

Date: August 19, 2015

Time: 5:15 pm

Place: Ross Memorial Hospital – Board room




BOARD MINUTES	
Present: Margaret Seaton, Mary Reader, Judy Dickson, Danielle Carter, Sue Grant, Adam Guzkowski, Paul Forget	
Staff Participants: Mark Graham, Maggie Stephens	
Regrets: Starr Olsen, Linda Saunders, Pat Dunn, Patti Ley, Ted Smith	
Guests: Kerri Davies	
Chair: Judy Dickson	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 5:14pm. Quorum was met.
2. Agenda:	<p>Motion: To accept agenda dated August 19, 2015 Moved: Paul Forget Seconded: Marg Seaton Approved: Unanimous</p>
3. Minutes June 17, 2015	<p>Motion: To accept minutes dated June 17th, 2015. Moved: Mary Reader Seconded: Danielle Carter Approved: Unanimous</p>
CMHA HKPR June 24, 2015 AGM Minutes	<p>Motion: To recommend the June 24th, 2015 AGM minutes as presented. Moved: Adam Guzkowski Seconded: Paul Forget Approved: Unanimous</p>
June 24th Special Meeting Minutes	<p>Motion: To accept the June 24th, 2015 Special Meeting minutes as presented. Moved: Mary Reader Seconded: Danielle Carter 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.

	<ul style="list-style-type: none"> • Margaret Seaton (7), Mary Reader (23), Judy Dickson (15), Danielle Carter (12), Adam Guzkowski (12), Sue Grant (5), Paul Forget (32)
Guest Presentation	
6.1 Fund Development Committee – Strategy Development/Action Plan	<p>Kerri Davies, CMHA HKPR Fund Development Manager, provided a PowerPoint presentation on Strategy Development/Action Plan.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • Key areas of focus throughout 2015-2016 including: Increase in Membership, increase in annual giving, increase in NEW large gifts, and increase in grants. • Review of events for 2015-2016. • 7 new members as at August 1, 2015 for a total of 22 members. • Launching new membership campaign September 1, 2015. • New 'Annual Giving Campaign' to be launched January 2016. Annual Giving Commitment \$5,800 – gained 3 new members since April 1st, 2015. • The 2016 Year-end goal of NEW large gifts and grants of \$31k has been met. \$36k in NEW large donors have been received for "Breakfast with Babcock". • A list of new large donors/sponsors as at August 1, 2015 has been provided. • Provided a listing of grant applications that have been made as of August 15, 2015, along with other grants that will be applied for this year. • Reviewed 'Calendar of Events' for 2015-16, along with gross and netted amounts received and forecasted. • Included 'Other areas of Priority' as follows: recruiting for additional Fund Development team members, 'Make Gift to CMHA Program' in the fall of 2015, which will include distribution to funeral homes, training for HKPR Health Unit in Northumberland – Fall 2015, and exploring support for Assertive Outreach Suicide Prevention for Ross Memorial-2016. • The 2016 Herod Golf Tournament will be held on June 3rd. • The Mike Russelle Golf Tournament is September 5th, 2015 and is expected to net \$9k-\$10k.
Business Arising	
7. Standing Committee Updates:	
7.1 Nominating Committee:	<ul style="list-style-type: none"> • New board member applications have been placed on hold until September. Judy, Pat and Marg will review applications at that time.

<p>7.2 Tenant Selection Committee:</p> <ul style="list-style-type: none"> - Peterborough - Kawartha Lakes <p>7.3 Ethics Committee</p> <p>7.4 Finance Committee</p> <p>7.5 Fund Development Committee</p> <p>7.6 Executive Committee</p>	<ul style="list-style-type: none"> • No meeting since June. No report. • No report. • Next meeting scheduled for September 18th, 2015. • Judy may attend if Ted absent. • There was no finance meeting. • Danielle presented the Monthly Board Financial Update for the Four Months Ended July 31st, 2015. <p>Motion: To accept the Monthly Board Financial Update for the Four Months Ended July 31st, 2015 as presented.</p> <p>Moved: Danielle Carter</p> <p>Seconded: Marg Seaton</p> <p>Approved: Unanimous</p> <ul style="list-style-type: none"> • Kerri conducted a Fund Development presentation. No further report. • No meeting, no report. <p>Motion: To approve Standing Committee items as presented.</p> <p>Moved: Paul Forget</p> <p>Seconded: Mary Reader</p> <p>Approved: Unanimous</p>
<p>8. CEO Report</p>	<ul style="list-style-type: none"> • CMHA HKPR will be commencing Aboriginal Cultural Sensitivity training through Curve Lake for front-line staff. A \$10k funding request has been submitted through the CELHIN. • The RBC and Green Shield benefit renewal rates effective September 1, 2015 to August 31, 2016 were distributed to the board for review. • Cover letter, Questions & Answers, along with a signed Trust/Participation Agreement between CMHA and CMHA HKPR, were distributed to board members surrounding the change to CMHA Pension Plan Governance Structure for review. • CMHA in partnership with Community Living organizations in Peterborough, Haliburton & Kawartha Lakes is receiving up to \$188,800 over the next two years that will give young adults with

	<p>developmental disabilities the opportunity to learn living skills and receive supportive housing so they are better equipped to live more independently. Further details were presented in a news release from MCSS on August 10, 2015, 'Ontario Supporting People with Developmental Disabilities'.</p> <ul style="list-style-type: none"> • CMHA HKPR has been chosen as a finalist for the Greater Peterborough Chamber of Commerce 2015 Business Excellence Awards-Not for Profit. The awards dinners will be held at the Trentwinds, Wednesday, October 21st, 2015. • CMHA HKPR will be advertising and recruiting a part-time Accreditation Co-ordinator position, in the fall, in preparation for the next Accreditation Canada Qmentum accreditation program in November, 2017. • Northumberland Social Services is interested in developing trustee services and rent supplement management services in their region. CMHA HKPR has provided assistance to Northumberland of all applicable services, descriptions, flowcharts, and costing for their review and possible development of this program. • CMHA HKPR has renewed the Lighthouse contract with the City of Peterborough for a 32-month period commencing August 1, 2015 to March 31, 2018. • CMHA HKPR and Team55 are in the process of recruiting for a full-time Assertive Outreach for Suicide Prevention position. This is a two-year partnership with Team55. <p>Motion: To approve the CEO Report as presented. Moved: Margaret Seaton Seconded: Mary Reader Approved: Unanimous</p>
New Business	
<p>9. AGM Feedback – June 24th, 2015</p>	<ul style="list-style-type: none"> • Board members shared their feedback from CMHA HKPR's AGM meeting on June 24th, 2015. • To improve the flow of traffic, it was suggested to have one sign-in/reception table rather than two (i.e. one for new memberships only and one for signing in). • To improve on staff representation at the AGM, it was suggested to hold a separate 'staff appreciation/awards' ceremony during the work day. • It was suggested to have someone provide an 'educational piece' rather than/or in addition to a survivor story. • AGM timing moved well. • Food was good.
<p>10. MCYS & MCSS – Transfer Payment Annual Reconciliation</p>	<ul style="list-style-type: none"> • Two Transfer Payment Annual Reconciliations, for the year ended March 31, 2015, were reviewed by board members. • The Board Treasurer identified that the amount of the 'revenue' on the Statement of Operations for

	<p>the year ended March 31, 2015, may have been reported to MCYS & MCSS in error. It appears that the allocated 2014 Revenue amount was reported on rather than the intended allocated 2015 Revenue amount.</p> <ul style="list-style-type: none"> This error would not affect the financial outcome, but does affect reporting processes to the Ministry. <p>Motion: To approve the MCYS & MCSS Transfer Payment Annual Reconciliation, in consideration of further review by CMHA HKPR's Finance department, as prompted by the Board Treasurer's financial inquiry from today's board meeting. Possible corrections to the Transfer Payment Annual Reconciliation are pending. Corrections to report, if necessary, to be sent to the board by August 31st, 2015.</p> <p>Moved: Margaret Seaton Seconded: Sue Grant Approved: Unanimous</p>
<p>11. New Board of Directors – Contact List</p>	<ul style="list-style-type: none"> Updated board of directors' contact list distributed to board members. No changes required.
<p>12. Board of Director's Work Plan 2015-16 (Draft)</p>	<ul style="list-style-type: none"> The format of the draft Board of Director's Work Plan was well received. The order/timing of items on the work plan needs to be altered in some cases. As Judy is now board president, Marg will now chair the Nominating Committee. Board needs to review board policy & procedures, along with by-laws and orientation manual before November 2017 accreditation. Suggested to develop a 'Governance Committee'. An Executive Committee Meeting has been scheduled for Tuesday, September 8th at 5:30pm (location TBD) to look at work plan at length and develop new committees. Sue, Judy, Pat, Marg and Danielle will attend the Executive Committee meeting. Karen will forward a 'sample' policy to Executive Committee for formatting. Further discussion on utilizing the board's 360 Feedback survey going forward will be discussed at the September 16th board meeting.
<p>13. Orientation Manual update/New Board Member package</p>	<ul style="list-style-type: none"> It has been suggested to provide an introductory board package at the initial onset of becoming a new board member which will include a welcome letter, vulnerable sector check request letter, possible member profile form, CMHA HKPR membership form, required policies and forms for review/signing (i.e. Code of Conduct, Confidentiality, Conflict of Interest etc.). This board package would be in addition to the Board Orientation Manual presented at orientation. The content of this new board package will be discussed at the Executive Committee meeting on Tuesday, September 8th at 5:30pm (location TBD).
<p>14. CMHA Ontario ED Network Meeting – Toronto-Sept. 24-25/15</p>	<ul style="list-style-type: none"> Judy and Mark will be attending CMHA Ontario's AGM on September 26/15 in Toronto. Mark will also be attending the ED Network meeting from September 24-25/15.

<p>CMHA Ontario AGM – Toronto-September 26-2015</p>	<ul style="list-style-type: none"> Send completed proxy form to CMHA Ontario no later than September 4th, 2015. <p>Motion: To appoint Judy Dickson as voting delegate for CMHA Ontario AGM. Moved: Adam Guzkowski Seconded: Paul Forget Approved: Unanimous</p>
<p>15. CMHA National AGM – St. John’s Newfoundland – Oct. 29-30-2015</p>	<ul style="list-style-type: none"> Paul and Mark will be attending the CMHA National AGM on October 29-30/15 in St. John’s Newfoundland. Paul will provide report/highlights about the National AGM prior to the November 18th board meeting. Place AGM report on the November board agenda. <p>Motion: To send board member, Paul Forget, to the CMHA National AGM in St. John’s Newfoundland. Moved: Adam Guzkowski Seconded: Margaret Seaton Approved: Unanimous</p>
<p>Correspondence</p>	
<p>16. CMHA HKPR 2014-15 Q4 MSAA Refresh</p>	<ul style="list-style-type: none"> The CMHA HKPR 2014-15 Q4 MSAA refresh was presented to the board for review to reflect additional funding and conditions effective as of March 31st, 2015. No conflicts were identified. The CEO and Board Chair provided signatures.
<p>17. United Way of Kawartha Lakes-June 18/2015  Fund letter 2015-16</p>	<ul style="list-style-type: none"> The U.W. KL letter was presented to the board advising that United Way’s local agencies will be allocated 50% of what is currently outstanding, in addition to issuing monthly payments to conclude the allocation balance for the 2014-15 allocation. CMHA HKPR will receive \$10k (\$9,300-7%) based on a distribution sequence.
<p>18. National CEO Resignation</p>	<ul style="list-style-type: none"> Peter Coleridge, National Chief Executive Officer for CMHA, tendered his resignation effective September 25, 2015. No succession is in place at this time.
<p>19. Tim Nicholls, Chartered Professional Accountant  Management Letter</p>	<ul style="list-style-type: none"> Tim Nicholls’ management letter was presented to board members advising that he has completed his audit of the financial statements for CMHA HKPR for the March 31st, 2015 year end. Results were provided.
<p>In Camera Session</p>	
<p>20. In Camera  HR</p>	<p>Motion: To move ‘In Camera’ Moved: Mary Reader Seconded: Adam Guzkowski Approved: Unanimous</p>



	Rise and Report: Motion: To accept Mark's report. Moved: Paul Forget Seconded: Margaret Seaton Approved: Unanimous
Anything Else:	
21. Did Well/Do Better	<ul style="list-style-type: none">• No Report.
Meeting Adjourned	Motion: To adjourn the meeting. Moved: Adam Guzkowski Seconded: Margaret Seaton Approved: Unanimous