



Minutes of Board of Directors Meeting
October 25, 2023, 5:00 – 8:00 pm
CMHA Office, 1024 2nd Avenue East, Owen Sound

Present: Paul Biggin, Susan Boron, Beth Debrone, Claudia den Boer, Dave Evans, Lindsey Glazier, Mikayla Greig, Lynda Legge, Karen Linner, Ginelle MacDougall, Ejaye McComb, Yvonne McCutcheon, Scott McKay, Sean McMurray, Emily Paterson

Absent:

Regrets:

Guest: Ashley Timmerman, Program Manager – G&B House

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 Motion #2023.10

MOVED BY: Susan Boron

SECONDED BY: Lynda Legge

Be it resolved that based on the recommendation of the Nominating Committee, pursuant to its authority under section 7.6 of the By-laws, the Board hereby appoints Anita Sultmanis to a three-year term as a Director of the Corporation.

CARRIED

3.0 Education Presentation: G&B House, Ashley Timmerman, Program Manager

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

4.0 Conflict of Interest Declarations

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

5.0 Consent Agenda

MOVED BY: Lindsey Glazier

SECONDED BY: Ejaye McComb

Be it resolved that the consent agenda consisting of the September 27, 2023 minutes, meeting feedback and policy number 2.28 be accepted as presented. Request to pull policy numbers 2.27 and 2.29.

CARRIED

6.0 Review and Approval of Agenda Items

APPROVED MINUTES

MOVED BY: Paul Biggin

SECONDED BY: Susan Boron

Be it resolved that the revised agenda for the Board meeting of October 25, 2023 be approved noting consent agenda items 2.27 and 2.29 be pulled for discussion.

CARRIED

7.0 Pulled from Consent Agenda

7.1 Policy numbers 2.27 and 2.29

ACTION: Requested that the Governance Committee review policy numbers 2.27 and 2.29 to ensure they align.

8.0 Interim CEO Role

Motion #2023.11

MOVED BY: Lindsey Glazier

SECONDED BY: Mikayla Greig

Be it resolved that the Board has reviewed and agrees with the Interim CEO deliverables as outlined in the briefing note.

CARRIED

9.0 Finance Committee Report

Chair Sean McMurray reported that the committee last met on October 23rd with all in attendance.

The AGM will be held in the early part of December and regular monthly board meeting will be cancelled. Date for AGM to be set once BakerTilly have completed audit.

The Finance Manager reported a current surplus of \$15,300 with expectation of being at breakeven point at yearend. The 5% base budget increase has been accrued and the new union collective agreement is reflected in this update.

No concerns noted.

MOVED BY: Lindsey Glazier

SECONDED BY: Susan Boron

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

CARRIED

10.0 Governance Committee Report

Met October 11 and spent time discussing agenda for November 25 board education day.

Elevator pitch for board member use is being developed.

Education sessions will continue to be coordinated for monthly board meetings.

APPROVED MINUTES

Chair Susan Boron welcomed Anita Sultmanis to the board.

ACTION: Committees and terms of reference to be distributed with a request that committee preferences be indicated. Responses requested by November 3rd. (Brenda)

MOVED BY: Yvonne McCutcheon

SECONDED BY: Ejaye McComb

Be it resolved that the October 2023 report of the Governance Committee be accepted as presented.

CARRIED

Motion #2023.12

MOVED BY: Lindsey Glazier

SECONDED BY: Lynda Legge

Be it resolved that the Interim CEO will assume the role of Board Secretary for the duration of their contract.

CARRIED

11.0 Fundraising Committee

Met October 16 with full attendance.

Results of Ride Don't Hide (10th year) were shared: 70+ participants, \$39,000 raised and Computer Jen was the top fundraiser (over \$8,000).

Recent third party events:

September 17 - 9/11 Memorial Stair Climb. Raised \$2,770.

October 13 - An Evening with Dr. Dwight Chapin held at Bruce County Museum. Over \$1,000 raised. Lindsey Glazier attended and provided greetings on behalf of CMHA.

October 14 - "A Night to Remember" in Hanover. Staff attended to provide outreach and resources.

Fundraising Coordinator evaluating CRM tool, Blackbaud.

MOVED BY: Lindsey Glazier

SECONDED BY: Paul Biggin

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

CARRIED

12.0 Agency Report

The chair invited comments or clarification regarding any areas of the report.

Emily Paterson reported that annual churn is being tracked as well as year-to-date. Many influencing factors around departures but exit interviews have been generally positive.

Incidents will be reported for fiscal year as well as year-to-date in the future. Beth Debrone indicated that a new incident reporting tool will be demonstrated to management on October 26. Purpose of the tool is to simplify process with an aim to encourage reporting as important from risk management standpoint.

APPROVED MINUTES

MOVED BY: Lindsey Glazier

SECONDED BY: Lynda Legge

Be it resolved that the October 2023 Agency Report be accepted as presented.

CARRIED

(7:15 pm – Ginelle, Dave, Beth, Emily, Scott departed)

13.0 In Camera

MOVED BY: Lindsey Glazier

SECONDED BY: Susan Boron

Be it resolved that the board proceed to in-camera discussion at 7:20 p.m.

CARRIED

MOVED BY: Lindsey Glazier

SECONDED BY: Susan Boron

Be it resolved that the board resume its regular meeting at 7:37 p.m.

CARRIED

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

15.0 Meeting Evaluation

16.0 Adjournment

There being no further business, the Chair moved that the meeting be adjourned at 7:38 p.m.

Next meeting: November 22, 2023, 5:00 pm, CMHA Office, 1024 2nd Ave East, Owen Sound

Minutes taken by: Brenda O’Neill

Approved on: November 22, 2023

Chair: 
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Secretary: 
AD43B57158C42E Claudia den Boer