



ANNUAL MEETING

1. WELCOME

Brenda Clark, CHRE, Chair of the Board of the Human Resources Professionals Association (HRPA), took the Chair and welcomed all members to the 2017 Annual Meeting of HRPA.

Ms. Clark introduced the panel, which included, Bill Greenhalgh, Chief Executive Officer, Jennifer Laidlaw, Chair of the Finance and Audit Committee, Claude Balthazard, Registrar and VP Regulatory Affairs and Louise Tagliacozzo, Director of Board Relations.

By conducting the meeting by webcast, Ms. Clark, indicated that this would permit voting members wherever they be geographically located to have the ability to participate in the Annual Meeting.

Voting during the meeting would be conducted by voting cards and that all members should have registered at the registration desk at the entrance of the room to receive their voting card and proxy voting card where applicable.

It was noted that there were 62 voting members present, in person, online, and represented by proxy.

2. CALL TO ORDER

Notice having been given of the Annual Meeting, in accordance with the by-laws and with a quorum present, the Chair declared that the meeting was duly constituted for the transaction of business of the Association, and called the meeting to order.

The Chair reviewed the rules of procedure governing the Annual Meeting for information.

3. REPORT ON PROFESSION

The Chair took the podium and provided a [report on the Profession](#)

4. REPORT ON ASSOCIATION

Bill Greenhalgh, CEO took the podium and provided a [report on the Association](#).

Mr. Greenhalgh thanked the members for their continued support and thanked the Chair of Board for her continued dedication to the Association.

5. MINUTES OF THE PREVIOUS ANNUAL MEETING

The minutes of the last Annual Meeting held on May 19, 2016 were distributed to members electronically with pre-registration and were posted on the HRPA web site.

MOTION

It was duly moved and seconded:

“THAT the minutes of the last Annual Meeting held on May 19, 2016 are approved as circulated.”

CARRIED

6. **BY-LAWS**

The Chair indicated that a detailed table of concordance was circulated with the meeting materials. The table details each revision and provides rationale for the changes.

A question was raised from an online participant on the Associations Chapter Operating Terms. The Chair indicated that the question may potentially be addressed under other business as there were no revisions to the Associations Chapter Operating Terms.

MOTION

It was duly moved and seconded:

“THAT the HRPAs By-Laws enacted by the HRPAs Board of Directors since the last Annual Meeting be ratified as circulated.”

CARRIED

7. **AUDITORS’ REPORT FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2016**

Jennifer Laidlaw, CHRE, Chair, of the Finance & Audit Committee, presented the Auditors’ Report. Ms. Laidlaw stated that the Auditors’ Report for the year ending November 30, 2016, as prepared by the auditing firm KPMG, LLP, had been received and approved by the Board of Directors. The [Summarized Financial Statements were distributed](#).

The Committee Chair provided highlights from the Auditors’ Report. She noted that the audit was conducted in accordance with generally accepted auditing standards and that in the auditor’s opinion the financial statements presented fairly, in all material aspects.

MOTION

It was duly moved and seconded:

“THAT the Auditors Report and Financial Statements for the year ending November 30, 2016 be accepted as presented.”

CARRIED

8. **APOINTMENT OF AUDITORS FOR 2018**

The Committee Chair indicated that the accounting firm of *KPMG LLP* was being proposed to the membership for re-appointment as the auditors of HRPAs.

A question was raised from floor on how long *KPMG LLP* has been the Associations’ Auditors and what is HRPAs’ business practice on review of Auditors.

In accordance with the Association’s policies and procedures the review of auditors, is expected to occur every five years. Currently *KPMG LLP* has been the Associations Auditors for three years.

MOTION

It was duly moved and seconded:

“THAT the accounting firm of *KPMG LLP* be appointed Auditors for HRPAs for the 2018 fiscal year and that the Board of Directors be empowered to fix the remuneration of the Auditors.”

CARRIED

9. REPORT ON REGULATION AND STATUTORY COMMITTEES

The Association registrar and vice president regulatory affairs, Dr. Claude Balthazard, C. Psych., CHRL shared with members a report on regulation and statutory committees.

HRPA is a professional regulatory body which has been given by the Ontario Legislature the mandate to promote and protect the public interest by governing and regulating the practice of its members and firms in accordance with the *Registered Human Resources Professionals Act, 2013* and the by-laws enacted pursuant to this *Act*.

In regards to the fulfilment of this public protection mandate, Dr. Balthazard pointed to the following highlights for fiscal 2016:

- The continued roll-out of new designation framework with the successful introduction of CHRP and CHRL The development of, Employment Law Exams and the successful introduction of Job Ready Program as part of the CHRP certification process.
- The introduction of computer-based testing.
- A stellar assessment report from the Office of the Fairness Commissioner which made no recommendations and pointed out many commendable registration practices.
- Further updates to the By-laws to bring them more in line with the *Registered Human Resources Professionals Act, 2013*.

Dr. Balthazard shared that in 2016, there were:

- 2545 exams administered
- 2371 Continuing Professional Development logs were processed
- 10 referrals to the Registration Committee
- 9 referrals to the Complaints Committee
- 2 referrals each to the Discipline Committee and Review Committee

As with other professional regulatory bodies that are new to regulation, HRPAs do have what are known as 'new regulator' issues:

- Compliance with the Professional Liability Insurance requirement, and the requirement to notify the Registrar of bankruptcies and insolvency continues to be very low.
- The rate of professional complaints against HRPAs members continues to be very low.
- Communication.

Recently the Office of the Registrar has taken a leadership role in getting the regulatory message across:

1. Creation of the quarterly *Regulatory Affairs* newsletter
2. The Office of the Registrar's *Understanding Regulation* series of webinars has been extremely successful with 16 webinars and over 5000 attendees in 2016
3. The quarterly Registrar's Reports are now posted on the HRPAs website.
4. The use of social media such as LinkedIn is making it possible to get messages out regarding HRPAs regulatory processes.

These communication initiatives will continue to be a priority in 2017.

10. REPORT ON ELECTION OF DIRECTORS

The Chair of the Board shared with the assembly the results of the province wide election. She noted that Annette van't Spyker, John Hannah and Patricia Johns were successful in election.

She introduced the 2017-2018 Board of Directors:

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|-------------------|--------------------------|
| 1. Brenda Clark | 8. Barbara Mellman |
| 2. Karen Stone | 9. Bonnie Seidman |
| 3. Sue Corke | 10. Karen Stone, and |
| 4. Les Dakens | 11. Bob Thompson |
| 5. Girish Ganesan | 12. Annette van't Spyker |
| 6. John Hannah | 13. Bill Greenhalgh, CEO |
| 7. Patricia Johns | |

The Chair thanked the outgoing board directors for their commitment and hard work over the years. The outgoing directors are: Michelle Collier, Alice Kubicek, Jennifer Laidlaw and Merv Hiller.

11. OTHER BUSINESS OR QUESTIONS FROM THE FLOOR

The question from an online participant earlier in the meeting was addressed online by the board secretary. The question related to the current chapter operating terms and the secretary advised the member that there were no revisions brought forward for the annual meeting.

An online participant asked if HRPAs designations were recognized across Canada and could designation holders practice outside of Ontario. The Chair indicated that as an HRPAs member those individuals could practice outside of Ontario.

12. ADJOURNMENT

As there was no further business to be brought forward, the Chair asked for a Motion to adjourn the meeting at 1:05 p.m.

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| <p>MOTION</p> <p>It was duly moved and seconded:</p> <p>“THAT the 2017 Annual Meeting be adjourned.”</p> <p style="text-align: right;">CARRIED</p> |
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*ORIGINAL SIGNED

Brenda Clark
Chair of the Board

*ORIGINAL SIGNED

Louise Tagliacozzo
Recording Secretary