

Date: October 27, 2015

Time: 5:15 pm

Place: 466 George Street – Multi-purpose

room

BOARD MINUTES	
Present: Pat Dunn, Judy Dickson, N	Mary Reader, Danielle Carter, Sue Grant, Paul Forget, Starr Olsen, Patti Ley, Ted Smith
Staff Participants: Mark Graham, L	inda Saunders
Regrets: Adam Guzkowski, Margar	et Seaton
Guests:	
Chair: Judy Dickson	Recorder: Karen Wolff
Item / Topic	Discussion / Decision / Action / Motion
Welcome and Introductions	
1. Call to Order	Call to order at 5:15pm. Quorum was met.
2. Agenda:	Motion: To accept agenda dated October 27, 2015
	Moved: Judy Dickson
	Seconded: Pat Dunn
	Approved: Unanimous
3. Minutes September 16, 2015	Motion: To accept minutes dated September 16th, 2015.
	Moved: Ted Smith
	Seconded: Sue Grant
	Approved: Unanimous
Task Calendar CMHA Board	
4. Declaration of Conflict	None expressed.
5. Board Volunteer Hours	Board volunteer hours were collected.
	• Mary Reader (5), Pat Dunn (16), Danielle Carter (11), Paul Forget (12), Patti Ley (10), Ted Smith (2),
	Sue Grant (10), Starr Olsen (15)
Guest Presentation	
6.1 Revise Meeting Schedule for	Board members agreed to add Haliburton to the board meeting schedule in consideration of newest
Program Quality Improvement	board member who lives in Minden, Ontario. Members agreed holding the May, 2016 board meeting
Projects and 2016 Board Meeting	in Haliburton. Exact location will be determined at a later date. Internet access will be required.
Locations	Board members reviewed frequency and timing of future Quality Improvement Program
	presentations taking into consideration compliance protocols for Accreditation Canada and the Board
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Governance Manual (policies).

- Board agreed that QI presentations are essential for new board members to become best acquainted with CMHA HKPR's programs.
- Board members agreed that, going forward, there will be no QI program presentations in the months
 of May, June, July due to the Haliburton board meeting in May, the AGM in June, and the board's
 holiday in July.
- The June 2016 AGM is in Kawartha Lakes.
- Board members have suggested that QI program presentations take on a more personal approach
 from the program manager's perspective. The personal challenges each program manager faces daily,
 along with their personal roles and responsibilities within their program. Presentations of anonymous
 case studies have also been suggested as part of the program managers' presentation.
- Board Quality Improvement meeting schedule will be revamped with new dates/locations. The new meeting schedule will be redistributed upon completion.

Business Arising

7. Standing Committee Updates:

7.1 Nominating Committee:

- Interviewed (4) board candidates. All good candidates.
- Nominating Committee agreed on the same two candidates.
- The two new board members will start at the November 18, 2015 board meeting in KL at the Ross Memorial Hospital board room.
- Judy and Ted will assist in the Orientation Session. Judy will enlist a few more board members to attend the orientation session. New Orientation binders will be provided to new board members.

Motion: To appoint the two new board candidates, Anna Froebe and Keely Jacox, to the CMHA HKPR Board of Directors.

Moved: Pat Dunn Seconded: Patti Ley Approved: All

7.2 Tenant Selection Committee:

- Peterborough
- Kawartha Lakes
- No Meeting no report.
- No Meeting no report.

7.3 Ethics Committee

• Ethics Committee meeting held October 16th, 2015.



	Looking for two next external committee members.
	A board member can enlist as an external ethics committee member.
	The frequency of the Ethics Committee meetings are currently every (3) months for three hours, and
	members decided to have meetings every other month (bi-monthly) to increase attendance.
	The committee wishes to continue with the pursuit of online training.
7.4 Finance Committee	 Presented and reviewed the Quarterly Report to the board financial update, for the Six Months Ending September 30th, 2015.
	 Finance Committee meeting was held. Discussed and reviewed the Finance Committee's Terms of Reference (TOR), Work plan, and revisions made to the Investment Policy.
7.5 Fund Development	Fund Development Committee meeting held.
Committee	Reviewed Fund Development report.
	 "Ride, Don't Hide" bike event, promoted by CMHA National, will be held on Father's Day on June 19th, 2016. This event will be rotated among the areas in Peterborough, Kawartha Lakes and
	Northumberland, but will hold it in Peterborough first as it is the most populated area for a greater chance of success.
	Third Party Event Policy used for the first time – good document to use.
	Committee discussed process of allocating raised funds. Suggestions/ideas to develop this process from board members are welcomed.
	Donor and Gift Recognition Policy reviewed for approval.
	Motion: Move to adopt the Donor and Gift Recognition Policy as amended under 'Procedure' add Item #5: 'In the case of memorial donations (unless otherwise specified) CMHA HKPR will endeavor to notify the family of the names of the donors.'
7.6 Executive Committee	No Meeting held – no report.
	Motion: To approve Standing Committee items as presented.
	Moved: Starr Olsen
	Seconded: Danielle Carter
	Approved: Unanimous
8. CEO Report	City of Peterborough expanding the Peterborough Trustee Service from 2 days to 3 days. An increase
	of 10 additional spots.
	Awaiting word on implementing trustee services in Northumberland.



	 Unmet Required Organizational Practices (ROP's) for minor tests for compliance for Accreditation was submitted before deadline date of October 15th, 2015 to Accreditation Canada. New MSAA will be developed for 2016-2019 in the new year. Reviewed and approved Executive Limitations-EL#1 Global Executive Constraint and EL#2 Financial Conditions and Activities. CMHA HKPR is the winner of the Greater Peterborough Chamber of Commerce Business Excellence Award 2015 in the Not for Profit Category. Our reign ends next October, 2016. Received a congratulatory letter from Peterborough Mayor D. Bennett for being a finalist in the Not for Profit category for the 2015 Greater Peterborough Chamber of Commerce Business Excellence Awards.
	Motion: To receive and approve the CEO Report as presented.
	Moved: Pat Dunn
	Seconded: Starr Olsen Approved: Unanimous
New Business	Approved. Orialimious
9. Change in Banking Signing Authority	Reviewed and approved the changes in the Board of Directors banking signing authority.
	Motion: To remove Margaret Seaton and Robert Allen from banking signing authority and incorporate Ted Smith and Danielle Carter as new banking signing authority.
	Moved: Patti Ley
	Seconded: Starr Olsen
10. Board Governance Manual	 Approved: Unanimous Starr has read and reviewed the Board Governance Manual and By-Laws.
(Policies) & By-Laws	 Reviewed practices surrounding change in practice or approval.
(i oncies) a by Laws	Board president recommended for the Board's Policy & Procedure Committee to create Terms of
	Reference and Executive Limitations for the P & P Committee.
Correspondence	
11. Advance Notice of Community	Received and reviewed CELHIN letter advising that the <i>final</i> Community Accountability Planning
Accountability Planning	Submission (CAPS) be approved by the Board of Directors on or before January 15, 2016.
Submission (CAPS)	Place this item on the December 16 th , 2015 board agenda for review and approval.
12. CMHA 2014/2015 Annual Report	Distributed the CMHA 2014/2015 Annual Report to board members and reviewed.
13. Director/Officer Worksheet &	Distributed and reviewed the Director/Officer Worksheet & Ontario Corporations Information Act
Ontario Corporations Information	Annual Return with board members.



Act Annual Return	
14. Registered Charity	The Registered Charity Information Return was reviewed with board members.
Information Return	 This particular return is filed within 6 months after year-end.
In Camera Session	This particular return is filed within 6 months after year-end.
15. In Camera	Motion: To move 'In Camera' at 7:00pm
♣ Financial	Moved: Paul Forget
Human Resources	Seconded: Pat Dunn
	Approved: Unanimous
	Motion: To Rise & Report
	Moved: Patti Ley
	Seconded: Mary Reader
	Approved: Unanimous
	Rise and Report: No Report
Anything Else:	
21. Did Well/Do Better	Great Dinner (Roast Beef)
Meeting Adjourned	Motion: To adjourn the meeting.
	Moved: Mary Reader
	Seconded: Pat Dunn
	Approved: Unanimous