

**Date:** September 16, 2015

**Time:** 5:45 pm

**Place:** Northumberland Hills Mental Health  
Office – Board room

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Margaret Seaton, Mary Reader, Danielle Carter, Paul Forget, Patti Ley, Ted Smith	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Starr Olsen, Judy Dickson, Sue Grant, Adam Guzkowski	
<b>Guests:</b> Jeff Cadence	
<b>Chair:</b> Pat Dunn	<b>Recorder:</b> Karen Wolff
<b>Item / Topic</b>	<b>Discussion / Decision / Action / Motion</b>
<b>Welcome and Introductions</b>	
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:45pm. Quorum was met.</li> </ul>
<b>2. Agenda:</b>	<p><b>Motion:</b> To accept agenda dated <b>September 16, 2015</b>  <b>Moved:</b> Paul Forget  <b>Seconded:</b> Marg Seaton  <b>Approved:</b> Unanimous</p>
<b>3. Minutes August 19, 2015</b>	<p><b>Motion:</b> To accept minutes dated <b>August 19th, 2015.</b>  <b>Moved:</b> Ted Smith  <b>Seconded:</b> Mary Reader  <b>Approved:</b> Unanimous</p>
<b>Task Calendar CMHA Board</b>	
<b>4. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None expressed.</li> </ul>
<b>5. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Board volunteer hours were collected.</li> <li>Margaret Seaton (18), Mary Reader (18), Pat Dunn (8), Danielle Carter (12), Paul Forget (12), Patti Ley (20), Ted Smith (16)</li> </ul>
<b>Guest Presentation</b>	
<b>6.1 Reach for Recovery-Kawartha Lakes</b>	<p>Jeff Cadence, CMHA HKPR Manager of the Justice Services and Consumer Initiatives provided a PowerPoint presentation on Kawartha Lakes Reach for Recovery Centre.  Highlights included:</p> <ul style="list-style-type: none"> <li>'Quick Facts' from <b>September 1, 2014 – August 31, 2015</b> highlighting number of registered individuals served (80), number of attendance days (average of 17-20 per day), number of groups (747), and</li> </ul>

	<p>number of group participants (8248).</p> <ul style="list-style-type: none"> <li>• The following successful programs established at REACH: the re-established Consumer Initiatives Advisory Committee, a launched volunteer program, Café Nights and the horseback riding collaboration.</li> <li>• Staffing shortage and the relief pool are two challenges that Reach for Recovery encounters.</li> <li>• The Quality Improvement project is currently challenged as staff are on an extended LOA.</li> <li>• HSIP, two new positions, integration and cross-coverage with Peer Outreach and an Employment/Social Enterprise initiative are ‘future directions’ that Reach for Recovery plan to take/implement.</li> </ul> <p><b>Motion: To receive Jeff Cadences’ Reach for Recovery presentation as presented.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Danielle Carter</b>  <b>Approved: Unanimous</b></p>
<b>Business Arising</b>	
<p><b>7. Standing Committee Updates:</b></p> <p><b>7.1 Nominating Committee:</b></p> <p><b>7.2 Tenant Selection Committee:</b></p> <ul style="list-style-type: none"> <li>- Peterborough</li> <li>- Kawartha Lakes</li> </ul> <p><b>7.3 Ethics Committee</b></p> <p><b>7.4 Finance Committee</b></p>	<ul style="list-style-type: none"> <li>• Setting up board candidate interviews for next week.</li> <li>• Interviewing (1) representative from the Muskoka-Parry Sound area.</li> <li>• Interviewing (3) representatives from Peterborough.</li> </ul> <ul style="list-style-type: none"> <li>• Meeting held on Monday, <b>September 14.</b></li> <li>• Placed (1), and (3) are on waitlist.</li> <li>• Currently over budget.</li> </ul> <ul style="list-style-type: none"> <li>• (1) Client disenfranchised – removed from program.</li> </ul> <ul style="list-style-type: none"> <li>• Next Ethics Committee meeting scheduled for <b>October 16<sup>th</sup></b>. <b>September 18<sup>th</sup></b> meeting was cancelled.</li> <li>• John Wadland, Chair, resigned.</li> <li>• Dr. John Maher relocated to Collingwood. Looking for psychiatric replacement.</li> <li>• Trent University has online program in ethics.</li> </ul> <ul style="list-style-type: none"> <li>• Presented and reviewed the monthly board financial update, for the five months ended <b>August 31,</b></li> </ul>

**7.5 Fund Development  
Committee**

2015.

- Miscellaneous expenses include mileage, professional fees, and cell phones.
- Details of fundraising for Q2 (July 1-September 30-15) will be brought forward to October's board meeting.
- Reviewed Fund Development report.
- Board support would be greatly appreciated at the upcoming Paul's Dirty Enduro fundraiser, September 19<sup>th</sup>.
- "The Guardian" Raffle sales are low, which is a fundraiser in support of education and health promotion programs.
- The new 'Third Party Fundraising Event Planning Guide' was presented to the board for review and approval.
- Fund Development Committee looking for new members.
- Fund Development Committee considering participation in "Ride, Don't Hide" bike event in June 2016. Patti to obtain details on planning, cost and profits, and will bring to the next Fund Development committee meeting.

**Motion: To approve the Third Party Fundraising Event Planning Guide/Agreement as presented.**

**Moved: Marg Seaton**

**Seconded: Mary Reader**

**Approved: Unanimous**

**7.6 Executive Committee**

- Committee reviewed the board's work plan summary.
- Discussion surrounding the 360 Board Evaluations and whether to continue, modify, or stop this evaluation altogether will be put to a board vote at a later date.
- A 'clicker' survey or Survey Monkey was recommended instead.

**Motion: To recommend discontinuation of 360 Feedback evaluations.**

**Moved: Pat Dunn**

**Seconded: Patti Ley**

**Approved: Unanimous**

**Motion: To approve Standing Committee items as presented.**



**Moved: Paul Forget**

**Seconded: Patti Ley**

	<p><b>Approved: Unanimous</b></p>
<p><b>8. CEO Report</b></p>	<ul style="list-style-type: none"> <li>Looking for a CMHA Ontario AGM/Provincial Branch Forum replacement for President, Judy Dickson.</li> <li>There is no replacement for Judy Dickson to attend the CMHA Ontario AGM on <b>September 26, 2015</b>.</li> </ul> <p><b>Motion: To appoint Mark Graham, CEO, by means of a proxy, as a voting representative to attend and act at the CMHA Ontario AGM/Provincial Branch Forum.</b></p> <p><b>Moved: Patti Ley</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>Reviewed upcoming Paul's Dirty Enduro slated for <b>September 19<sup>th</sup></b>.</li> </ul> <p><b>Motion: To receive and approve the CEO Report as presented.</b></p> <p><b>Moved: Margaret Seaton</b> <b>Seconded: Ted Smith</b> <b>Approved: Unanimous</b></p>
<p><b>New Business</b></p>	
<p><b>9. Reschedule October 21<sup>st</sup> Board Meeting to October 22<sup>nd</sup>, 2015</b></p>	<ul style="list-style-type: none"> <li>It has been suggested to reschedule the <b>October 21<sup>st</sup>, 2015</b> board meeting to <b>Tuesday, October 27, 2015</b> as CMHA HKPR is a finalist for the Business Excellence Awards on <b>October 21<sup>st</sup></b>.</li> <li>The following board members will attend the Business Excellence Awards dinner: <ul style="list-style-type: none"> <li>1. Danielle Carter</li> <li>2. Paul Forget</li> <li>3. Mary Reader</li> <li>Back-ups: Marg Seaton &amp; Ted Smith</li> </ul> </li> </ul>
<p><b>10. CMHA Ontario AGM and Provincial Forum Sept. 25/26 – Alternate board member required.</b></p>	<ul style="list-style-type: none"> <li>This agenda item was covered and decided upon under the CEO Report, agenda item #8.</li> <li>Decision was made. See item #8.</li> </ul>
<p><b>11. Identification of Board Committees &amp; Representatives</b></p>	<ul style="list-style-type: none"> <li>Looking for board members to sit on a Board Governance and By-Law committee to regularly review board policies and by-laws.</li> </ul> <p><b>Motion: To establish a board committee to review the Board Governance Manual and By-laws.</b></p> <p><b>Moved: Ted Smith</b> <b>Seconded: Patti Ley</b> <b>Approved: Unanimous</b></p>

	<p><b>Motion: To accept Adam Guzkowski, Mary Reader and Starr Olsen to sit on newly developed Board Governance and By-law Committee.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Mary Reader</b>  <b>Approved: Unanimous</b></p> <p><b>Motion: To conduct a work plan review in <b>January, 2016</b> for the Board Governance Manual and By-laws.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Marg Seaton</b>  <b>Approved: Unanimous</b></p>
<b>12. “The Guardian” Raffle Tickets</b>	<ul style="list-style-type: none"> <li>• Ticket sales for “The Guardian” raffle tickets are low.</li> <li>• Ted will volunteer at the mall to display/sell raffle tickets.</li> </ul>
<b>13. Board Governance Manual – Reformatted on PPM</b>	<ul style="list-style-type: none"> <li>• All board governance manual (policies) have been reviewed and updated with appropriate CMHA HKPR policy formatting and uploaded to PPM.</li> </ul>
<b>Correspondence</b>	
<b>14. MOHLTC Mental Health Sessional Fee Funding Changes</b>	<ul style="list-style-type: none"> <li>• The MOHLTC Mental Health Sessional Fee Funding changes were reviewed.</li> </ul>
<b>15. CELHIN Mission, Vision, Values &amp; Strategic Directions – Wayne Gladstone, Board Chair - MEMO</b>	<ul style="list-style-type: none"> <li>• The memo from Wayne Gladstone, Board Chair, from the CELHIN on Mission, Vision, Values &amp; Strategic Directions was reviewed.</li> </ul> <p><b>Motion: To receive and accept correspondence as presented.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Ted Smith</b>  <b>Approved: Unanimous</b></p>
<b>Addendum</b>	
<b>16. Client Safety Policy – Review</b>	<ul style="list-style-type: none"> <li>• The updated Client Safety Policy was reviewed by board members.</li> </ul> <p><b>Motion: To accept updated Client Safety Policy as presented.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Paul Forget</b>  <b>Approved: Unanimous</b></p>
<b>In Camera Session</b>	
<b>20. In Camera Financial</b>	<p><b>Motion: To move ‘In Camera’</b>  <b>Moved: Ted Smith</b></p>



<p> <b>Human Resources</b>  <b>Funding Projects</b></p>	<p><b>Seconded: Patti Ley</b> <b>Approved: Unanimous</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Paul Forget</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b></p> <p><b>Rise and Report: No Report</b></p>
<b>Anything Else:</b>	
<b>21. Did Well/Do Better</b>	<ul style="list-style-type: none"><li>• Meal excellent</li><li>• Got a bit chatty – keep control</li><li>• Good venue – start time late because of new location</li><li>• Internet worked</li></ul>
<b>Meeting Adjourned</b>	<p><b>Motion: To adjourn the meeting.</b> <b>Moved: Patti Ley</b> <b>Seconded: Ted Smith</b> <b>Approved: Unanimous</b></p>