KD Canada Board Meeting
Minutes – November 15, 2017

MISSION: To promote awareness and education about Kawasaki disease, support individuals and family members affected by the disease, and advance research into the disease and its consequences.

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<th>In person:</th>
<th>Via Conference Call:</th>
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<tr>
<td>Grant Thornton boardroom</td>
<td>1-416-360-7375 or</td>
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<tr>
<td>121 Charles St.W., Suite 230</td>
<td>1-866-224-5855</td>
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<td>Kitchener ON</td>
<td>Conference ID:</td>
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Chair: Elizabeth Heald

Attended: Jane Breberina, Ankur Gupta, Carin Lin

Regrets: Martha Oner, Melissa Brant

1. Call to order

2. Acceptance of minutes of October 4, 2017 Board of Director’s Meeting minutes – 2 minutes

3. Business arising from minutes – 5 minutes

Elizabeth advised Iconic quoted a cost of $30.00 for a volunteer tab and page on the Kawasaki Disease Canada website. She advised we will need someone to draft wording for the tab. Carin volunteered to work on the page. The quoted cost to create a “Language Toggle” for a French site is $390 + HST.

Elizabeth spoke with Dr. McCrindle who will encourage Dr. Dahdah to forward his biography to her.
At the October 4, 2017 Board meeting, a motion was made to spend up to $500.00 on a grant software solution. Elizabeth advised that Martha has purchased a one-year subscription to Grant Connect for $509.00.

**Action completed:** Elizabeth will ask Iconic for a quote on the cost to put a “volunteer” box on KDC website again to ask for volunteers.

**Action completed:** Elizabeth will follow up and will post Dr. Dahdah’s biography onto our website once he forwards it to her.

**Action completed:** Elizabeth will book the date of September 22, 2018 at Victoria Park, Kitchener for the 2018 Changing Leaves, Changing Lives fundraiser.

**Outstanding action:** Martha will follow up with Jonathan to get a hold of the video to try to take some still shots for press releases and local magazines.

**Outstanding action:** Elizabeth will continue to work on the branding guidelines and finalize the guidelines prior to asking for Board approval.

**Action:** Carin will draft wording for the volunteer tab of the Kawasaki Disease Canada website.

4. **Discussion re: updates from Treasurer & Committee Chairs (posted on Slack in advance of meeting) – 10 minutes**

   - Treasurer Report – Ankur Gupta
   - Awareness & Education Committee – Antara Ramkissoon/Elizabeth Heald
   - Finance & Development Committee – Melissa Brant, Martha Oner
   - Research Committee – *nil report*
   - Support Committee – Carin Lin - *nil report*

Ankur advised that he recently applied for and was awarded a Scotia Share the Wealth Award. As a result, Kawasaki Disease Canada will be awarded $6,500.00.
Elizabeth discussed edits to the Treasurer’s report and requested that the Treasurer demarcate an operating and trust account. She advised the addition of $2500.00 from the Grant Thornton ticket sales. The account balance will be approximately $20,000.00 once all other expenses have been removed.

Elizabeth advised $1000.00 needs to be removed from our revenue tracking to be earmarked as an expense to come out in the month of January 2018 for the translation of documents into French on the website. She advised that this will need to be done within 6 months or we will lose our funding from the Government.

There was discussion around where focus should be with regards to drafting and submission of grant applications. Concerns were raised over the direction outlined on the Finance & Development Committee Report. Jane advised that she will discuss the concerns at the next Finance & Development Committee meeting.

**Action:** Jane will discuss with Melissa and Martha concerns discussed around grant applications.

5. **Translation Update – 5 minutes - Elizabeth Heald**

Discussion around the translation update occurred under #4 above.

6. **Dr. McCrindle Meeting – 5 minutes – Elizabeth Heald**

Elizabeth advised she met with Dr. McCrindle last week. She brought him up to date with the recent educational session at Guelph General Hospital and the Changing Leaves, Changing Lives fundraiser in September. She reviewed his feedback and his recommended edits on the current education deck.

Elizabeth reported on how we will get the education deck out into the community and advised she will be presenting the education session at Grand River Hospital in Kitchener-Waterloo a total of 3 times. The hospital educator will then continue to present the deck to employees throughout the month of January.
Elizabeth advised the EENO group presentation will be done in March. Dr. McCrindle indicated he will reach out to his contact, Peter Evans to ask whether he would donate a professional to present the deck through our YouTube channel.

Elizabeth indicated she asked Dr. McCrindle for a connection through the Heart & Stroke Foundation but he advised he has no connection with the Foundation. They discussed the possibility of using Dr. Kevin Harris, President of the Canadian Paediatric Cardiology Association, to give a Canadian perspective on the AHA guidelines. This in turn could be used to promote the Heart & Stroke Foundation to update their website with the guidelines.

Dr. McCrindle indicated he had a student approach him who would like to focus her Masters degree on Kawasaki disease. She is a foreign trained doctor. He advised that it would cost $27,000.00 salary per year to fund a student. He asked if it would be something that Kawasaki Disease Canada may want to consider. Further discussion required by Board.

Dr. McCrindle has offered his house in Collingwood to us for a “high end” dinner fundraiser. Currently, Theatre Collingwood is in discussions with him about this. Elizabeth will follow up with Theatre Collingwood after their event and seek their input on how they structured their event. The engagement would be appropriate for approximately 100 people.

**Action:** Elizabeth to post the current education deck for the Board members once McCrindle minor edits are made.

7. **Board Member Recruitment – 5 minutes – All**

Elizabeth advised that she met with a Board member prospect but the candidate has not connected again with her. She requested that all Board members keep in mind Board Member Recruitment. Elizabeth discussed that she received an email from Volunteer Ottawa with regards to a Pan Canadian volunteer matching platform.

**Action:** Elizabeth to send out Board member position description to the Kitchener-Waterloo Volunteer Action Centre and Volunteer Ottawa.
**Action:** Carin will research any Volunteer Action Centres in the Markham and GTA regions.

8. **Kawasaki Disease Awareness Day Activities (January 26, 2018) – 15 minutes**

**Show Us Your Heart Campaign – Carin; Press Release – Elizabeth; Fundraising Campaign – All; Other Items**

Carin reviewed our posts from last year and suggested we reach out to people who have shared their stories with us to post the stories on our social networking sites. Another option is to provide stories that update the student research award recipients.

Carin led brainstorming around fundraising ideas for the Show Us Your Heart campaign and ideas for posting to social media leading up to the days. Press release ideas were discussed.

**Action:** Carin will connect with the 2 winners of the student research awards to get updates on their projects.

**Action:** Carin will ask her husband to update the Show Us Your Heart app.

**Action:** Carin will investigate how to put a frame on pictures on the Facebook page in time for the Show Us Your Heart campaign.

9. **Delegation of Fundraising Money – Where Do We Spend It? – All**

Elizabeth requested that the annual budget be month-ized and that Ankur provide a monthly budget and actuals report each month so we are able to keep better track of financials.

Discussion was initiated around where to spend the fundraising money and whether to focus on research, committees, etc. It was concluded that more time needs to be dedicated to this discussion in the immediate future.

**Action:** Ankur to provide month-ized budget to all. Then, he to provide monthly reporting of budget/actuals.
10. Adjournment

Minutes submitted by Jane Breberina

Board Meeting Schedule:

1:00-2:30pm EST, unless otherwise noted

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<tbody>
<tr>
<td>December 6, 2017</td>
<td>March 7, 2018</td>
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<tr>
<td>January 3, 2018</td>
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