1. **Call to Order and Welcome to CHES Members**
   President Preston Kostura called the Annual General Meeting of the Canadian Healthcare Engineering Society to order Tuesday September 18, 2018 in Bannerman 1 & 3, St. John’s Convention Conference Centre, St. John’s NL at 9:37 AM. He welcomed all present and declared that there was a quorum. The agenda was approved as circulated.

2. **Minutes**
   Moved by Kent Waddington, Seconded by Mike Hickey that the minutes of the 2017 Annual General Meeting held on September 19, 2017 in Niagara Falls ON be approved as circulated. Carried

3. **Requiem Service**
   The CHES President asked the Members to take a moment of silence to remember any CHES Members know or unknown that passed away during the year since the last AGM.

4. **CHES 2018-2019 Executive Members**
   The CHES President identified the elected executive members of the CHES National Board and thanked them for their service during the past year.
   - CHES President – Preston Kostura
   - CHES Vice President – Roger Holliss
   - CHES Treasurer – Craig Doerksen
   - CHES Secretary - Kate Butler
   - CHES Past President - Mitch Weimer

   Moved by Jim Allen, seconded by Jim McArthur, that the 2018-2019 Elected Executive be adopted as identified by the President.

5. **By-Law Revisions**
   5.1 Membership
   5.2 Governance
   5.3 Amendments

   The proposed by-law amendments were reviewed for the membership present, through a power point display. Th membership was then asked to vote on the By-Law revisions by a ballot that was handed out earlier.

6. **Executive Reports**
   6.1 **Vice President**
   The written report is posted on the website for CHES members to review.

   Vice President, Roger Holliss reported on his activities for the year.

   Highlights:
   - Status of the SK Chapter
   - Working on updating the medical gas courses to comply with the new standards.
6.2 **Treasurer**
The written report is posted on the website for CHES members to review.

Treasurer, Craig Doerksen reported that the Audited Statements are posted on the website for Members who would like to review them in more detail.

Highlights:
- CHES is now a growth income organization of around $750,000 per year with the conference and other offerings such as the CanHCC and CCHFM.
- Income was 5% more than the prior year, it fluctuates due to conference and CanHCC Registration.
- Expenses were down 8%.
- Net Income was $92,000 last year.
- Investments are adjusted over $500,000, the purpose for these increases is to be able continue in operation and bridge any catastrophic event.

Moved by Craig Doerksen; seconded by Sarah Thorn, that the CHES Audited Financial Report for the 2017-2018 fiscal year be accepted as presented.

Carried

Moved by Craig Doerksen; seconded by Kent Waddington, that Collins Barrow Kingston LLP be appointed as the auditor for CHES for the 2018-2019 fiscal year.

Carried

6.3 **Past President**
The written report is posted on the website for CHES members to review.

Past President, Mitch Weimer reported on his activities for the year.

Highlights:
- 2019 is an election year.
- The Past President encourage CHES Members to consider letting their name stand for a position on the CHES Board. He encouraged them to check out the By-Laws for the various position to ensure eligibility.

6.4 **Secretaries Report**
The written report is posted on the website for CHES members to review.

Secretary, Kate Butler provided an overview of her activities for the year to the membership.

National Healthcare Facilities and Engineer Week is October 14-18, 2018. Kate Butler encouraged the membership to celebrate themselves and their staff. A power point presentation was shown.

6.5 **National Office**
A written report was posted on the website. The Executive Director reported on the current membership status and the activities of the various committees.

7 **Committee and Representative Reports**

7.1 **Communications**
The written report is posted on the website for CHES members to review.
Larry Erwin, Chair, Communications Committee reported on the activities of the Communications Committee over the past year.

Highlights:
- The Executive Liaison and National Office were thanked for their assistance over the year.
- In the next year they will be working on a Communications & Marketing Plan for CHES.
- They are also going to develop a Policies on Privacy and Accessibly
- He encouraged members to join CHES on LinkedIn and Twitter.
- Encourage the people around you in your hospital to celebrate NHFEW.

7.2 Membership
The written report is posted on the website for CHES members to review.

Arthur Buse, Chair, Membership Committee, reported that he is stepping done from this role on the Membership Committee and Gordon Jackson will be taking over as the new Chair following the National Conference.

Highlights:
- Committee has been busy this year reviewing the various Award Terms of Reference.
- In 2018 they had 4 submissions for the Wayne McLellan Award and 3 submissions for the Hans Burgers Award which were reviewed by the committee based on the selection criteria.
- He encouraged members to submit more nominations for the CHES Awards in the future.
- Stacey White was the recipient of the Young Professionals Grant, Arthur introduced her as the 2018 recipient.
- Membership renewals are down, he encouraged members to reach and encourage younger members in their facilities to join CHES and reap the benefits of CHES Membership.

7.3 Partnerships and Advocacy
The written report is posted on the website for CHES members to review.

Richard White, Chair, Partnerships & Advocacy Committee reported on the activities of the Partnership and Advocacy Committee over the past year.

Highlight:
- The Partnership & Advocacy Committee are an active group, they continue to work on establishing a consistent approach and a standard form for partnerships with other groups.
- Still working towards collaboration with Accreditation Canada for a facility check list, Craig Doerksen is the taking the lead on this collaboration
- Considering a partnership with the Healthcare Supply Chain, the Corporate Advisory Council brought this request forward through their Chair Christa Brown.
- They may be seeking CHES Members through an Expression of Interest son for representation on CSA Standards.

7.3.1 Health Care Standards
The written report is posted on the website for CHES members to review.

Gordon Burrill, Chair, Healthcare Standards Committee reported on the activities of the Healthcare Standards.

Highlight:
Quarterly after the committee meetings the online CSA Activity Corner report is updated. This report provided updated information on the status of CSA Standards of interest to CHES members.

CHES has had access on the website to online subscription of CSA Standards for a long time now. In 2018 we increased the number of standards available to the membership from 10 to 15. The access is free to all CHES members, you just must be logged in to access them. All the historical version can be accessed through the online subscription as well as the current versions.

7.4 Professional Development

The written report is posted on the website for CHES members to review.

Robert Barss, Chair, Professional Development Committee reported on the activities of the Professional Development committee.

Highlights

- Working on updating the education programs for Medical Gas to be in line with the newly released CSA Med Gas Standard.
- Looking at future educational opportunities.
- Holding another 4 session of the CanHCC Course in 2019 hosted by 4 Chapters; Alberta, British Columbia, Ontario and Saskatchewan.
- Reviewing the CanHCC and looking at training items available for Facility folks.
- CCHFM Certification administration will be moving to Mohawk College.
- Also planning to update the SAQ to make it a more useful learning tool for candidates who wish to attempt the CCHFM Certification Exam.
- Webinar Committee has planned another Series of 8 webinar session in 2019. These will be available on the website later in the year.

7.4.1 CHES 2018 Conference

Colin Marsh, Co-Chair, CHES 2018 Conference reported on the 2018 National Conference.

Overall things have gone great at the CHES 2019 National Conference. The Chapter achieved all their target points. Their biggest effort was to ensure they did not run a deficit. Colin Marsh felt that the best way to measure success is the feedback from the trade show floor. They held a meeting with the vendors this morning and everything was positive.

Attendance numbers are about 560 all in including speakers, vendors, companions and registered delegates.

7.4.2 CHES 2019 Conference

Jim Allen Co-Chair, CHES 2019 National Conference reported on behalf of the 2019 National Conference Organizing Committee.

The 2019 Conference Planning Committee had a slow start, but planning is moving smoothly now. Their Program Committee is formed from members across Canada. The following venues have been booked; TCU Place, Holiday Inn and Hilton Garden Inn Hotels and Remai Modern Art Gallery. The CPC is still looking for a location for the Golf tournament, they have several venues in mind. They look forward to welcoming everyone to Saskatoon in 2019.

7.5 Corporate Advisory Council

The written report is posted on the website for CHES members to review.
Christ Brown, Chair of the Corporate Advisory Council reported on the activities of the Corporate Council.

Highlights:
- Working to get the council revitalized.
- Now have a Vice Chair as well as a Chair and a working on succession planning for the council.
- Moving full ahead with lots of ideas to help support corporate and associate CHES members.

8. Chapter Reports
8.1 Alberta
The written report is posted on the website for CHES members to review.

Peter Jarvis, Chair, CHES Alberta Chapter reported on the activities of the AB Chapter.

Highlights:
- Chapter is holding steady, membership fluctuates a little bit.
- Their Annual Chapter Conference has been growing steadily over the past few years.
- Their 2018 Chapter Conference will be held in Red Deer in the Fall.
- He is personal involved with the I Conference Planning Committee for the National Conference in Saskatoon in 2019.
- The AB Chapter hopes to be able to really support that event through Chapter delegate attendance.

8.2 British Columbia
The written report is posted on the website for CHES members to review.

Steve McEwan, Chair CHES British Columbia Chapter reported on the activities of the BC Chapter.

Highlights:
- Had a very successful Spring Conference followed by a 2-day CanHCC Session.
- Have their 2019 Spring Conference booked for Penticton in May followed by another 2-day CanHCC Session.
- They continue to support the webinars for any members who register.
- This year they also supported 2 delegates for the National Conference on top of their executive team.
- This is an election year for them and they will be going to an online ballot for a final decision for Vice-Chair.

8.3 Manitoba
The written report is posted on the website for CHES members to review.

Tom Still, Chair CHES Manitoba Chapter reported on the activities of the MB Chapter.

Highlights:
- Working on the 2019 Education Day.
- Looking at incorporating some changes and new initiatives for the 2019 Education Day as a result of an Executive Members attendance at other Chapter Conferences.
- Looking to encourage student involvement in the Education Day and the Chapter.
8.4 **Maritimes**
The written report is posted on the website for CHES members to review.

Helen Comeau, Chair CHES Maritime Chapter reported on the activities of the Maritime Chapter

Highlights:
- Saw a slight increase in membership this year.
- Held a very successful Spring Conference in Moncton in May.
- Sent their entire Maritime Executive to this National Conference.
- Hosting the National Conference in Halifax in 2020m the planning process has already begun with Robert Barss as the Conference Chair.

8.5 **Newfoundland and Labrador**
The written report is posted on the website for CHES members to review.

Colin Marsh, Chair CHES Newfoundland & Labrador Chapter reported on the activities of the NL Chapter.

Highlights:
- Membership is always up and down.
- Membership grew by 8 members this year, primarily because they are hosting the National Conference.
- Sitting in a solid financial state, they invested some funds into subsidizing the Companion Program. They also subsidized hotel costs for their members up two nights for any Chapter member who attended the National Conference.
- Pushed hard this year on recruitment of new members.
- Seeking Vice Chair; Secretary for their Executive

8.6 **Ontario**
The written report is posted on the website for CHES members to review.

Jim McArthur, Chair CHES ON Chapter reported on the activities of the ON Chapter.

Highlights:
- Held a very successful spring conference in June in Collingwood.
- 2019 Spring Conference will be held June 2-4, 2019 in Hamilton.

8.7 **Quebec**
No report was posted online, and the Quebec representative was not in attendance.

8.8 **Saskatchewan**
The written report is posted on the website for CHES members to review.

Jim Allen, Chair CHES SK Chapter reported on the activities of the SK Chapter.

Highlights:
- Hosting their Chapter Conference in October in Regina.
- Hosting the CHES National Conference in 2019 in Saskatoon SK.
- Going to a single new health authority in the province, so there are lots of changes coming up.
- They have a new CEO who is supportive of CHES so hopefully this will help with membership recruitment in the Chapter in the coming year as well as attendance at the National Conference in 2019.
9. **President's Report**  
The President noted that the AGM Ballot results were that the By-Law Amendments have been approved as presented.

10. **New Business**  
The date of the 2019 National Annual General Meeting will be Tuesday September 24, 2019, and held in Saskatoon SK.

11. **Adjournment**  
Moved by Kent Waddington, seconded by Colin Marsh that there being no further business the Annual General Meeting of the Canadian Healthcare Engineering Society be adjourned at 10:30 AM Atlantic.  
Carried