INSERT MSA/ SOCIETY NAME HERE

**MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS**

[SOCIETY NAME]

(the “Society”)

**Held at [VENUE], [CITY], BC**

**[DAY OF THE WEEK] [MONTH] [DAY], [YEAR]**

|  |  |
| --- | --- |
| **PRESENT:** |  |
|  |  |
| **Also in Attendance by invitation of the Board:** |
|  |  |

**1. Call the Meeting to Order**

The **Annual General Meeting** of the Members of the Society was convened at [TIME] [AM/PM] by [NAME], [PRESIDENT/VICE-PRESIDENT/SECRETARY-TREASURER] of the Society, who acted as Chair of the meeting. [NAME] stated that the notice of meeting had been sent on [DATE], declared quorum to be present andthe meeting to be properly called and constituted. [NAME] acted as Secretary of the Meeting.

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the Board approve as presented the agenda for the meeting.

1. **Report of the Directors**

[NAME] presented a brief overview of the Society’s engagement initiative describing its primary goals and the commitments and responsibilities under Memorandum of Understanding. [SHE/HE] described the activities undertaken in the past year which included the establishment of the Society and the creation of a process for identification and prioritization of projects. [NAME] noted that [NUMBER] projects have been supported since [DATE] and that the Society will receive total annual funding of [ANNUAL FUNDING] to support its mandate.

[NAME]indicated that the working group members and the work to date are detailed in the Report of the Directors presented to the meeting.

With respect to lessons learned, [NAME] noted that because not all physicians will participate in project work other forms of engagement are needed. She noted the importance of creating the right conditions to engender successful projects, in particular strong and continuous buy-in, to have appropriate project management in place and to partner with the health authority where appropriate.

[NAME] set out the priorities for the year ahead which include continuing to build and strengthen relationships, development of a process for the identification and prioritization of issues, and to continue to work with and seek support from the MSA and health authority leadership for initiatives and projects to address issues.

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the Report of the Directors be taken as read and accepted.

1. **Financial Statements**

 [NAME] referred to the materials previously distributed and placed the financial statements before the meeting. [NAME], Secretary-Treasurer of the Society, provided a brief overview of the financial condition of the Society noting that of the committed funding, [FUNDING AMOUNT] have so far been allocated to physician-led initiatives and [FUNDING AMOUNT] have not yet been allocated.

 **UPON MOTION** duly made and accepted, it was **RESOLVED THAT** reading of the unaudited financial statements for the year end as at March 31, 2016 and the [NUMBER OF MONTHS] months ended [DATE], as presented be waived and that they be accepted.

1. **Ratification of Appointment of Directors**

 [NAME] expressed her gratitude to [NAME] for [HIS/HER] service as director and [POSITION] of the Society. [HE/SHE] noted that pursuant to the Bylaws of the Society, a minimum of three and a maximum of five directors may be appointed and that the individuals elected as officers of the Medical Services Staff Association, which election took place on [DATE], each of whom has consented in writing to act as a director, are to be appointed as directors of the Society for a concurrent term beginning on [DATE].

 [NAME] asked if there were any nominations for director from the floor. There were none.

 **UPON MOTION** duly made and accepted, it was **RESOLVED THAT:**

1. The election of [NAME] to the Board of Directors for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.
2. The election of [NAME] to the Board of Directors for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.
3. The election of [NAME] to the Board of Directors for a term beginning on [DATE] and expiring when [HIS/HER] successor is elected or appointed, be confirmed and ratified.

 [NAME] welcomed [NAME] to the Board.

1. **Number of Directors**

 There was a brief discussion regarding the number of directors required to be elected. [NAME] clarified that the Bylaws set the number directors at a minimum of three.

 **UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the number of directors of the Society be set at three (3).

1. **Approval of the Amendments to the Constitution and Bylaws of the Society**

 [NAME] referred to the next item on the agenda and provided some background on the amendments to the Society’s Constitution and Bylaws presented for approval. She noted that the amendments to the Constitution and Bylaws stemmed from a) the new Societies Act coming into effect on November 28, 2016, and 2) from clarity provided by the Specialist Services Committee on how and when to include non-physician members into the Society.

[ENTER ANY SIGNIFICANT COMMENTARY]

**UPON MOTION** duly made and accepted, it was **RESOLVED THAT**:

The Special Resolutions of the members approving the amendments to the [SOCIETY NAME] Constitution and Bylaws, be approved in substantially the form presented to the meeting and attached as Exhibit A to these minutes.

1. **Other Business**

There was no other business to come before the meeting.

1. **Conclusion of Meeting**

 There being no further business, **UPON MOTION** duly made and accepted, it was **RESOLVED THAT** the meeting was concluded at [TIME] [AM/PM].

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [NAME], Chair | [NAME], Secretary |