



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
July 28, 2021, 5:00 – 8:00 pm Via Zoom**

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

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

REGRETS: Jennifer Akitt, Yvonne McCutcheon

GUESTS: Jackie Ralph

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 and the land acknowledgement.

2.0 EDUCATION: JACKIE RALPH, YOUTH AWARENESS & EDUCATION SUPERVISOR

- Introduced the youth awareness staff and summer student team
- In 2020-21, made presentations to 1,967 students, 1,093 teachers, 30,105 adults
- Partnerships and funders were highlighted
- CMHAGB’s FAN Club is the last remaining program of its kind and demand from the schools continues to be strong
- Ride Don’t Hide very successful – local event is highest per capita in Canada



board report
2021.pdf

Possibly an opportunity to apply for OHT funding in the future in support of some of these prevention programs.

The Chair thanked Ms. Ralph for her presentation.

3.0 CONFLICT OF INTEREST DECLARATIONS

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

4.0 APPROVAL OF AGENDA

MOVED BY: Ejaye McComb

SECONDED BY: Kylie Nowak

BE IT RESOLVED THAT the agenda for the Board meeting of July 28, 2021 be approved as presented.

CARRIED

5.0 CONSENT AGENDA

MOVED BY: Susan Boron

SECONDED BY: May Ip

BE IT RESOLVED THAT the consent agenda including the June 29, 2021 Board minutes and policies 2.80, 2.90 and 2.100 be accepted as presented.

CARRIED

6.0 FINANCE

6.1 Report of the Finance Committee

- Audit is progressing well and draft statements expected to be shared at August Board meeting.
- Surplus of only \$527.
- Finance Manager provided a summary of 2020-21 and 2021-22 Q1 donations. Last year's total donations were \$192,000 and Q1 is standing at \$112,598 so on track to exceed last year's revenues.
- Program commitments (ie. FAN Club) and other projects (ie. website) to be accounted for in budget along with any discretionary balance.
- Reserve balances for legacy Hope GB and G&B House will be shown on year end statements and the auditors or Finance Manager will refer to those in the review.
- Statement and fiscal forecast being developed for August Finance Committee meeting.

(6:00 pm Dave Evans departed)

7.0 GOVERNANCE

7.1 Committee Report

- Board recruitment update: four applications in hand currently. Two additional inquiries from individuals that may submit applications. Deadline to apply July 30th.
- Governance survey results were reviewed and action developed based on four key elements to address red and yellow areas.
- Board meeting evaluation redrafted. Governance will review at August meeting and propose adopting for September Board meeting. Results of survey will be shared back at each subsequent meeting as a point of reflection.

7.2 Board retreat for September/October

Discussion held about possibility of an in-person Board retreat in the Fall barring any COVID-related concerns. An outdoor venue could be an option if early Fall before cooler weather. Virtual also an option if necessary.

ACTION: Doodle Poll to be sent regarding interest and potential dates for Board retreat.

8.0 DATE FOR AGM

Auditors are finalizing draft financials and will present at August Board meeting. AGM will be held September.

(6:25 pm Ejaye McComb departed)

MOTION #2021.6

MOVED BY: Kylie Nowak

SECONDED BY: Rebecca Raynsford

BE IT RESOLVED THAT the Annual General Meeting will be held September 22, 2021.

CARRIED

9.0 CEO REPORT

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

- Finalizing VOIP phone implementation. Fibre to be installed at 1024 as bandwidth was an issue.
- Purchased a toll free number 1-888-451-CMHA (2642) as the agency moves toward central intake.
- Accreditation work going well. Policies have almost all been harmonized and will be rolling out to staff within two weeks. Governance, client safety and Guarding Minds work progressing well and work has begun on evidence worksheets.
- A number of new positions are being established including Director of Service, Manager of Housing, Digital Health Specialist, Clinical Lead for Harm Reduction, Café Manager and part-time Financial Clerk.

MOVED BY: Rebecca Raynsford

SECONDED BY: Daryl Minifie

BE IT RESOLVED THAT the July 28 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 6:55 pm.


Next meeting: August 25, 2021, 5:00 pm. Location to be determined. Susan has offered to host outdoor if weather is fine. Community Gardens also suggested. Zoom may be necessary due to gathering restrictions/weather. Auditors expected to be in attendance as well.

Approved Minutes

Minutes taken by: Brenda O'Neill

Approved on: August 25, 2021

DocuSigned by:
Chair: Sean McMurray
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Secretary:  Sean McMurray
Clark MacFarlane