



Minutes of Board of Directors Meeting
March 22, 2023, 5:00 – 7:00 pm
via Zoom

Present: Paul Biggin, Susan Boron, Lindsey Glazier, Mikayla Greig, Lynda Legge, Clark MacFarlane, Ejaye McComb, Yvonne McCutcheon, Sean McMurray
Absent: --
Regrets: Chelsea Bullock, Holly Goodings, Ginelle MacDougall
Guest: Rebecca Carr

1.0 Welcome and Land Acknowledgement

The meeting was called to order at 5:05 pm. Quorum achieved. Chair Sean McMurray opened the meeting with the land acknowledgement.

2.0 Education: Rebecca Carr, Housing Manager

(slide deck on Board SharePoint site → Board Meetings & Info, Education Presentations)

3.0 Conflict of Interest Declarations

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

4.0 Consent Agenda

MOVED BY: Lindsey Glazier

SECONDED BY: Yvonne McCutcheon

BE IT RESOLVED THAT the consent agenda consisting of the January 25th and February 9th, 2023 minutes, meeting feedback and policy numbers 2.06, 2.09 and 2.10 be accepted as presented.

CARRIED

5.0 Approval of Agenda

Addition: #11.1/Statement of Work for Engagement Process

MOVED BY: Ejaye McComb

SECONDED BY: Paul Biggin

BE IT RESOLVED THAT the agenda for the Board meeting of March 22, 2023 be approved as amended.

CARRIED

6.0 Pulled from Consent Agenda (if any)

Policy #2.08 Criminal Record Check – The Governance Committee will review and bring back to the Board for review and approval.

7.0 Finance Committee

7.1 Committee Report – No report as meeting was postponed.

7.2 Financial Statements

APPROVED MINUTES

7.3 In Camera

MOVED BY: Lindsey Glazier

SECONDED BY: Ejaye McComb

BE IT RESOLVED THAT the board proceed to in-camera discussion at 5:39 pm.

CARRIED

MOVED BY: Ejaye McComb

SECONDED BY: Lindsey Glazier

BE IT RESOLVED THAT the board resume its regular meeting at 5:50 pm.

CARRIED

8.0 Governance Committee Report

Paul Biggin reported that the committee met March 8. The Board Orientation & Education session will be held April 12, 2023 in Owen Sound. A number of potential topics were discussed, and CEO is proceeding with building agenda.

Review of agency policies and by-laws being undertaken in order to meet Ontario Not-for-Profit Corporations Act (ONCA) requirements. INQ, the law firm that wrote the agency's Letters Patent, will be conducting the review which is expected to be complete by May 2023.

Governance as a component of effective leadership is being discussed by the committee. More on this subject to follow.

Recruitment to replace Chartered Accountant vacancy on the Board is being undertaken. Social media and word of mouth through existing Board Members are primary methods of encouraging applicants for the position.

MOVED BY: Yvonne McCutcheon

SECONDED BY: Lindsey Glazier

BE IT RESOLVED THAT the March 2023 report of the Governance Committee be accepted as presented.

CARRIED

9.0 QI Committee Report

Chair Lynda Legge reported that the committee met March 21. They are discussing definition of a critical incident and determining what types of critical incidents should come before the Board.

The QI Manager reviewed the QIP for 2022-23. Slide deck to be included with minutes.

(slide deck on Board SharePoint site → Board Meetings & Info, Approved Minutes, QIP 2022-23)

QIP for 2023-24 in development. Plan will be coming forward to the Board at April meeting.

Client Relations Aggregate Summary discussed which is essentially a client satisfaction document.

Lynda praised Beth Debrone, QI Manager, for the numerous project successes achieved this year.

MOVED BY: Paul Biggin

SECONDED BY: Mikayla Greig

BE IT RESOLVED THAT the March 2023 report of the Quality Improvement Committee be accepted as presented.

CARRIED

10.0 Fundraising Committee Report

The committee held its second meeting on March 13. The committee is chaired by Sean McMurray and includes staff and a community member as well.

A presentation was given by a fundraising professional as a foundational education piece. The speaker stated that post Covid, virtual events are doing well. They also stressed the importance of staying in touch with donors and thereby having a good CRM platform in place. Committee Chair suggested the recording be available to the Board for those interested.

(recording and slide deck on Board SharePoint site → Committee Agenda & Minutes, Fundraising, Resources and Education)

MOVED BY: Lindsey Glazier

SECONDED BY: Lynda Legge

BE IT RESOLVED THAT the March 2023 report of the Fundraising Committee be accepted as presented.

CARRIED

11.0 CEO Report

The CEO reviewed highlights of the report and invited comments or clarification.

The CEO, Director of Client Services, and Addictions Manager recently met at Nawash with the head of the health centre. Purpose was to learn more about each other's resources and services. Outcome was a mutual desire to enter into an MOU. Community development approach being undertaken and to co-create services. Nawash has a particular interest in the Men's Program. Addictions aftercare is also a current gap they've identified.

Land acknowledgement being developed by the Reconciliation Committee. That document will come before the Board to be formally sanctioned.

How long term disability (LTD) is managed was a discussion point. The CEO will discuss with the HR Manager for further insight into length of current LTD cases and how those issues are resolved.

MAiD training upcoming. Training materials will be shared with the Board as a point of interest.

APPROVED MINUTES

MOVED BY: Lindsey Glazier

SECONDED BY: Mikayla Greig

BE IT RESOLVED THAT the January 2023 report of the Chief Executive Officer be accepted as presented.

CARRIED

11.1 Statement of Work for Engagement Process

This work is meant to gather additional feedback about space requirements so architects can prepare preliminary interior design followed by project costing. Whether this engagement process can be conducted by the firm that could potentially oversee the project was a point of discussion as a matter of efficiency.

ACTION: CEO will consider approach and provide the Board with a subsequent proposal related to item 11.1 for the April meeting.

12.0 Information Items/Board Correspondence - Information as noted in Board package.

13.0 Adjournment

There being no further business, the Chair moved that the meeting be adjourned at 7:00 pm. Next meeting: April 26, 2023, 5:00 pm, CMHA Office, 1024 2nd Ave. East, Owen Sound.

Minutes taken by: Brenda O'Neill

Approved on: April 26, 2023

DocuSigned by:

Chair: _____
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Secretary: _____
Clark MacFarlane