

ANNUAL MEETING

1. WELCOME

Karen Stone, CHRE, Chair of the Board of the Human Resources Professionals Association (HRPA), took the Chair and welcomed all members to the 2018 Annual Meeting of HRPA.

Ms Stone introduced the panel, which included, Gary Monk, Interim, Chief Executive Officer and Vice President of Finance and Information Technology, Christine Langevin a member of the Finance and Audit Committee, Dr. Claude Balthazard, Registrar and Vice President, Regulatory Affairs and Louise Tagliacozzo, Director of Board Relations and Administration.

By conducting the meeting by webcast, Ms. Stone, 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 70 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 indicated that 2017 was a year of significant change for the Profession. She went on to share some highlights of the accomplishments of the Associations mandate as a professional regulator, including:

- Ensuring strong designations based on rigorous examination processes.
- Substantive achievements in the area of thought leadership through our white papers:
 - o *Clearing the Haze – The impact of Marijuana in the workplace.*
 - o *The intelligence Revolution – Future proofing Canada’s workforce, and*

- *A New Age of Opportunities – What does Artificial Intelligence means for HR*
- Through surveying business leaders we learned there is strong support from business leaders of HRPAs designations and regulatory focus.

We also saw the retirement of our long serving CEO, Bill Greenhalgh. Gary Monk was appointed as Interim CEO in addition to his role of VP of finance and IT. The chair thanks Gary on behalf of the Board for his exemplary job during the transition period.

The chair shared that in April, the board announced that Louise Taylor Green would become the new CEO of HRPAs. Louise Taylor Green has been practicing HR for over twenty years. Before joining HRPAs, she served as the Senior Vice President & Chief Human Resources Officer for Economical Insurance. Louise's first day will be June 4th.

The Chair introduced Louise Taylor Green to the assembly and thanked the Human resources and Compensation Committee along with the CEO Search Committee for their work in the recruitment and selection process.

4. REPORT ON ASSOCIATION

Gary Monk, Interim CEO and Vice President Finance and Information technology took the podium and provided a report on the Association.

The Interim CEO shared that some of the most important work the Association accomplished over the past year was structured around a few key themes: education, communication and partnership.

- The Office of the Registrar presented 23 informational webinars with thousands of viewers
- Posted 60 articles on LinkedIn on professional regulation
- Maintained a designated member retention rate of 95%, which we believe demonstrates how highly our members value their HRPAs designations
- The HR Professional Magazine made the transition to a digital only publication, resulting in an increased circulation distribution to thirteen issues per year
- Our event attendance in the area of professional development is just under eleven thousand and our annual conference boasted its best attendance yet with just over 4,500 in attendance.

The Interim CEO thanked the HRPAs staff and the members of the Senior Management Team for their continued support during the transition period. He thanked the Chair of Board and the Board for their continued dedication to the Association. Lastly, he thanked all of the individuals who volunteer with HRPAs. The association would not be the success it is without their dedication and commitment.

5. MINUTES OF THE PREVIOUS ANNUAL MEETING

The minutes of the last Annual Meeting held on May 5, 2017 were distributed to members electronically with pre-registration and were posted on the HRPAs web site.

MOTION

It was duly moved and seconded:

“THAT the minutes of the last Annual Meeting held on May 5, 2017 are approved as circulated.”

CARRIED

6. BY-LAWS AND SCHEDULES

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 high level review was provided on the changes in the General By-laws along with the changes in Chapter Governance and Operating Terms

MOTION

It was duly moved and seconded:

“THAT the revised General HRPAs By-Laws as approved by the HRPAs Board of Directors on December 11, 2017 be ratified as circulated.”

CARRIED

MOTION

It was duly moved and seconded:

“THAT the revised Chapter Governance and Operating Terms as approved by the Board of Directors on January 30, 2018 be ratified as circulated.”

CARRIED

7. AUDITORS’ REPORT FOR THE FISCAL YEAR ENDING NOVEMBER 30, 2017

Christine Langevin, Board Director and member of the Finance & Audit Committee, presented the Auditors’ Report. Ms Langevin stated that the Auditors’ Report for the year ended November 30, 2017, as prepared by the auditing firm KPMG, LLP, had been received and approved by the Board of Directors. The Summarized Financial Statements were distributed electronically with the Annual Meeting, notice and were available online on hrpa.ca.

The Committee member 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.

[Click here](#), to listen to the full report highlights from the Audit and Finance Committee.

A question from the floor was received on the fees related to the CEO search firm. The Chair indicated that she was unsure of the total amount at the moment, but would ensure to disclose to those interested upon request.

MOTION

It was duly moved and seconded:

“THAT the Auditors Report and Financial Statements for the year ended November 30, 2017 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 four years a full review will be conducted in 2018.

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.

Dr. Balthazard shared the statutory and non statutory committee structure at HRP. He shared that statutory committees are supported by the Association but act independently from HRP. Virtually all of the regulatory decision making and adjudication is conducted by committees comprised of volunteers.

Some key statistics highlighted:

- 2026 exams administered
- 2805 Continuing Professional Development logs were processed
- 2613 revocations issued due to nonpayment of dues

As with other professional regulatory bodies that are new to regulation, HRP does 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 HRP members continues to be very low.

The Registrar indicated that the Association has re-doubled educational initiatives in an effort to educate members and the public on HRP's role as a professional regulator.

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 Stephen Fletcher successful in election.

She introduced the 2018-2019 Board of Directors:

- | | |
|---------------------|------------------------------|
| 1. Karen Stone | 8. Patricia Johns |
| 2. Bonnie Seidman | 9. Christine Langevin |
| 3. Sue Corke | 10. Bob Thompson |
| 4. Les Dakens | 11. Annette van't Spyker |
| 5. Stephen Fletcher | 12. Rebecca Zaretsky, and |
| 6. Girish Ganesan | 13. Louise Taylor Green, CEO |
| 7. John Hannah | |

The Chair thanked the outgoing board director Ramona Tobler for her commitment and hard work over the year.

11. OTHER BUSINESS OR QUESTIONS FROM THE FLOOR

Questions from the floor:

What steps have been take since last years meeting to improve communications with chapters specifically to enhance communications on regulatory matters and confirm and improvements to the chapter budgeting process.

The Vice President of Marketing and Membership shared the budgeting process with the member and indicated that the process is conducted on annual basis. He went on to explain that a quarterly review should be taking place with each chapter to determine status of funds.

In terms of communication related to regulation every Monday, the Association publishes a newsletter for informational purposes on professional regulation as well as over 60 articles on LinkedIn. The information is shared with all members and the public.

The Chair thanked the member for their question, certainly an area for enhancement in the future.

A question was raised on the increase in spending in the area of regulation.

The Chair explained that there was a very purposeful need to increase our efforts in this area as it is part of core mandate.

A member asked if there were any plans to have HRPAs designations recognized in the USA.

The chair explained that there are no efforts currently to have HRPAs designations recognized in the USA.

Point of clarification – A member asked for confirmation on a previous statement that all 27 chapter Board will receive quarterly budget statements.

The statement was confirmed by staff.

12. CONCLUSION

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.

<p>MOTION</p> <p>It was duly moved and seconded:</p> <p>“THAT the 2018 Annual Meeting was terminated.”</p> <p style="text-align: right;">CARRIED</p>

*ORIGINAL SIGNED

Karen Stone
Chair of the Board

*ORIGINAL SIGNED

Louise Tagliacozzo
Recording Secretary