



**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS  
October 27, 2021, 5:00 – 8:00 pm Via Zoom**

**PRESENT:** **Board Members:** Jennifer Akitt, Paul Biggin, Susan Boron, Holly Goodings, May Ip, Lynda Legge, Ejaye McComb, Yvonne McCutcheon, Sean McMurray (Chair), Daryl Minifie  
**Staff Members:** Dave Evans, Clark MacFarlane, Brenda O’Neill (recorder)

**REGRETS:**

**GUESTS:** Mary Jane Dykeman, INQ-Law

**1.0** The meeting was called to order at 5:00 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: MARY JANE DYKEMAN, INQ-LAW**



Mental Health  
System (INQ Law).pd

The Chair thanked Ms. Dykeman for the presentation.

**3.0 CONFLICT OF INTEREST DECLARATIONS**

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

**4.0 APPROVAL OF AGENDA**

Addition of in camera item (12.0) and policy 2.21/Finance Committee for adoption as part of the consent agenda (5.0).

**MOVED BY: Daryl Minifie**

**SECONDED BY: Holly Goodings**

***BE IT RESOLVED THAT the agenda for the Board meeting of October 27, 2021 be approved as amended.***

**CARRIED**

**5.0 CONSENT AGENDA**

**MOVED BY: Ejaye McComb**

**SECONDED BY: Daryl Minifie**

***BE IT RESOLVED THAT the consent agenda including the September 22, 2021 Board minutes and policies 3.1, 3.2, 3.3 and 2.21 be accepted as presented.***

**CARRIED**

**6.0 REVIEW FEEDBACK OF PREVIOUS MEETING**

Flow of meeting discussed. Thoughts for consideration:

- Break out CEO Report ie. programming, QI, strategic plan and intersperse into meeting.
- Keep CEO Report as one document but use speaking points in agenda that reference the CEO Report.
- Reformat agenda. Add program updates from managers possibly.

**7.0 UPDATE ON ACTION ITEMS**

#1 – Underway. Meetings upcoming with program managers and will be reviewing historical information and budgets.

#2 – Blackbaud will assist with formalizing donor recognition process.

#4 – Bayview Project update as per CEO report.

**8.0 FINANCE**

**8.1 Committee Report**

No announcement to date regarding change to base funding.

New Financial Analyst starts on November 8.

**8.2 Financial Statements**

Presented by Finance Manager with no questions nor concerns noted.

**MOVED BY: Yvonne McCutcheon**

**SECONDED BY: Paul Biggin**

***BE IT RESOLVED THAT the October 27, 2021 report of the Finance Committee be accepted as presented.***

**CARRIED**

*(6:10 pm Dave Evans departed)*

**9.0 GOVERNANCE**

**9.1 COVID Policy**

Pages 3 and 4 plus proof of vaccination (if applicable) to be submitted to office by November 5. Support to meet in person in November and December and move back to virtual sessions in New Year when weather can be an issue.

**10.0 QUALITY IMPROVEMENT**

Quality Information Manager is continuing to develop work E-QIP plan. Yvonne McCutcheon and May Ip will sit as board reps on Quality Committee. Also looking for community members to sit on the committee with some potential individuals already identified.

**11.0 CEO REPORT**

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

- Expect to have agreement early 2022 for the board to sign agreeing to becoming OHT candidate

**ACTION:** Announcement to be made when Fresh Roots Café opens. Send as news release, post on social media and also share with the board.

**MOVED BY:** Ejaye McComb

**SECONDED BY:** Holly Goodings

**BE IT RESOLVED THAT the October 27, 2021 report of the Chief Executive Officer be accepted as presented.**

**CARRIED**

**12.0 IN CAMERA**

**MOVED BY:** Lynda Legge

**SECONDED BY:** Daryl Minifie

**BE IT RESOLVED THAT the board proceed to in-camera discussion at 6:59 pm.**

**CARRIED**

**MOVED BY:** Ejaye McComb

**SECONDED BY:** May Ip

**BE IT RESOLVED THAT the board resume its regular meeting at 7:46 pm.**

**CARRIED**

**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, the Chair moved that the meeting be adjourned at 7:50 pm.

**Next meeting:** November 24, 2021, 5:00 pm.

Minutes taken by: Brenda O'Neill

Approved on: November 24, 2021

DocuSigned by:  
*Sean McMurray*  
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Chair: \_\_\_\_\_ Sean McMurray

Secretary: *Clark MacFarlane*  
\_\_\_\_\_ Clark MacFarlane