



2020 OFPA 62nd Annual General Meeting Report

November 19, 2020

DRAFT MINUTES

1. WELCOME

Current OFPA President 2020 Joseph Myatt opened the annual general meeting (AGM) at 11:00am and welcomed everyone. He asked if there was any new business to be added to the current meeting agenda. Hearing none, Joe moved on to his President's message.

2. PRESIDENT'S ADDRESS

Joe Myatt talked about the challenges in 2020 due to COVID-19. OFPA had to cancel all of their in-person events in 2020 - the Spring Event, the Golf Tournament, and the Fall event. We made several attempts to apply for federal COVID subsidies but were unfortunately denied. Then we decided to hold our first ever virtual Fall event. We gave our members a major discount for registration in order to thank our members for their loyalty. Registration for members was waived and the registration included their 2021 OFPA Membership. Non-members were given a discount for registration and 2021 membership. Joe emphasized that because of COVID-19, OFPA has taken a hit when it comes to membership in 2020. He thanked all of the members for their support and asked them to encourage their colleagues to join OFPA.

Next year, Joe indicated that OFPA will focus on membership and events and asked that members support us in the following events:

1. April 15, 2021 OFPA Spring Technical Meeting & Clive Kingsbury Poster Competition – All day virtual event.
2. To Be Announced OFPA 18th Annual Golf Tournament & NSF Technical Session with an added twist! - A segment of the day is being considered for a Non-Golfer Activity.
3. September 23, 2021 A new event which we are calling A Social Networking Mixer at the Centennial College Event Centre in Scarborough.
4. November 18, 2020- 63rd Fall Food Safety Symposium & AGM at a new cost-effective venue – Corporate Event Centre on Creekbank Road in Mississauga.

In 2021, we will need all our current members and we need to attract many new members to support and attend our OFPA events. We will continue to attract our valued sponsors and high calibre speakers to participate at our events and support our organization. Joe then reminded the attendees to please take a few minutes to complete the feedback survey that will be sent to them a few days after event. The ideas given on what members would like to see at future events will really help our planning for future events.

Joe went on to describe the huge project that OFPA undertook in 2020. And that was to create a new and savvy website using the website designer Mad Hatter Technology. Joe described that OFPA formed a small committee and reviewed all of the aspects of the current website and did a total re-organization. Joe brought the new website up on screen to point out certain aspects. The advantages of the new website include drop down menus; improved visual imagery; a simplified layout; WordPress software; and a website that will assist in driving new memberships. Also new to the website is a separate student tab and a lot of new information in the Members' Only tab including 30 or so downloadable technical articles. Overall savings will be felt as most of the website can be updated/maintained by our Website Committee versus a third party. Joe thanked the website committee for their amazing work and dedication. The committee consisted of Shirley May Chalouh, Denise Horseman, Megan Ruddy, Angela Bernoski and him, Joe Myatt. Also, a special shout out to Gwynne Sitsker and husband for keeping our old website up to date over the last year or so. It is hoped that our OFPA members will find the new website easier to use and a valued source of food safety information. We are also open to any ideas or content that could be further implemented to enhance our website.

Joe then acknowledged the hard work of all the OFPA Board of Directors over this challenging year and thanked them for their commitment and contributions. An additional special shout out and kudos to Paul Damaren for redesigning the Food Safety Guardian OFPA Newsletter. If you have not read our "new look" Food Safety Guardian, the newsletter can be accessed on our new website, and a new issue will be out in early December. Great job Paul!

The OFPA will likely be submitting our new website and newsletter for IAFP awards early next year, because the OFPA is very proud of these recent upgrades!

3. MINUTES OF THE 2019 MEETING

MOTION: Joe Myatt moved to accept the Minutes of the 2019 OFPA 61st Annual General Meeting and it was seconded by Laurie Sawyer. He then asked if there was any opposition to the motion. Having no opposition, the motion was carried.

4. TREASURER'S REPORT

Nadia Narine, 2020 Treasurer presented the Accountant's 2019 Year End Financial Report and compared it to the 2018 forecasted budget that was presented at the AGM the year before. She also presented the 2021 forecasted budget. This presentation was to be done at our Spring 2020 meeting, but due to the pandemic it is being presented at the 2020 Fall event. The plan is to present the 2020 Year End Finance report at the Spring 2021 meeting.

Highlights of the presentation:

- OFPA Board in 2019 increased sponsorships, reduced costs, has been focused on increasing memberships and with the goal to continue to do so in 2020, looking at new ideas from our then new board of directors at large.
- 2020 membership has been a struggle due to COVID-19. From 2017 to 2018, there was a 2% decrease; from 2018 to 2019 a 37% increase and 2019 to date a 13% decrease in membership.
- In 2019, expense for website maintenance was high as it was 100% outsourced because its platform was very old. With the launch of the new website on WordPress, most of the website can be updated by our Board members.

MOTION: Nadia Narine motioned to accept the Accountant's 2019 Year End Financial Report and it was seconded by Deanna Zenger. She then asked if there was any opposition to the motion. Having no opposition, the motion was carried.

Nadia Narine then presented the 2021 forecasted budget. With 2021 on the horizon forecasting was based on minimizing expenses at any events and increasing membership and sponsorship opportunities. If we can do virtual events this will help with costs, in addition to using venues with competitive pricing for rental and menu options. The golf tournament is budgeted on the conservative side as per our president's input; however, it is an outdoor event, unlike the spring/fall meetings, and social mixer, we are hoping that we will be able to have this event. As people will likely be yearning to be outside, based on other golf events in 2020. Again, it is very hard to say with the current pandemic.

I would like to motion to accept 2021 forecasted Budget.

Our current account balances as we move into the 2021 fiscal year, is at about \$22K.

MOTION: Nadia Narine moved to accept the 2021 forecasted budget as presented; and it was seconded by Joe Myatt. She then asked if there was any opposition to the motion. Having no opposition, the motion was carried.

Nadia concluded her report with presenting the planned student scholarships:

University of Guelph	\$1000
Centennial College	\$1000
George Brown College	\$1000
Durham College	\$1000
Conestoga College	\$1000
Spring Clive Kingsbury	
Poster Competition	\$600

In 2019 all OFPA awards were change to \$1000 where previously U of Guelph was \$2000

In closing we need to continue to keep a close eye on expenses in 2021 and we need to continue to focus on increasing membership and sponsorship participation. Given COVID-19 and these unprecedented times we will continue to eliminate spending where not needed. For our events, our goal will be to minimize expenses while still being able to provide our members with value from the association. I would ask all members to share the OFPA with industry colleagues and for non- members to join and become a part of this elite group.

5. PRESENTATION OF AWARDS

Joe Myatt, 2020 President announced the 2020 OFPA Sanitarian and Food Safety Professional of the Year Award to Dr. Gaurav Tewari, President Tewari De-Ox Systems Inc. This award is given to the Member of the OFPA deemed to have contributed outstanding service to the Food Industry of Ontario. A certificate and a gift of \$250 will be sent to Dr. Tewari.

6. ELECTION OF OFFICERS

Joe Myatt then presented the proposed slate of OFPA Board of Directors for 2021 as listed below:

- President: Joseph Myatt
- Past President: Angela Bernoski
- Vice President: Nadia Narine
- Treasurer: Gwynne Sitsker
- Directors-at-large: Laurie Sawyer
Greg Vallee
- New Directors: Brett Dooley
Paul Damaren
Deanna Zenger
Megan Ruddy
Aaron Aboud
Andrew Clarke

Joe explained that our current OFPA Administrator Shirley May Chalouh will be resigning in December 31, 2020 and Denise Horseman will move from a position of Director to the OFPA Admin role. Also, due to the resignation of our Vice-President Rocio Morales-Rayas in mid-2020, Joe Myatt will take the role of President for another year (2021).

MOTION: Joseph Myatt moved to accept the 2021 Slate of Officers for OFPA; Brita Ball seconded the motion; Motion carried.

7. OTHER BUSINESS

In closing the AGM, Joe Myatt indicated that the presentation of the OFPA Financial Year End Report and forecasted budget will be moved from the Fall to the Spring event in 2021. Reporting finances as early in the year as possible means that budgets can be adjusted if needed to ensure fiscal responsibility.

Joe Myatt asked for any other new business. There being no other new business, Joe adjourned the annual general meeting at 11:30am.