

**Date:** April 20, 2016

**Time:** 5:15pm

**Place:** NH Mental Health Office

<b>BOARD MINUTES</b>	
<b>Present:</b> Keely Jacox , Marg Seaton, Mary Reader, Danielle Carter, Judy Dickson, Pat Dunn, Ted Smith, Patti Ley, Starr Olsen, Anna Froebe (via OTN-Minden)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Sue Grant, Paul Forget, Adam Guzkowski	
<b>Guests:</b> Kerri Davies	
<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 revised agenda dated April 20, 2016 in regards to deferring items #7 Board Survey Review and #12 Housing First Discussion. Items deferred to the next board meeting, May 18, 2016. Deferred item #12 replaced with Consent Agenda discussion.</b></p> <p><b>Moved: Marg Seaton</b>  <b>Seconded: Judy Dickson</b>  <b>Approved: Unanimous</b></p>
<b>3. Minutes: March 16, 2016</b>	<p><b>Motion: To accept minutes dated March 16, 2016.</b></p> <p><b>Moved: Ted Smith</b>  <b>Seconded: Mary Reader</b>  <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>Anna Froebe (5), Danielle Carter (8), Patti Ley (12), Ted Smith (29), Keely Jacox (17), Judy Dickson (15), Mary Reader (16), Marg Seaton (16), Pat Dunn (10), Starr Olsen (8)</li> </ul>
<b>Guest Presentation</b>	
<b>6. Fund Development</b>	<ul style="list-style-type: none"> <li>Kerri Davies, Fund Development Program Manager provided a PowerPoint update (handout) on Fund Development/Education/Health Promotion and Communication, which board members reviewed prior to the meeting.</li> </ul>

	<p>Highlights of the PowerPoint handout included:</p> <ul style="list-style-type: none"> <li>• The roles of Fund Development, Education &amp; Health Promotion and Communications &amp; Public Relations.</li> <li>• The team's goal – to expand the revenue base of the organization.</li> <li>• Highlighted the 3-year plan.</li> <li>• Provided opportunities and challenges for each team.</li> <li>• Kerri's presentation today is part of CMHA HKPR's monthly Program Quality Improvement Project to the board outlining the roles and responsibilities of the program along with successes and challenges that the program encounters.</li> <li>• Members of the board were anticipating a budget presentation for the Fund Development program at this time, however, it was identified that Linda would be providing the financial breakdown of the Fund Development budget in follow-up to the board's request from the <b>March 16, 2016</b> board meeting, and as indicated in the <b>March 16, 2016</b> board minutes.</li> <li>• Linda Saunders met with the Fund Development Committee on <b>April 14, 2016</b> and presented a detailed accounting of funds raised and expenses for each category involved with the raising of funds at CMHA HKPR. There are some small changes that need to be made before they will be ready to report them to the board. Judy Dickson attended the meeting and had an opportunity to ask questions and make suggestions.</li> </ul> <p><b>Motion: The board moves to wait for a simplified Fund Development Committee budget which will be presented to the board at the <b>August 17<sup>th</sup>, 2016</b> Board of Directors meeting.</b></p> <p><b>Moved: Patti Ley</b> <b>Seconded: Mary Reader</b> <b>Approved: Unanimous</b></p>
<p><b>Business Arising</b></p>	
<p><b>7. Standing Committee Updates:</b></p> <p><b>7.1 Nominating Committee:</b></p>	<ul style="list-style-type: none"> <li>• Board members are looking for Project, Construction Management experience along with aboriginal qualifications for the available board of director vacancy.</li> <li>• Marg has (2) potential candidates in mind. Is it necessary to externally post for board candidate(s)?</li> <li>• Board members agree not to post externally for this particular board position.</li> <li>• Develop By-law report to ratify board membership for the May 18<sup>th</sup> board meeting.</li> </ul>



	<p><b>Motion: To accept Standing Committee items as presented.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p>
<b>8. CEO Report</b>	<ul style="list-style-type: none"> <li>Marg and Ted have volunteered to sit on the selection/interview committee for the CMHA HKPR Strategic Plan – Request for Proposal.</li> <li>Ted has been attending the Governance Advisory Council meetings as a CMHA HKPR representative for quite some time.</li> </ul> <p><b>Motion: To officially appoint Ted Smith as CMHA HKPR’s Governance Advisory Council representative.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Mary Reader</b>  <b>Approved: Unanimous</b></p> <ul style="list-style-type: none"> <li>CMHA HKPR requires (3) appointed board members to attend the CMHA Ontario Division Strategic Planning Session on <b>April 28<sup>th</sup>, 2016</b> at the Riverview Park &amp; Zoo. Mary, Pat and Judy have volunteered to attend.</li> </ul> <p><b>Motion: To accept the CEO Report as presented.</b>  <b>Moved: Ted Smith</b>  <b>Seconded: Marg Seaton</b>  <b>Approved: Unanimous</b></p>
<b>New Business</b>	
<b>9. 2016 CMHA Ontario Division Strategic Planning Session/Process</b>	<ul style="list-style-type: none"> <li>All documentation for the 2016 CMHA Ontario Division Strategic Planning Session and Process was presented to the board in their board packages for review.</li> <li>(3) Board members have been appointed to attend the CMHA Ontario Strategic Planning Session on <b>April 28<sup>th</sup>, 2016</b>.</li> </ul>
<b>10. Northumberland Hills Trustee Update</b>	<ul style="list-style-type: none"> <li>(3) Candidates interviewed. (1) Recommended. Candidate knows area and clients well.</li> <li>Candidate currently on maternity leave and is able to commence working in the fall.</li> </ul> <p><b>Motion: To defer implementation of Trustee position until <b>September, 2016</b>.</b>  <b>Moved: Pat Dunn</b>  <b>Seconded: Patti Ley</b>  <b>Approved: Unanimous</b></p>
<b>11. Governance Advisory</b>	<p><b>Motion: To appoint Ted Smith and Mark Graham to attend the Governor’s Forum on <b>May 10<sup>th</sup></b> on</b></p>

<p><b>Committee (GAC) – May 10, 2016</b></p>	<p><b>behalf of CMHA HKPR.</b>  <b>Moved: Marg Seaton</b>  <b>Seconded: Pat Dunn</b>  <b>Approved: Unanimous</b></p>
<p><b>12. Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• Discussions were held surrounding suggestion of using a ‘Consent Agenda’ to save precious meeting time and allow the board time for discussing matters the board can actually have an effect upon (i.e. the future).</li> <li>• Consent agenda items can be processed through committees for further/deeper review, and then information can be brought forward to the board.</li> <li>• Board members requested that the finance report be kept out of the consent agenda for due diligence review.</li> <li>• CEO report can be extracted with recommendation(s).</li> <li>• Starr emphasized that all reporting maintain accreditation compliance (i.e. dates).</li> <li>• Board has requested to receive finance report one week prior to the board meeting.</li> </ul> <p><b>Action:</b> Starr will draft/develop consent agenda policy, and will present policy at the next board meeting on <b>May 18<sup>th</sup>, 2016.</b></p> <p><b>Motion: To adopt new Consent Agenda model format for board meetings.</b>  <b>Moved: Patti Ley</b>  <b>Seconded: Starr Olsen</b>  <b>Approved: Unanimous</b></p>
<p><b>Correspondence</b></p>	
<p><b>13. Message from Maryam Monsef – Committee Selection</b></p>	<ul style="list-style-type: none"> <li>• Pat Dunn has volunteered to sit on the Social, Cultural and Arts Development Committee to identify, develop and pursue federal initiative that assist in providing local residents with access to social and cultural services such as housing, health care, the arts, and environmental sustainability.</li> <li>• This committee was promised and developed as part of Maryam Monsef’s political campaign to provide advice on federal issues important to the Peterborough and Kawartha Lakes.</li> </ul>
<p><b>In Camera Session</b></p>	
<p><b>14. In Camera Agenda under separate cover</b></p>	<p><b>Motion: To move ‘In Camera’</b>  <b>Moved: Patti Ley</b>  <b>Seconded: Marg Seaton</b>  <b>Approved: Unanimous</b></p> <p><b>Rise and Report: No Report</b></p>



	<b>Motion: To move “Out of Camera”</b> <b>Moved: Pat Dunn</b> <b>Seconded: Marg Seaton</b> <b>Approved: Unanimous</b>
<b>Anything Else:</b>	
<b>15. Did Well/Do Better</b>	<ul style="list-style-type: none"><li>• Good discussions</li><li>• Went off topic</li><li>• Define board boundaries</li><li>• Number of emails challenging</li></ul>
<b>Meeting Adjourned</b>	<b>Motion: To adjourn – 8:10pm</b> <b>Moved: Pat Dunn</b> <b>Seconded: Patti Ley</b> <b>Approved: Unanimous</b>