

Date: April 15, 2015

Time: 5:00 pm


Place: 466 George St. – Multi-purpose Room

BOARD MINUTES	
Present: Margaret Seaton, Pat Dunn, Mary Reader, Paul Forget, Starr Olsen, Patti Ley, Judy Dickson, Danielle Carter, Ted Smith	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Adam Guzkowski, Bob Allen	
Guests: Sandy Woodhouse, Maggie Stephens	
Chair: Margaret Seaton	Recorder: Karen Wolff
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	<ul style="list-style-type: none"> Call to order at 5:10pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated April 15, 2015 with one addition: 1. Number of Board of Directors Moved: Danielle Carter Seconded: Judy Dickson Approved: Unanimous</p>
3. Minutes March 18, 2015	<p>Motion: To accept minutes dated March 18, 2015. Moved: Paul Forget Seconded: Patti Ley Approved: All</p>
Task Calendar CMHA Board	
4. Declaration of Conflict	<ul style="list-style-type: none"> None expressed.
5. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours were collected. Starr Olsen (8), Patti Ley (16), Margaret Seaton (30), Paul Forget (16), Pat Dunn (8), Mary Reader (7), Judy Dickson (5), Ted Smith (12), Danielle Carter (8)
Guest Presentation	
6.1 Supportive Housing – CMHA HKPR	<p>Sandy Woodhouse, Program Manager of Supportive Housing, presented an annual review with a PowerPoint and Responder presentation.</p> <ul style="list-style-type: none"> Highlights included: Educating landlords about mental illness as this year's QI project, 2014-15. Identified the Supportive Housing's quarterly QI project along with the results of each quarter from

	<p>April 1, 2014 through to March 31, 2015.</p> <ul style="list-style-type: none"> • An action plan was created to present mental health and anti-stigma education and information to local landlords. • Set up three mental health educational and anti-stigma sessions for landlords, in Kawartha Lakes, Peterborough, and Northumberland throughout the year. • Poor to nil attendance in Kawartha Lakes and Northumberland, however, a productive information session was held in Peterborough where CMHA HKPR Supportive Housing developed relations with one of the largest landlords in the city, AON Incorporated. • 56 new or existing landlords received the anti-stigma brochure. • Supportive Housing will continue to provide anti-stigma information and education to landlords, but will provide presentations only to a specific audience upon request. • Sandy piloted the new 'Responders', an educational software program, by Turning Technology. Sandy provided board members with a series of supportive housing questions and provided members with multiple-choice answers. This program is accompanied with multiple remote devices that anonymously selects and collects the audience's answers. The board was enlightened with the Q & A presentation. The Responder will be used for future educational training.
<p>Business Arising</p>	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p> <p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes 	<ul style="list-style-type: none"> • Judy waiting on one more board assessment survey and then will return with survey results, which will be provided to Karen for board distribution. • As of June 24th, 2015, Marg's board status will become 'Past President' for a period of 2 years immediately after becoming Past President and have a vote. The ruling is in accordance with the by-laws of not less than 6 and not more than 12 plus the Past President. This move will allow for one additional board member per Marg. • Judy will begin nominee preparation for additional board member. <ul style="list-style-type: none"> • Meeting held April 13th per Paul. • Placed 6 people, one on waitlist. <ul style="list-style-type: none"> • Meeting held in April per Pat. • Placed 4 in category 5 • 2 evictions, and didn't renew subsidy.

<p>7.3 Ethics Committee</p>	<ul style="list-style-type: none"> • Ethics Committee meeting was held March 20th, 2015 per Ted. • Ted will present an Ethics Orientation slideshow to board members at the next board meeting, May 20th, 2015. • Dr. John Maher will provide an Ethics Workshop for all staff and board members on Friday, May 1st from 9am-12pm at St. Paul's Presbyterian Church Hall, on Ethical Issues in Community Mental Health. • The 7th annual Journal of Ethics in Mental Health international conference will be held June 11, 12, and 13, 2015, at Victoria Hall, 55 King St. West, Cobourg, ON. • Board members, ethics committee members and staff have been invited to attend. Maximum of 20 staff may attend. Interested board members to email Mark to confirm attendance.
<p>7.4 Finance Committee:</p>	<ul style="list-style-type: none"> • Financial Statement deferred. Currently working on year-end financial statements/audits per Linda.
<p>7.5 Fund Development Committee</p>	<ul style="list-style-type: none"> • Fund Development Committee meeting held April 13th, 2015. • The financial event results from The Galerie Q – “A Beautiful Mind” as at April 13th, 2015, were presented to the board for review. • Donor type summary donations recorded through Sumac were presented to the board for review. • Marg reminded board members to please consider board commitment to the Planned Giving Program for board member donations. Contact Kerri for donations. • Schedule 20 minutes for Kerri to address and identify fiscal surpluses for projects at the May 20th board meeting. • Mark will send out a comprehensive fund development report to board members April 16th. • Marg asked board members to think about larger campaigns for the board to develop.
<p>7.6 Recruitment and Retention Committee</p>	<ul style="list-style-type: none"> • Committee meetings suspended until CMHA HKPR meet with the union.
<p>7.7 Policy & Procedure Committee</p>	<ul style="list-style-type: none"> • Committee meetings suspended until CMHA HKPR meet with the union.
<p>7.8 Executive Committee</p>	<ul style="list-style-type: none"> • No meeting, no report. <p>Motion: To approve Standing Committee items as presented. Moved: Ted Smith Seconded: Judy Dickson Approved: Unanimous</p>

8. CEO Report	<ul style="list-style-type: none"> • The Community Crisis Service Review Priority Project was submitted to the board for review. • Mark advised that the final Community Crisis Service Review Priority Project was submitted to the CE LHIN on March 31, 2015. • Hoping to expand Intervention Team into KL or NHH with addition of 2-3 more positions. • Territory is currently too large for the mobile crisis team. Number of calls going to voicemail. • Mark met with the City of Peterborough, April 8th, 2015, to present the Lighthouse’s budget at \$158,555. • Lighthouse program has been dropped to 6 days p/week excluding Sunday. • Looking at a 2 yr., 9 month contract from August 1st, 2015 to July 31st, 2017, to include 1 FT, 2 PT, and relief staff. • New signage and awning has been posted outside of 415 Water Street. • Tenant signage will eventually be posted on the outside of 415 Water Street. • Renting out one suite on the 2nd floor at 415 Water St. Confirmed at \$275 p/month. <p>Motion: To approve the CEO Report as presented. Moved: Paul Forget Seconded: Starr Olsen Approved: Unanimous</p>
New Business	
9. AGM Committee Update	<ul style="list-style-type: none"> • Starr, Marg, Mark and Karen met and reviewed AGM tasks in preparation for the June 24th AGM at the Jewish Community Centre at 775 Weller St., Ptbo. • “Everyone Matters” has been selected as this year’s AGM theme. • Require three more board member bio’s for publication in the AGM Annual Report. Board members have been advised. • Starr looking for AGM keynote speaker.
10. Awards Package Update	<ul style="list-style-type: none"> • All nomination forms have been submitted to board members and staff. • Nomination forms are now online at the CMHA HKPR website. • Mary and Adam are on the Award Selection Committee and will review nomination applications after the May 29th, 2015 deadline date.
11. 2015 CMHA Ontario Division Conference Program Review	<ul style="list-style-type: none"> • Karen reiterated that all conference registrations and hotel reservations have been made for attending board members for the upcoming conference April 26/27/28.
Correspondence	
12. One-Time Capital	<ul style="list-style-type: none"> • One-time Capital Replacement Reserve Funding 2014/15 will be used for capital housing

Replacement Reserve Funding 2014/15	improvements per Linda.
13. MOHLTC Agreement re: Base funding for Supportive Housing Units	<ul style="list-style-type: none"> The MOHLTC Agreement/letter re: Base funding for Supportive Housing Units was presented and reviewed with board members.
14. Ministry of Training, Colleges & Universities – Service Agreement	<ul style="list-style-type: none"> The MTCU Service Agreement was presented and reviewed with board members.
In Camera Session	
15. In Camera  Negotiation Team - Direction	<p>Motion: To move ‘In Camera’ Moved: Mary Reader Seconded: Paul Forget Approved: Unanimous</p> <p>Motion: To move ‘out of Camera’ Moved: Patti Ley Seconded: Ted Smith Approved: Unanimous</p> <p>Rise & Report: No Report</p>
Anything Else:	
17. Did Well/Do Better	<ul style="list-style-type: none">
Meeting Adjourned	<p>Motion: To adjourn the meeting. Moved: Patti Ley Carried: Unanimous</p>