

Date: June 17, 2015

Time: 5:15 pm

Place: 466 George St. – Multi-purpose Room

BOARD MINUTES	
Present: Margaret Seaton, Pat Dunn, Mary Reader, Patti Ley, Judy Dickson, Danielle Carter, Ted Smith, Adam Guzkowski	
Staff Participants: Mark Graham, Linda Saunders	
Regrets: Paul Forget, Starr Olsen	
Guests: Tim Nicholls	
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 5:15pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated June 17, 2015 Moved: Pat Dunn Seconded: Ted Smith Approved: Unanimous</p>
3. Minutes May 20, 2015	<p>Motion: To accept amended minutes dated May 20, 2015 reflecting that Sue Grant has <i>applied to become a board member</i>, rather than Sue Grant has <i>agreed to return to the Board of Directors for a 2 year term as of June 17th, 2015</i>. Moved: Patti Ley Seconded: Mary Reader Approved: Unanimous</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. Patti Ley (26), Margaret Seaton (38), Pat Dunn (7), Mary Reader (18), Judy Dickson (22), Ted Smith (56), Danielle Carter (7), Adam Guzkowski (12)
Guest Presentation	
6.1 Audited Financial Statements 2014-15 (Draft)	Tim Nicholls, Chartered Accountant for CMHA HKPR, provided his draft independent auditor's report for Financial Statements at March 31, 2015, and Statements of Revenue and Expenditures at March 31, 2015.



	<p>Motion: To accept amended draft Financial Statements, and Statements of Revenue and Expenditures at March 31, 2015 as presented. Moved: Danielle Carter Seconded: Adam Guzkowski Approved: Unanimous</p>
Business Arising	
<p>7. Standing Committee Updates:</p> <p>7.1 Nominating Committee:</p>	<ul style="list-style-type: none">• Board assessment survey results have been presented, along with follow-up comments.• Upon survey results, board members have agreed to conduct quarterly evaluations of themselves, as a board, while accomplishing strategic plan goals.• Evaluation of strategic plan goals will commence at the August 19th board meeting with a strategic plan summary provision made available to board members prior to the August board meeting. <p>Action: Mark to prepare task list for board members to address strategic plans (i.e. By-laws, committee recommendations etc). Task list to be made available by end of July. Members welcome to send in their suggestions.</p> <p>Motion: Board to conduct quarterly evaluations of themselves as a board in their accomplishments of strategic plan goals. Moved: Judy Dickson Seconded: Ted Smith Approved: Unanimous</p> <ul style="list-style-type: none">• Board recruitment advertisement has been placed in 7 newspapers. Deadline is June 26th, 2015.• Board Secretary, Bob Allen, has officially retired from the Board of Directors.• Slate of Directors for 2015-2016 has been presented to board members. Slate of Directors will be presented at the June 24th, 2015 AGM for approval. <p>Motion: To accept changed Slate of Directors 2014-2015 as amended. Moved: Judy Dickson Seconded: Ted Smith Approved: Unanimous</p>

<p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes 	<ul style="list-style-type: none"> • (2) Units available • (2) Placed • (2) on the wait list • No Meeting held- no report per Pat.
<p>7.3 Ethics Committee</p>	<ul style="list-style-type: none"> • The June 19th Ethics Committee meeting was cancelled. Next Ethics Committee meeting scheduled for September 18th, 2015. • Ted and Patti attended the 7th Annual Journal of Ethics in Mental Health (JEMH) conference held June 11, 12, 13, 2015. Very well attended and presented. Very stimulating with great presenters.
<p>7.4 Finance Committee</p>	<ul style="list-style-type: none"> • Finance meeting held Monday, June 15, 2015. • Danielle presented the Monthly Board Financial Update for Two Months Ended May 31st, 2015.
<p>7.5 Fund Development Committee</p>	<ul style="list-style-type: none"> • Fund Development Committee report was presented to the board. • Fund Development meeting was held week of June 8th, 2015. • PTSD paddling event held at the Cobourg harbor. Event well attended. \$120 in donations for CMHA HKPR was received at the event. • 3rd Party event policy is in its final draft stages and will be presented to the board at the August 19th board meeting. • No Fund Development Committee meeting in July. • There are three potential new Fund Development Committee members. Committee will meet with potential new members at the September meeting. • Kerri will be presenting the fund development's 2-3 yr. action plan to the board at the August 19th board meeting. • Fund development ideas gathered from the CMHA Ontario Division conference.
<p>7.6 Recruitment and Retention Committee</p>	<ul style="list-style-type: none"> • Met with CUPE Local 5258 on June 2, 2015. Decision was made to cease the R & R and P & P Committees. The content from these committees are now part of the bargaining unit.
<p>7.7 Policy & Procedure Committee</p>	<ul style="list-style-type: none"> • Future Human Resource policies will be executed from HR or other committees. These policies are not arbitrary (not in conflict with the bargaining unit). • Future of Culture Survey will be discussed at the Leadership Team meeting. Place on next

<p>7.8 Executive Committee</p>	<p>agenda.</p> <p>Motion: To remove 7.6 Recruitment and Retention Committee and 7.7 Policy & Procedure Committee from board agenda. Moved: Ted Smith Seconded: Mary Reader Approved: Unanimous</p> <ul style="list-style-type: none"> • No Meeting held. No report. <p>Motion: To approve Standing Committee items as presented. Moved: Patti Ley Seconded: Pat Dunn Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> • All four Succession Plans reviewed (i.e. CEO, Director of Corporate Services, and two Directors' of Programs and Services) • Upon review of succession plans, Leadership team will look further into mentoring staff within existing employment. Could be short term (3-6 months). • Additional staff should be developed for succession. • Normal recruitment procedures remain in place. • Mentoring emphasizes retention within the organization. • CELHIN Paymaster Transfers are no longer effective July 1, 2015. • All five sites will now be accountable for their own location. Previously, CMHA HKPR dispersed funds to all five sites. • Meeting with the JMC Committee tomorrow to discuss what the new model will look like. • CMHA HKPR will continue to provide Human Justice accountability in KL & Ptbo. • Received resounding response with 35 AGM award nominations. Great thanks to Mary and Adam for their work on the Nominating Committee. • Kelly Eberhard, Crown Attorney, will be presented with the Naresh James Champion of Mental Health Award Friday, June 19th at 12:30pm at the Simcoe Street Courthouse, as she is not able to attend the June 24th AGM. Media will be present. • AGM guest speaker will be Michelle McKay, National Anchor and Reporter for the Weather Network. • The board reviewed the nominated 2015 AGM nominees.

	<p>Motion: For the board to nominate the AGM nominees as presented. Moved: Adam Guzkowski Seconded: Mary Reader Approved: Unanimous</p> <ul style="list-style-type: none"> The three Health Communities Fund (HFC) Program Stream-MOHLTC were reviewed and presented as follows (items #15, 16, 17 on board agenda): <ol style="list-style-type: none"> 1. Activing Living Active Mind Program 2. Living Life to the Full for Rural Communities 3. Assertive Outreach for Suicide Prevention The CEO vacation schedule has been provided to the board. <p>Motion: To approve the CEO Report as presented. Moved: Pat Dunn Seconded: Mary Reader Approved: Unanimous</p>
New Business	
9. Mental Health & Addictions – Housing Program Budget- Requires approval	<ul style="list-style-type: none"> The board reviewed the Mental Health & Addictions Housing Program Budget. <p>Motion: To accept and approve the Mental Health & Addictions Housing Program Budget as presented. Moved: Pat Dunn Seconded: Ted Smith Approved: Unanimous</p>
10. CMHA Ontario Board of Directors Media Achievement Award	<p>Deadline to nominate and submit applications for an achievement award to recognize individuals or organizations who best exemplify the spirit of CMHA with their outstanding contribution to the coverage of mental health issues either locally or provincially in the media is June 30, 2015.</p>
11. Board Membership Fees due at the June 17th board meeting- \$20	<ul style="list-style-type: none"> Board membership fee of \$20 due at today's, June 17th, board meeting.
12. Summer Barbeques – Kawartha Lakes and Peterborough	<ul style="list-style-type: none"> Summer BBQ dates: <ol style="list-style-type: none"> 1. KL – Thursday, July 16 – 11:00am-2:30pm – Memorial Park, Lindsay St. South-Lunch served at 12:00pm- N/C 2. Ptbo.- Thursday, July 23 – 12:00-2:00pm – Beavermead Park-Lunch served at 12:00pm – N/C
13. Donor-Directed Designations	<ul style="list-style-type: none"> Updated United Way of Peterborough & District Donor-Directed Designations' update policy was

<p>– United Way Peterborough & District</p>	<p>presented to board members.</p> <ul style="list-style-type: none"> • Moved from annual audit to fiscal year audit. • Donation procedures were discussed.
<p>Correspondence</p>	
<p>14. 2015 CMHA Ontario Division Conference Summary Report</p>	<ul style="list-style-type: none"> • The 2015 CMHA Ontario Division Conference Summary Report was presented to board members for review. • 390 Delegates were in attendance. • Costs/budget amounted to \$153,000.
<p>15. Health Communities Fund (HCF) -Assertive Outreach for Suicide Preventions 16. HCF-Living Life to the Full for Rural Communities 17. HCF-Active Living Active Mind Program</p>	<ul style="list-style-type: none"> • Agenda items #15, 16, 17 covered under the CEO Report, agenda item #8.
<p>In Camera Session</p>	
<p>18. In Camera</p>	<p>Motion: To move ‘In Camera’ Moved: Patti Ley Seconded: Ted Smith Approved: Unanimous</p> <p>Motion: The recommendations from the ‘Closed Session’ will be forwarded to the Director of Corporate Services. Moved: Pat Dunn Seconded: Patti Ley Approved: Unanimous</p>
<p>Anything Else:</p>	
<p>17. Did Well/Do Better</p>	<ul style="list-style-type: none"> • No Report.
<p>Meeting Adjourned</p>	<p>Motion: To adjourn the meeting. Moved: Pat Dunn Seconded: Adam Guzkowski Approved: Unanimous</p>