



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**  
**June 29, 2021 at 5:00 pm**  
**Via Zoom**

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

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

**REGRETS:** Daryl Minifie, Rebecca Raynsford

**GUESTS:** Abby Drimmie, Aadya Prashar, Tamara Rahmani (CanadaHelps), Liza Mironova (Blackbaud)

**1.0** The meeting was called to order at 5:07 pm. Quorum was achieved. All were welcomed to the call and the Chair opened the meeting with the Mission, Values and Vision. The CEO delivered the land acknowledgement.

**2.0 REVIEW OF VENDORS FOR FUNDRAISING DATABASE**

Abby reported that she has received three RFP's for the fundraising database (CanadaHelps, Donor Drive and Blackbaud/Raiser's Edge).

Budget for expenditure would come from fundraised dollars.

Questions/comments that arose following presentation:

What percentage of current donations are received online?

How would annual platform subscription cost be covered if fundraising declines?

Local staffing challenges could create difficulty in hiring qualified support staff.

Necessary to establishing a checklist for thanking donors so their donations are amplified.

Recommended that a recognition program be developed (regardless of whether or not a donor database is purchased) in order to thank and steward donors.

**ACTION: A comprehensive fundraising budget to be submitted to the Board including recommendation on how funds be allocated (ie. non-funded programs, CRM/donor platform, etc.).**

**ACTION: CEO to follow-up with Fundraising Coordinator regarding her donor database recommendation.**

**MOTION #2021.5**

**MOVED BY: Susan Boron**

**SECONDED BY: Kate Allan**

***BE IT RESOLVED THAT the Board approves acquisition of RaisersEdge as a donor relation platform.***

**CARRIED**

**3.0 CONFLICT OF INTEREST DECLARATIONS**

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

**4.0 APPROVAL OF AGENDA**

Addition: 12.0 In Camera

**MOVED BY: May Ip**

**SECONDED BY: Lynda Legge**

***BE IT RESOLVED THAT the agenda for the Board meeting of June 29, 2021 be approved as amended.***

**CARRIED**

**5.0 CONSENT AGENDA**

**MOVED BY: Susan Boron**

**SECONDED BY: Yvonne McCutcheon**

***BE IT RESOLVED THAT the consent agenda including the May 26, 2021 Board minutes and policies 2.20, 2.50 and 2.70 be accepted as presented.***

**CARRIED**

**6.0 FINANCE**

**6.1 Report of the Finance Committee**

Finance Manager presented a consolidated income statement. Unexpended funds of \$1.1 million. \$425,000 deferred and another \$450,000 to be deferred pending approval.

Based upon correspondence with the LHIN there's potential to apply \$172,679 to the 2019-2020 deficit, which would come out of the unearned revenue.

Inquiry about whether any surplus could be retained. Finance Manager responded that there is a request to use unearned revenue in this year but approval not guaranteed so would potentially get clawed back. Proposed use for surplus is for capital planning for owned properties.

Auditors are nearing completion of their balance sheet and income statement analysis and testing. Audited statements are expected for July Finance Committee meeting.

**MOVED BY: Kate Allan**

**SECONDED BY: Lynda Legge**

***BE IT RESOLVED THAT the June 29, 2021 report of the Finance Committee be accepted as presented.***

**CARRIED**

**7.0 GOVERNANCE**

May Ip reported that the June meeting was rescheduled to July 14. A workplan built from results of recent Governance survey will be drafted and brought back to the Board. Also, recruitment has begun to replace three outgoing Board Members.

**8.0 ACCREDITATION CANADA**

All is moving along well with accreditation process. Currently developing work plans for respective surveys. HR has an open meeting scheduled with staff to discuss the three priorities. Governance working on their workplan and there's a client safety workplan being developed also. Policies are at approval stage. Ethics Committee being formed.

**9.0 QUALITY IMPROVEMENT**

**9.1 E-QIP Governance and Leadership Workshop**

Clark MacFarlane, Lynda Legge, Beth Debrone (QI Manager), Paula Blackstien-Hirsch (Quality thru Improvement) and two E-QIP leaders have met. Work will focus on client outcomes.

Paula has provided a workplan. Terms of reference, workplan, composition of committee and questions board members need to ask will be supplied to the Quality Committee.

Strategic plan to be reviewed. Organizational and client based pieces to be sifted out.

**10.0 CEO REPORT**

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

OHT community engagement meeting this evening. Chairs Council being assembled and CMHA GB's Board Chair is sitting on group to help develop terms of reference. Once Ministry approves application, the start up funds can be accessed which will help with staffing and resources.

**MOVED BY: Susan Boron**

**SECONDED BY: May Ip**

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

**CARRIED**

**11.0 DATE FOR AGM**

The auditors are expected to be at July Board meeting with draft financial statements. Following some discussion, it was determined that the AGM will be held on August 25 immediately following the regular Board meeting. Notice will be prepared. AGM is a closed session.

**12.0 IN CAMERA**

**MOVED BY: Sean McMurray**

**SECONDED BY: Susan Boron**

***BE IT RESOLVED THAT the Board proceed to in-camera discussion at 7:00 pm.***

**CARRIED**

**MOVED BY: Sean McMurray**

**SECONDED BY: Kylie Nowak**

***BE IT RESOLVED THAT the Board resume its regular meeting at 7:06 pm.***

**CARRIED**

**Approved Minutes**

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

**14.0 MEETING EVALUATION**

**15.0 ADJOURNMENT & NEXT MEETING**

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

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

Minutes taken by: Brenda O'Neill

Approved on: July 28, 2021

DocuSigned by:  
*Sean McMurray*  
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Chair:

Sean McMurray

Secretary:

*Clark MacFarlane*

Clark MacFarlane