



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**May 26, 2021 at 5:00 pm**  
**Via Zoom**

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

**Staff Members:** Clark MacFarlane, Kim McMahon (recorder)

**REGRETS:** Holly Goodings, Kate Allan

**GUESTS:** Adam Barfoot, Abby Drimmie, Liza Mironova

**1.0** The meeting was called to order at 5:09 pm. Quorum was achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision. Two upcoming events were highlighted: May 29 Defeat Depression & June 20 Ride Don't Hide

**2.0 GUEST PRESENTATION – Adam Barfoot, Nicol Insurance**

Adam provided an overview of our policy renewal. Highlights include:

- Three components of our policy include coverage for property, liability and directors and officers (D&O)
- Liability coverage includes coverage for civil litigation, WSIB option, malpractice and abuse
- D&O coverage provides protection for the current, past and future board member as well as their spouses who could be held accountable for operations decisions. Some examples include costs during insolvency such as payroll, deduction remittances, harassment claims, wrongful dismissal and donation mismanagement
- Intact has purchased Cowan Insurance
- No covid exclusion with our policy
- There has been an increase in the D&O premium due to Covid

**GUEST PRESENTATION – Abby Drimmie, CMHAGB & Liza Mironova, Blackbaud**

- To protect privacy, Blackbaud access is designated by the agency, Blackbaud does not data mine
- The RDH donor list can be exported into Blackbaud, data can also be uploaded from the Canada Helps website, CMHAGB would populate additional donor information
- Data entry can be completed by intern students which will leave Abby more time to build relationships
- Cost for this platform is 2.598% of the donation amount plus \$0.26 per transaction as well as a \$12,976.50 per year subscription to Raiser's Edge NXT software
- Abby will provide costs for other comparable platforms for the board's review

**3.0 CONFLICT OF INTEREST DECLARATIONS**

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

**4.0 APPROVAL OF AGENDA**

Modifications: Move item 8.1 Development of Fundraising Infrastructure to in camera  
Item 6.0 Finance review is not available tonight  
Move item 5.2 Policy review to item 6.0

**MOVED BY: Susan Boron**

**SECONDED BY: Ejaye McComb**

***BE IT RESOLVED THAT the agenda for the Board meeting of May 26, 2021 be approved as amended.***

**CARRIED**

**5.0 CONSENT AGENDA**

**MOVED BY: Daryl Minifie**

**SECONDED BY: Yvonne McCutcheon**

***BE IT RESOLVED THAT the consent agenda including the April 28, 2021 Board minutes, be accepted as presented.***

**CARRIED**

**6.0 POLICY REVIEW (2.40, 2.17, 2.60)**

Amend to include consistent language – his/her/their  
Clark is looking for Ally training for all staff. Sean suggested free community training is available through Telus.

**MOVED BY: Rebecca Raynsford**

**SECONDED BY: Ejaye McComb**

***BE IT RESOLVED THAT the policies be accepted as amended.***

**CARRIED**

**7.0 GOVERNANCE**

7.1.1 Clark requested direction from the board that we open all board meeting and other formal meetings with a land acknowledgement. Many wording options are available. Clark will reach out to Camille to get a copy of the wording she uses.

7.1.2 Would like to start an Indigenous Engagement Committee to improve and change agency practices, provide support and follow up. Will reach out to Metis Nations, both Indigenous communities, M'Wikwedong and SOAHAC for insight. Committee would include staff, board members and management. Yvonne and Ejaye volunteered to be part of this committee and assist Clark with developing the terms of reference.

**MOTION #2021.3**

**MOVED BY: Rebecca Raynsford**

**SECONDED BY: Ejaye McComb**

***BE IT RESOLVED TO approve the process of engagement of Indigenous communities as amended and development of committee members.***

**CARRIED**

- 7.1.3 Question # 6 has been added to the interview guide relating to understanding of inclusion and diversity. Brenda has sent out the skills set matrix to board members for completion. Will be recruiting for three governance members. Tuesday evening's governance session was very pertinent. Session 2 and 3 also stand out.

**8.0 FUNDRAISING – moved to in camera**

**9.0 ACCREDITATION**

- 9.1 Surveys have been completed and can be used as instruments to respond to weaknesses. Claude Anderson has been hired on contract to prepare accreditation documentation. The new QI & Privacy Manager Beth Debrone starts on June 7<sup>th</sup>. Prior to her departure, Roselyn had a call with CMHA Waterloo Wellington regarding accreditation following an amalgamation. She was told everything does not need to be completed but a plan does need to be in place for completion. Required Organization Procedures (ROP) receive a pass or fail grade while others are ranked in terms of importance. Accreditation will be moving to an ongoing process rather than once every four years.

- 9.2 Guarding Minds at Work had 104 participants, the governance survey had 9 and the client survey had 88.

9.2.1 & 9.2.1.2 Quarterly board governance education orientation was suggested. The Governance Committee will take the lead at developing an action plan and bring it back to the committee of the whole. Any additional board members may join if they wish to.

9.2.2 Item 16, 18 & 19 were rated red. Claude is developing recommendations for these. CMHAGB did perform higher than the Queen's averages. Unfortunately, we don't have the ability to drill down to specific departments or locations. HR will be presenting the results at the June 9<sup>th</sup> all staff meeting. Action plans will be developed to address the top three concerns. Susan suggested it is beneficial to staff to have a protected conversation/debriefing with staff within the first couple of days following the death of a client.

9.2.3 The client survey is broken down by site which provides good feedback for managers. An action plan will be developed.

- 9.3 **MOVED BY: Ejaye McComb**

**SECONDED BY: Lynda Legge**

***BE IT RESOLVED TO amend the strategic direction to add client safety to # 2 & 4***

**CARRIED**

- 9.4 The amalgamated CMHAGB has not had a formal Ethics Committee. A blended "do no harm" framework has been developed. Ejaye volunteered to be part of the committee.

**MOVED BY: Susan Boron**  
**SECONDED BY: Daryl Minifie**  
***BE IT RESOLVED TO adopt the ethics framework***  
**CARRIED**

**10.0 QUALITY IMPROVEMENT**

Ontario division has asked us to take part in E-QIP workshop. Lynda volunteered to be part of this. An invitation to all board members will be sent out. Once Beth Debrone is on board in June, a QI Committee will be formed.

**11.0 CEO REPORT**

OHT is at the application stage. The Client Committee is being developed. Board members are welcome to send expressions of interest to join. This committee will create the terms of reference.

**12.0 OTHER**

12.1 We are in compliance with our annual multi sector service agreement (MSAA) performance targets. Additional details can be found on our website.

**MOVED BY: Lynda Legge**  
**SECONDED BY: May Ip**  
***BE IT RESOLVED TO acknowledge compliance with MSAA declaration and authorize chair to sign off***  
**CARRIED**

**13.0 IN CAMERA – Development of Fundraising Infrastructure**

**MOVED BY: Sean McMurray**  
**SECONDED BY: Ejaye McComb**  
***BE IT RESOLVED TO move to an in camera session at 7:53 pm***  
**CARRIED**

**MOVED BY: Lynda Legge**  
**SECONDED BY: May Ip**  
***BE IT RESOLVED TO end the in camera session at 8:22 pm***  
**CARRIED**

**MOVED BY:**  
**SECONDED BY:**  
***BE IT RESOLVED TO create two new positions – a Fundraising Manager and a Fundraising Assistant***  
**CARRIED**

**14.0 ITEMS FOR INFORMATION/BOARD CORRESPONDENCE**

**15.0 MEETING EVALUATION (Survey Monkey)**

**Approved Minutes**

*(6:45 pm May Ip arrived at the meeting)*  
*(7:30 pm Rebecca Raynsford left the meeting)*

**16.0 ADJOURNMENT & NEXT MEETING**

There being no further business, it was moved that the meeting be adjourned at 8:26 pm.

**Next meeting:** June 23, 2021, 5:00 pm via Zoom

Minutes taken by: Kim McMahon

Approved on: June 29, 2021

DocuSigned by:  
*Sean McMurray*  
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Chair:

Sean McMurray

Secretary:

*Clark MacFarlane*  
Clark MacFarlane