



# CANADIAN REGISTRATION BOARD OF OCCUPATIONAL HYGIENISTS CONSEIL CANADIEN D'AGRÉMENT DES HYGIÉNISTES DU TRAVAIL

Directorat / Conseil  
d'administration  
(2016 - 2017)

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**Secretariat / Secrétariat**  
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## Annual General Meeting Tuesday June 6, 2017 Sheraton Seattle Hotel 1400 6th Ave, Seattle, WA Room: Jefferson A, Jefferson B

### APPROVED MINUTES

**Directors Present:** Shamini Samuel, Rene Leblanc, Percy Chua, Harvey Wong, Ken Keill  
**Regrets:** Richard Blais, Capucine Ouellet, Yang Ting Shek, Liz Krivosov (Registrar)

#### Call to Order

- Meeting was called to order at 4:05 pm
- Attendance: voting members – 27 (*quorum established*)

#### 1.0 Approval of Agenda

- No changes.
- \* **Motion:** To approve the 2017 AGM Agenda: *Lydia Renton*
  - Seconded: *Andrea Sass-Kortsak*
  - All Approved / No Objections / No Abstentions
  - Motion Carried

#### 2.0 Approval of Minutes of the 2016 AGM (June 10, 2016)

- \* **Motion:** To approve the minutes of the 2016 AGM: *Jason McInnis*
  - Seconded: *Marshall Denhoff*
  - All Approved / No Objections / No Abstentions
  - Motion Carried
  - 2016 AGM Minutes will be available on the website.

#### 3.0 President's Report

- Presented by Shamini Samuel, President.
  - Introduced the current Board and presented a "Year in Review"
  - Highlights for 2016-2017:
    - Revised Bylaws
    - Policy & Procedures Manual
    - Student Awards
    - Online Membership Database
    - Registrar/Secretariat Roles
    - New Auditor Selection
    - Promotional Activities
    - Oral Exams
- Full report can be viewed in the 2017 AGM PowerPoint presentation available on the website.



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### 4.0 Treasurer's / Auditor's Report

- Presented by Rene Leblanc and Shamini Samuel
  - At 2016 AGM, a motion was passed to select a new Auditor. Since then, an RFP process was used to select the Auditor. Three proposals were received, and the contract was awarded to TurnerMoore Chartered Professional Accountants, Ajax, Ontario, for a period of 5 years. The Board apologizes for not notifying members of the selection prior to the AGM.
  - Details of the 2016 financial statements were reviewed.
  - The auditor has advised that given the new not-for-profit requirements, it is recommended that the organization keep its cash levels to about one year's operational expense. Prior to this, the recommendation had been to have about 1.5 years' expenses on hand.
  - In response to a question from a member as to how the organization plans to use the cash on hand, it was indicated that activities to promote the ROH/ROHT designation and to increase membership are being planned.
  - \* **Motion:** To approve the 2016 Auditors Report: *Mike Irwin*
    - Seconded: *Dave Jarrell*
    - All in Favour / No Objections / No Abstentions
    - Motion Carried
- Full report can be viewed in the 2017 AGM PowerPoint presentation available on the website.

### 6.0 Registrar's Report

- Presented by Shamini Samuel.
  - CRBOH welcomed 13 new ROHs and 8 new ROHTs in 2016
- Full report can be viewed in the 2017 AGM PowerPoint presentation available on the website.

### 7.0 Committee Reports

- 8.1 External Affairs – Rene Leblanc
- 8.2 Communications Committee – Yang-Ting Shek & Percy Chua (*presented by Percy Chua*)
- 8.3 By-Laws Committee – Shamini Samuel
  - Motion:** To approve the revised bylaws: *Jason McInnis*
    - Seconded: *Mike Zitnik*
    - All in Favour / No Objections / No Abstentions
    - Motion Carried
- 8.4 ROH Examination Committee – Yang Ting Shek (*presented by Shamini Samuel*)
- 8.5 ROHT Examination Committee – Ken Keill
- 8.6 Registration Maintenance Committee – Margaret Fung



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### 8.8 Promotions Committee – Harvey Wong and Ken Keill

- All committee reports can be viewed in the 2017 AGM PowerPoint presentation available on the website.

### 8.0 Members' Discussion

- A question from a member was raised as to whether the trademark certificate has been renewed for 2017. It was indicated that this was renewed in 2016.
- A member indicated that there appears to be more jobs listed requiring the ROH or ROHT designation.

### 9.0 Other Business

- Presented by Shamini Samuel
  - Welcomed Incoming Directors Michael Welsh (ROH Ontario) and Michelle Kutz (ROH Central & Western Provinces).
  - Welcomed Incoming President Rene Leblanc.
  - Thanked Outgoing Directors, Percy Chua and Margaret Fung.
  - Thanked CRBOH Volunteers.
  - Thanked all who attended the AGM.
- Presented by Rene Leblanc:
  - Thanked Outgoing President, Shamini Samuel.

### 10.0 Adjournment

- \* **Motion:** To adjourn the 2017 AGM: *Rene Leblanc*
  - Seconded: *Shamini Samuel*
  - All approved / No Objections / No Abstentions.
  - Motion Carried.
  - Meeting was adjourned at 5:10 pm.