

**CMHA Grey Bruce Mental Health and Addictions  
MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
March 24, 2021 at 5:00 pm  
Via Zoom**

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**PRESENT:** **Board Members:** Kate Allan, Susan Boron, Holly Goodings, May Ip, Lynda Legge, Ejaye McComb, Yvonne McCutcheon, Sean McMurray (Chair), Daryl Minifie, Kylie Nowak, Rebecca Raynsford

**Staff Members:** Dave Evans, Clark MacFarlane, Brenda O'Neill (recorder)

**REGRETS:** Jennifer Akitt

**GUESTS:** Teresa Pearson

**1.0** The meeting was called to order at 5:05 pm. Quorum was achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision.

Dave Evans, the new Finance Manager was introduced. Dave has stepped into new role after serving as CMHA's Financial Analyst for a brief period.

**2.0 APPROVAL OF AGENDA**

**MOVED BY:** Daryl Minifie

**SECONDED BY:** Susan Boron

***BE IT RESOLVED THAT the Agenda for the Board meeting of March 24, 2021 be approved as presented.***

**CARRIED**

**3.0 CONFLICT OF INTEREST DECLARATIONS**

The Chair asked that any conflicts of interest be declared. None noted.

**4.0 EDUCATION – Social Recreation**

Clark introduced Teresa Pearson, Program Manager, Social Rehabilitation.

Social rec sites are focused on here and now, hope-focused.

Outdoor activities, crafts, meals, garden programs are part of what they do.

Zoom groups have worked very well during COVID as clients have really embraced technology. Will continue with Zoom post-COVID as it works well for some individuals.

Activities are driven by what works for clients.

Street connection happening – talking to people in downtown Owen Sound, offering mitts, granola bars, etc.

ID clinics are offered for those individuals that don't have basic ID and which therefore prevents them from getting on housing lists, etc.

Pension application assistance as well.

Referrals come from ODSP, Ontario Works, legal clinics, housing.

The Chair thanked Ms. Pearson for her presentation.

**5.0 MINUTES & ACTION ITEMS**  
#1 – complete; #2 and #3 – remove

5.1 Approval of Previous Minutes

**MOVED BY: Kylie Nowak**  
**SECONDED BY: Susan Boron**  
***BE IT RESOLVED THAT the minutes of February 24, 2021 be approved as circulated.***  
**CARRIED**

5.2 Update on Action Items – no questions nor concerns noted.

**6.0 FINANCE**

6.1 Report of the Finance Committee  
Finance Chair, Kate Allan, reported that quorum was achieved for the March 24 meeting. Reporting arrears on monthly basis to be established going forward. Year-end expected to be neutral position/on budget. Reconciling balance sheet will be a good control for Finance Manager. Robust summary of donations and how spent will be established. Will show funds in/out and operational needs for non-funded programs. Final audit report expected in July/August. Finance Manager has support from Accounting Clerk and hiring Financial Analyst shortly. Insurance increase - \$15,000 increase. Auto and cyber are main areas of increase. Formal budget preparation process being established.

**MOVED BY: Ejaye McComb**  
**SECONDED BY: May Ip**  
***BE IT RESOLVED THAT the March 24, 2021 report of the Finance Committee be accepted as presented.***  
**CARRIED**

6.2 Financial Statement  
**NO MOTION**

(6:30 pm *Dave Evans left the meeting*)

**7.0 GOVERNANCE**  
Susan has done two courses -- San'yas and Coursera. The San'yas program was previously made available to the Board which she reported was worthwhile but also a fairly significant commitment. Coursera is an online university. University of Alberta has an "Indigenous Canada" course (12 weeks) taught by Indigenous professors. History, current state discussed. Free of charge. Quiz and 70% required to proceed to next training. Approximately 3 hours/week.

**ACTION: Coursera course info to be sent and Board members encouraged to sign up in order to have a common understanding.**

Rebecca indicated revisions to documents in the Board package that Governance has recently reviewed and edited. Direction was sought about how to handle the policy review piece. Was agreed that 2-3 policies would be on each Board agenda beginning April 2021 so that they are fully reviewed by the end of fiscal year. An attestation or annual sign-off of the policies would then be instituted for the following 2-3 years then would cycle back to having policies on each Board agenda thereafter.

The succession planning chart was also shared and the Chair has been reaching out to those Board Members whose first terms are ending in 2021.

**MOVED BY: Holly Goodings**

**SECONDED BY: Susan Boron**

***BE IT RESOLVED THAT the March 24, 2021 report of the Governance Committee be accepted as presented.***

**CARRIED**

**8.0 OTHER**

**8.1 Accreditation Tool**

Governance survey to be sent to Board Members in approximately one week from Accreditation Canada. This will provide a picture of agency's strengths and weaknesses in order to prepare for accreditation.

**8.2 Branch Charter**

This is a legal agreement that gives agency permission to use brand. Changes to terminating arrangements incorporated. Some branches seeking legal opinion and this can be shared with CMHA Grey Bruce if the Board wishes. Also an option to go in with other Branches to seek legal opinion. Camille Quenneville, CEO of CMHA Ontario also available to address at a Board meeting.

**ACTION: Obtain copy of the legal opinion regarding the Branch Charter from CMHA Parry Sound as a matter of due diligence and include on April agenda for decision.**

**8.3 Governance College**

Recommended attendance for Board Members. Link for each session to be sent following the meeting. Session recordings will also be available.

**9.0 CEO REPORT**

**9.1 Clark reviewed highlights of the report and invited comments or clarification.**

Mid-May for new phone system. Site by site implementation planned for actual phone sets. Accreditation and part of strategic direction – rolling out Guarding Minds at Work.

\$60,000-\$100,000 investment for website upgrade plus an annual hosting fee.

OHT – heard back from Ministry. Areas of improvement noted. Approximately 170 applicants for community council.

COVID – public health have reached out to gather info of CMHA staff interested in having the vaccination.

Risk – Accreditation pressure. No impact on ability to secure funds if lose accreditation.

**MOVED BY: Yvonne McCutcheon**

**SECONDED BY: Lynda Legge**

**BE IT RESOLVED THAT the report of the Chief Executive Officer be accepted as presented.  
CARRIED**

**10.0 IN CAMERA - none**

**11.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE – information as noted in Board package.**

**12.0 MEETING EVALUATION**

**13.0 ADJOURNMENT & NEXT MEETING**

There being no further business, it was moved that the meeting be adjourned at 7:10 pm.

**Next meeting: April 28, 2021, 5:00 pm via Zoom**

Minutes taken by: Brenda O’Neill

Approved on: April 28, 2021

DocuSigned by:  
*Sean McMurray*  
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Chair:

Sean McMurray

Secretary:

*Clark MacFarlane*

Clark MacFarlane