



Minutes of Board of Directors Meeting
 November 22, 2023, 5:00 – 8:00 pm
 CMHA Office, 1024 2nd Avenue East, Owen Sound

Present: Paul Biggin, Susan Boron, Beth Debrone, Claudia den Boer, Mikayla Greig, Lynda Legge, Karen Linner, Ejaye McComb, Yvonne McCutcheon, Scott McKay, Sean McMurray, Emily Paterson, Anita Sultmanis
Regrets: Dave Evans, Lindsey Glazier, Ginelle MacDougall
Guest: Don Vail, Fundraising, Special Events & Media Relations Coordinator

1.0 Welcome and Land Acknowledgement

The meeting was called to order at 5:00 pm. Quorum achieved. Chair Sean McMurray opened the meeting with the land acknowledgement.

2.0 Conflict of Interest Declarations

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

3.0 Consent Agenda

MOVED BY: Susan Boron

SECONDED BY: Paul Biggin

Be it resolved that the consent agenda consisting of the July 26 and October 25, 2023 minutes, meeting feedback and policy number 2.25 be accepted as presented.

CARRIED

4.0 Review and Approval of Agenda Items

Addition: MSA Agreement/10.0

MOVED BY: Lynda Legge

SECONDED BY: Yvonne McCutcheon

Be it resolved that the amended agenda for the Board meeting of November 22, 2023 be approved.

CARRIED

5.0 Pulled from Consent Agenda - None

6.0 Strategy, Structure, System (3S's) Report

Interim CEO, Claudia den Boer outlined proposal for short-term priorities and measures for success.

A draft document to demonstrate progress of each strategic priority was included in the meeting package. This is proposed as a quarterly report to the board rather than monthly in order to show meaningful and measurable progress. All in support of the document and cadence.

6.1 Blackbaud Update

Further to briefing note, there was no objection noted to moving over to 3-year agreement with Donor Perfect and letting the Blackbaud/Raiser's Edge subscription lapse. The Fundraising

Coordinator indicated it will take approximately three months to get Donor Perfect operating. Interim CEO Claudia den Boer noted that the donor platform will be a key enabler to grow, predict and measure fundraising and thanked the board for their support.

6.2 Fundraising Committee Update

Committee Chair Sean McMurray reported that a meeting was held November 13th with all in attendance.

Much of the meeting was spent discussing Blackbaud and Donor Perfect and the Fundraising Coordinator was thanked for the thoughtful review of which donor platform is the best fit at this time.

Current donations as of October 31st are \$204,842.

MOVED BY: Paul Biggin

SECONDED BY: Lynda Legge

Be it resolved that the November 2023 report of the Fundraising Committee be accepted as presented.

CARRIED

7.0 Finance Committee Report

7.1 Committee Report

7.2 Financial Statements

The meeting regularly scheduled for this month was moved to November 27 however a statement of operations was provided and shows surplus through to October 2023 as \$18,186 with new collective agreement fully expensed.

The 2022-2023 audited financials will be reviewed at the November 27th meeting and the Annual General Meeting is slated for December 7.

MOVED BY: Mikayla Greig

SECONDED BY: Susan Boron

Be it resolved that the November 2023 report of the Finance Committee be accepted as presented.

CARRIED

8.0 Governance Committee Report

Chair Susan Boron reported that the committee met November 8.

Planning for board education on November 25 was discussed and the outline for that session was provided.

A document with key talking points about the agency is being developed for board members to use at networking events or as occasions present themselves. This will be shared in the near future.

As instructed at the October board meeting, governance policies 2.27 Board/CEO Relationship and 2.29 Evaluating CEO Performance were reviewed. After some discussion, it was agreed both policies be adopted as currently written.

MOVED BY: Paul Biggin

SECONDED BY: Susan Boron

Be it resolved that policies 2.27 Board/CEO Relationship and 2.29 Evaluating CEO Performance be accepted as presented.

CARRIED

All were thanked for sharing committee preferences and the proposed committee makeup was reviewed. Minor revisions noted. As there is no board nor committee meetings in December these changes will take effect January 2024.

MOVED BY: Ejaye McComb

SECONDED BY: Yvonne McCutcheon

Be it resolved that the committee makeup be accepted as discussed.

CARRIED

Motion #2023.13

MOVED BY: Paul Biggin

SECONDED BY: Ejaye McComb

Be it resolved that the Board of the Canadian Mental Health Association Grey Bruce approves the revisions to the corporation's By-Laws as well as the Articles of Amendment as prepared by INQ Law to ensure compliance with the Ontario Not for Profit Corporations Act.

CARRIED

ACTION: Presentation about governance models upcoming. (Claudia den Boer)

9.0 CEO Recruitment Committee Update

Yvonne McCutcheon reported that the Recruitment Committee are pleased with recruitment firm chosen and they have much confidence in the process and suggested timelines. Candidate long list expected January 15 and short list soon thereafter. Will be two rounds of interviews followed by reference checks and ideally a mid-March to early April start date.

10.0 MSAA Declaration

Motion #2023.14

MOVED BY: Lynda Legge

SECONDED BY: Yvonne McCutcheon

Be it resolved that the Declaration of Compliance (Schedule F) for the period of April 1, 2022 – March 31, 2023 be approved without exception and that the Board Chair has authority to sign and that same will be filed accordingly.

CARRIED

11.0 Information Items/Board Correspondence - Information as noted in Board package

12.0 Meeting Evaluation

13.0 Adjournment

There being no further business, the Chair moved that the meeting be adjourned at 7:10 p.m.
Next meeting: January 24, 2024, 5:00 pm via Zoom

Minutes taken by: Brenda O'Neill
Approved on: January 17, 2024

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Sean McMurray
Chair: _____
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Sean McMurray

DocuSigned by:
Claudia den Boer
Secretary: _____
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Claudia den Boer