bryan Skillen	Barb Warnock
Deborah Barr	Michele Thompsett	Jean Greatbatch
Adrian Silva	Mandy Parker	Pat Gorsuch
Katie Fehler	Lindy Skillen	Lydia Doonan
Aimee Jenkinson	Sandy Tourigny	Stephanie Shum
Sydney Rayner	Leigh Barwin	Julie Sneath
Terrance O'Brien	Bruno Cocorocchio	Joan Head
Nancy Reed		

Thank you to PWP's volunteer board.

APPENDIX D

PARKINSON WELLNESS PROJECTS

Financial Statements

Year Ended March 31, 2022