1. **Call to Order and Welcome to CHES Members**
   President Michael Hickey called the 30th Annual General Meeting of the Canadian Healthcare Engineering Society to order Tuesday September 21, 2010 at 0930 in the Whistler Convention Centre, Whistler BC. He welcomed all present and a quorum was declared.

2. **Adoption of Agenda**
   Moved by Steve Rees, Seconded by Per Paasche
   That the agenda be approved as circulated.
   Carried.

3. **Adoption of Minutes**
   Moved by Richard Lacoursiere, Seconded by Ron Durocher
   That the minutes of the 2009 Annual General Meeting, September 21, 2009 in St. John’s NL be approved as circulated.
   Carried.

4. **Executive Reports**

   4.1 **Vice President**
   J.J. Knott, Vice President, expressed the thanks of the Society to the BC Chapter’s Organizing Committee and Mitch Weimer, Organizing Committee Chair, for putting on such a great conference. Plans are already underway for the 2011 Conference in Winnipeg and the 2012 Conference in Montreal is also starting to develop their plans.

   The Coalition for Green Healthcare, of which CHES is a founding member, has published their first journal. CHES is continuing to offer the Canadian Healthcare Construction Course and all members were encouraged to attend.

   4.2 **Treasurer**
   Treasurer Peter Whiteman presented the audited statement for the year April 1, 2009 to March 31, 2010. Revenues were $498,912 and expenses were $434,845 for a surplus for the year of $64,067. The year-end balance of $333,590 is a 24% increase over the previous year. Membership was 911 for a 4.5% increase. The development costs of the Medical Gas course were largely offset by the generous gifts of the Ontario and Maritime Chapters.

   Moved by Richard Lacoursiere, Seconded by Steve Rees
   That the financial statements for the 2009-2010 year be approved.
   Carried.

   4.2.1 **Appointment of Financial Auditors for 2010-11**
   Moved by P. Paasche, Seconded by P. Langford
   That Collins Barrow Kingston be appointed as the auditors for 2010-11.
Carried.

4.3 National Office
The new website will include the functionality to both apply for membership and renew your membership online. Members have the option of payment through PayPal or sending a cheque or credit card number by fax or mail. The challenge will be to keep the website fresh with new items on a regular basis and members should check the website regularly for the latest news. Membership information will be synchronized daily between the online database and the in-house database.

Venues for the 2011 Construction Courses are being finalized and will be announced online. An RFP is underway for the development of the advanced Medical Gas Pipelines Course, which will be a classroom course. The RFP was placed at the CHES booth.

The office is working on the venues for the 2011 conference as well as 2012 in Montreal and 2013 in Niagara Falls.

5. Committee and Representative Reports

5.1 Communications Committee
Per Paasche reported that the committee held 4 meetings during the year. An electronic copy of the latest issue of the journal is now on the home page of the website. The downturn in the economy had a negative impact on the number of ads in the journal during the past year and the royalty to CHES will be significantly less. The committee is working with the publisher to get the revenues back on track. The other task undertaken by the committee was the new website. Members were encouraged to forward their comments and ideas for the website. Members are also encouraged to submit articles to the journal. Each chapter has been asked to forward two case studies or articles for the year for the journal. Per thanked the committee for their support over his years as chair. He will be stepping down and the new Chair will be John Karman with Phil Langford continuing as the Executive Liaison.

5.2 Membership Committee
Allan Kelly, Committee Chair thanked the committee members for their support during the past year. The membership numbers are down slightly due to the economy and the chapters were asked to follow up with the unpaid members. The Awards Committee, a sub-committee of the Membership Committee met to select the winners of the Hans Burgers and Wayne McLellan awards. They plan to change the application form for the Wayne McLellan award to standardize the submissions. The committee is now working on ideas for the National Healthcare Facilities and Engineering Week.

5.3 Partnerships & Advocacy
Steve Rees, Past President and Chair of the Partnerships and Advocacy Committee, reported thanked his committee members and the members of the subcommittee on Healthcare Standards for their work over the past year. The committee held 5 meetings and the Terms of Reference for the committee and their workplan have been approved and are posted on the website. The committee is currently working to define the criteria for partnering. The Healthcare Standards Committee received over 300 helpful comments from the CHES members on the new healthcare facilities design standard, and the comments were taken to the CSA committee working on the standard. The committee is currently looking for a member to be the representative to Building Standards and interested members were invited to contact the committee.
5.4 Professional Development Committee
George Pankiw, Committee Chair, reported that the committee meets every month. The Medical Gas Pipelines Course developed jointly with CSA is now accepting applicants. This is a self-study online course and registration is online at the CSA website. An RFP for the advanced course has now been issued, and this will be a classroom course.

The Canadian Healthcare Construction Course has held 2 sessions in 2010, with a third course taking place following the conference, and a 4th course taking place in Toronto in October. Three courses are planned for 2011.

The committee is also working on a certification program, with Robert Barss chairing the subcommittee.

5.5 CHES 2010 Annual Conference
Mitch Weimer, Chair of the Organizing Committee thanked the members, sponsors, and exhibitors for supporting the meeting.

5.6 CHES 2011 Annual Conference
Richard Lacoursiere, Chair of the Organizing Committee, congratulated Mitch and his team for a very successful conference. The theme of the 2011 conference will be “Sustaining Healthcare Infrastructure”. The dates are September 25-27, 2011, and the location will be the Delta Hotel and the Winnipeg Conference Centre. There will be a silent auction with the proceeds going to a charity. The program will have 2 tracks and a Canadian Healthcare Construction Course will be held on the day following the conference. He invited all present to attend.

6. Chapter Reports

6.1 British Columbia
Mitch Weimer, incoming Chair of the Chapter, reported that the chapter is doing well and their numbers have increased. Through the efforts of the Chapter, the health authority arranged to get several members to the conference. This is an election year and the incoming members of the Chapter are Vice Chair, Steve McEwan, Secretary, Norbert Fischer, and Treasurer, Ken Van Aalst.

6.2 Alberta
Ken Herbert, Chair, reported that the newly elected Alberta Executive includes Vice Chair, Preston Kostura, Secretary, Glenn Stowkowy, and Treasurer, Henry Doornberg, as well as a number of members appointed as representatives to the committees. They are posting information on the chapter on the Alberta page of the new website. Their upcoming conference, the Clarence White annual conference, will be held in October. There are some dramatic changes happening in the province and Alberta Infrastructure will be taking over the capital projects.

6.3 Manitoba
Richard Lacoursiere, Chair, reported that their Third Education Day was very successful and the 2011 Conference Committee is now underway. The membership is growing slowly and it is hoped that the conference will increase this even more.

6.4 Newfoundland and Labrador
Randy Cull, Chair, reported that the Executive met 5 times during their first year as a chapter. The chapter is financially stable due to the surplus from the 2009 conference. The Executive is planning an Education Day in 2011.
6.5 **Ontario**
Ron Durocher, Chair, reported that the chapter is supporting the Coalition for Green Healthcare. They have written a letter of support to the Recycling Committee of Ontario. A new student bursary has been developed. The Ontario Chapter’s Spring Conference will take place in Blue Mountain in May 2011.

6.6 **Maritime**
Bill Goobie reported that the Maritime Chapter’s Annual General Meeting and conference was very successful. Elections were held and all of the Executive members will serve a second term. The chapter has offered a prize to the first member to register for the conference.

7. **President’s Report**
Mike Hickey reported that it had been a busy year. He attended the chapter conferences in Alberta, Ontario, and Manitoba with Peter Whiteman attending the Maritimes chapter meeting on his behalf. He attended the ASHE conference in Tampa and met with the ASHE President, Terry Martin, and Executive Director Dale Woodin to discuss collaboration between the two associations on the Certified Healthcare Facilities Manager designation, the Canadian Healthcare Construction Course, the CHCC designation, and reciprocal agreements for conference attendance at both national and regional meetings.

Mike attended the annual conference of the Canadian College of Health Service Executives (CCHSE) in Winnipeg with the hope of establishing a relationship with this group. He met briefly with their President, Ray Racette and it is hoped that a partnership will develop.

This year is the Council meeting and Conference of the International Federation of Hospital Engineering will be held in Tokyo in November. Steve Rees, Past President will attend on behalf of the President.

Achievements of the Board this year include:
- Website upgrade
- Sponsorship obtained for the Wayne McLellan Award of Excellence
- Signed contract with CSA for the development of the Medical Gas Pipelines Course
- Confirmation of the national conference locations for the next 5 years.

In conclusion, Mike thanked Mitch, and his conference planning team for putting on a wonderful conference and education program for 2010, and thanked all of those who work on CHES initiatives year long.

8. **New Business**
None

9. **Adjournment**
It was duly moved and seconded that the meeting be adjourned.