



# MEETING MINUTES

## Annual General Meeting

UNAPPROVED Minutes

**Date:** April 29, 2023  
**Meeting:** 8:00 – 8:34 AM PST  
**Location:** Zoom Meeting  
**Chaired by:** Shannon Bolger



<b>Item #</b>	1	<b>Type:</b>	Standing	<b>Description:</b>	Call to Order/Quorum
<b>Presenter:</b>	Shannon Bolger				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon called the meeting to order at 8:01 AM (PST).</li> <li>Quorum was established.</li> <li>Denise Howitt shared housekeeping items with members.</li> </ul>				
<b>Result/Action Item(s):</b>	n/a				

<b>Item #</b>	2	<b>Type:</b>	Standing	<b>Descriptio</b>	Safety Moment
<b>Presenter:</b>	Abdel Rahman-Sabriye				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Abdel recognized that yesterday, April 28<sup>th</sup> was the National Day of Mourning and the importance of recognizing this day to help work towards ensuring that no one gets injured fur to workplace injury.</li> <li>Abdel shared a safety moment related to psychological safety/mental health. As Health &amp; Safety professionals we are concerned with providing care to others and the organization and oftentimes forget about ourselves. Knowing that connecting to like-minded safety professionals for support if you are struggling, whether it's through WOHSS event or other events is a great way to create connection, understanding and decrease isolation that we may at times feel.</li> </ul>				
<b>Result/Action Item(s):</b>	n/a				

<b>Item #</b>	3	<b>Type:</b>	Standing	<b>Description</b>	Update from the Chair
<b>Presenter:</b>	Shannon Bolger				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon, as Chair of the Board, provided an update relating to the society's areas of focus, achievements, highlights and growth that occurred over 2022.</li> <li>Shannon also reflected on her time on the board over the last 5 years, and as Chair over the last year and how it's our stories that have aided in the evolution of WOHSS from building a network of safety professionals, to providing educational opportunities and mentorship opportunities to transfer the knowledge, advice and success stories to a wider network of professionals in the OHS industry</li> </ul>				
<b>Result/Action Item(s):</b>	n/a				

<b>Item #</b>	4	<b>Type:</b>	For Approval	<b>Description:</b>	2022 AGM Minutes
<b>Presenter:</b>	Shannon Bolger		Presented as circulated		
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon presented the previous AGM Minutes. <ul style="list-style-type: none"> <li>Moved by: Susan McCarthy</li> <li>Seconded by: Jacqueline Abel</li> </ul> </li> <li>Minutes approved (vote: For – 100%, Against – 0%, Abstain – 0%)</li> </ul>				
<b>Result/Action Item(s):</b>	n/a				

<b>Item #</b>	5	<b>Type:</b>	For Approval	<b>Description:</b>	Financial Update
<b>Presenter:</b>	Denise Howitt		Presented as circulated		
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Denise presented the Financials to members. <ul style="list-style-type: none"> <li>Moved by: Marylene Provost</li> <li>Seconded by: Abdel-Rahman Sabriye</li> </ul> </li> <li>Financials approved (vote: For – 100%, Against – 0%, Abstain – 0%)</li> <li>Treasurer to appoint auditor motion <ul style="list-style-type: none"> <li>Moved by: Leigh-Ann Stewart</li> <li>Seconded by: Janine Williams-Ward</li> </ul> </li> <li>Auditors approved (vote: For – 100%, Against – 0%, Abstain – 0%)</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	6	<b>Type:</b>	Standing	<b>Description:</b>	Committee Update
<b>Presenter:</b>	Leigh-Ann				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Leigh-Ann provided an update on the activities that took place in 2022 by the ten different committees.</li> <li>Leigh-Ann presented an open invitation to members to participate in our programs as a volunteer</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	7	<b>Type:</b>	For Approval	<b>Description:</b>	Annual Report
<b>Presenter:</b>	Shannon Bolger		Presented as circulated		
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon presented the Annual Report. <ul style="list-style-type: none"> <li>Moved by: Abdel-Rahman Sabriye</li> <li>Seconded by: Susan McCarthy</li> </ul> </li> <li>Annual Report approved (vote: For – 100%, Against – 0%, Abstain – 0%)</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	8	<b>Type:</b>	For Approval	<b>Description:</b>	Slate of Candidates
<b>Presenter:</b>	Shannon Bolger		Presented as circulated.		
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon presented the slate of candidates. <ul style="list-style-type: none"> <li>Moved by: Janine Williams-Ward</li> <li>Seconded by: Marylene Provost</li> </ul> </li> <li>Slate of Candidates was approved (vote: For – 100%, Against – 0%, Abstain – 0%)</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	9	<b>Type:</b>	Standing	<b>Description:</b>	Recognition of Outgoing Directors
<b>Presenter:</b>	Shannon Bolger				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Shannon recognized the contribution of outgoing and past board members including Stephanie Benay, Marylene Provost, Kirwin Lalla, Lana Schultze, Jacqueline Abel, Erin McCabe</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	10	<b>Type:</b>	Standing	<b>Description:</b>	Moving WOHSS Forward
<b>Presenter:</b>	Leigh-Ann				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>Leigh-Ann as incoming Chair of WOHSS provided members her vision of what is next for the organization in 2023 and beyond.</li> </ul>				
<b>Result/Action Item:</b>	n/a				

<b>Item #</b>	11	<b>Type:</b>	Standing	<b>Description:</b>	Adjournment
<b>Presenter:</b>	Shannon Bolger				
<b>Notes:</b>	<ul style="list-style-type: none"> <li>As official business was complete, the AGM was adjourned at 8:34 AM (PST)</li> </ul>				
<b>Result/Action Item:</b>	n/a				