

**Date:** October 27, 2015

**Time:** 5:15 pm

**Place:** 466 George Street – Multi-purpose room

<b>BOARD MINUTES</b>	
<b>Present:</b> Pat Dunn, Judy Dickson, Mary Reader, Danielle Carter, Sue Grant, Paul Forget, Starr Olsen, Patti Ley, Ted Smith	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Adam Guzkowski, Margaret Seaton	
<b>Guests:</b>	
<b>Chair:</b> Judy Dickson	<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 5:15pm. Quorum was met.</li> </ul>
<b>2. Agenda:</b>	<p><b>Motion: To accept agenda dated <b>October 27, 2015</b></b></p> <p><b>Moved: Judy Dickson</b></p> <p><b>Seconded: Pat Dunn</b></p> <p><b>Approved: Unanimous</b></p>
<b>3. Minutes September 16, 2015</b>	<p><b>Motion: To accept minutes dated <b>September 16th, 2015.</b></b></p> <p><b>Moved: Ted Smith</b></p> <p><b>Seconded: Sue Grant</b></p> <p><b>Approved: Unanimous</b></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>Mary Reader (5), Pat Dunn (16), Danielle Carter (11), Paul Forget (12), Patti Ley (10), Ted Smith (2), Sue Grant (10), Starr Olsen (15)</li> </ul>
<b>Guest Presentation</b>	
<b>6.1 Revise Meeting Schedule for Program Quality Improvement Projects and 2016 Board Meeting Locations</b>	<ul style="list-style-type: none"> <li>Board members agreed to add Haliburton to the board meeting schedule in consideration of newest board member who lives in Minden, Ontario. Members agreed holding the <b>May, 2016</b> board meeting in Haliburton. Exact location will be determined at a later date. Internet access will be required.</li> <li>Board members reviewed frequency and timing of future Quality Improvement Program presentations taking into consideration compliance protocols for Accreditation Canada and the Board</li> </ul>

	<p>Governance Manual (policies).</p> <ul style="list-style-type: none"> <li>• Board agreed that QI presentations are essential for new board members to become best acquainted with CMHA HKPR's programs.</li> <li>• Board members agreed that, going forward, there will be no QI program presentations in the months of <b>May, June, July</b> due to the Haliburton board meeting in <b>May</b>, the AGM in <b>June</b>, and the board's holiday in <b>July</b>.</li> <li>• The <b>June 2016</b> AGM is in Kawartha Lakes.</li> <li>• 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.</li> <li>• Board Quality Improvement meeting schedule will be revamped with new dates/locations. The new meeting schedule will be redistributed upon completion.</li> </ul>
<p><b>Business Arising</b></p>	
<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>	<ul style="list-style-type: none"> <li>• Interviewed (4) board candidates. All good candidates.</li> <li>• Nominating Committee agreed on the same two candidates.</li> <li>• The two new board members will start at the <b>November 18, 2015</b> board meeting in KL at the Ross Memorial Hospital board room.</li> <li>• 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.</li> </ul> <p><b>Motion: To appoint the two new board candidates, Anna Froebe and Keely Jacox, to the CMHA HKPR Board of Directors.</b></p> <p><b>Moved: Pat Dunn</b></p> <p><b>Seconded: Patti Ley</b></p> <p><b>Approved: All</b></p> <ul style="list-style-type: none"> <li>• No Meeting – no report.</li> <li>• No Meeting – no report.</li> </ul> <ul style="list-style-type: none"> <li>• Ethics Committee meeting held October 16<sup>th</sup>, 2015.</li> </ul>



	<ul style="list-style-type: none"> <li>• Unmet Required Organizational Practices (ROP's) for minor tests for compliance for Accreditation was submitted before deadline date of <b>October 15<sup>th</sup>, 2015</b> to Accreditation Canada.</li> <li>• New MSAA will be developed for <b>2016-2019</b> in the new year.</li> <li>• Reviewed and approved Executive Limitations-EL#1 Global Executive Constraint and EL#2 Financial Conditions and Activities.</li> <li>• 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 <b>October, 2016</b>.</li> <li>• 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.</li> </ul> <p><b>Motion: To receive and approve the CEO Report as presented.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Starr Olsen</b>  <b>Approved: Unanimous</b></p>
<b>New Business</b>	
<b>9. Change in Banking Signing Authority</b>	<ul style="list-style-type: none"> <li>• Reviewed and approved the changes in the Board of Directors banking signing authority.</li> </ul> <p><b>Motion: To remove Margaret Seaton and Robert Allen from banking signing authority and incorporate Ted Smith and Danielle Carter as new banking signing authority.</b>  <b>Moved: Patti Ley</b>  <b>Seconded: Starr Olsen</b>  <b>Approved: Unanimous</b></p>
<b>10. Board Governance Manual (Policies) &amp; By-Laws</b>	<ul style="list-style-type: none"> <li>• Starr has read and reviewed the Board Governance Manual and By-Laws.</li> <li>• Reviewed practices surrounding change in practice or approval.</li> <li>• Board president recommended for the Board's Policy &amp; Procedure Committee to create Terms of Reference and Executive Limitations for the P &amp; P Committee.</li> </ul>
<b>Correspondence</b>	
<b>11. Advance Notice of Community Accountability Planning Submission (CAPS)</b>	<ul style="list-style-type: none"> <li>• Received and reviewed CELHIN letter advising that the <i>final</i> Community Accountability Planning Submission (CAPS) be approved by the Board of Directors on or before January 15, 2016.</li> <li>• Place this item on the <b>December 16<sup>th</sup>, 2015</b> board agenda for review and approval.</li> </ul>
<b>12. CMHA 2014/2015 Annual Report</b>	<ul style="list-style-type: none"> <li>• Distributed the CMHA <b>2014/2015</b> Annual Report to board members and reviewed.</li> </ul>
<b>13. Director/Officer Worksheet &amp; Ontario Corporations Information</b>	<ul style="list-style-type: none"> <li>• Distributed and reviewed the Director/Officer Worksheet &amp; Ontario Corporations Information Act Annual Return with board members.</li> </ul>



<b>Act Annual Return</b>	
<b>14. Registered Charity Information Return</b>	<ul style="list-style-type: none"><li>• The Registered Charity Information Return was reviewed with board members.</li><li>• This particular return is filed within 6 months after year-end.</li></ul>
<b>In Camera Session</b>	
<b>15. In Camera</b> ✚ Financial ✚ Human Resources	<b>Motion: To move 'In Camera' at 7:00pm</b> <b>Moved: Paul Forget</b> <b>Seconded: Pat Dunn</b> <b>Approved: Unanimous</b>  <b>Motion: To Rise &amp; Report</b> <b>Moved: Patti Ley</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b>  <b>Rise and Report: No Report</b>
<b>Anything Else:</b>	
<b>21. Did Well/Do Better</b>	<ul style="list-style-type: none"><li>• Great Dinner (Roast Beef)</li></ul>
<b>Meeting Adjourned</b>	<b>Motion: To adjourn the meeting.</b> <b>Moved: Mary Reader</b> <b>Seconded: Pat Dunn</b> <b>Approved: Unanimous</b>