

Date: June 15, 2016

Time: 5:06pm

Place: 466 George St. – Multi-purpose room

BOARD MINUTES	
Present: Judy Dickson (teleconference), Mary Reader, Pat Dunn, Ted Smith, Starr Olsen & Patti Ley & Anna Froebe (via Teleconference, Patti joined at 6:05pm), Paul Forget, Adam Guzkowski, Danielle Carter, Sue Grant, Marg Seaton, Keely Jacox	
Staff Participants: Mark Graham, Linda Saunders	
Regrets:	
Guests: Tim Nicholls, Chartered Accountant	
Chair: Pat Dunn	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 5:06pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> (1) Declaration of Conflict expressed by Anna Froebe regarding agenda item #11d – new board candidate.
3. Approval of June 15, 2016 Agenda	<p>Motion: To accept revised agenda with the addition of an identifiable personnel letter, ‘open’ letter to the board and agenda item #11d – New board member candidate, all moved to In Camera agenda, and one Correspondence item added to formal agenda.</p> <p>Moved: Ted Smith Seconded: Judy Dickson Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> Board volunteer hours were collected. Adam Guzkowski (9), Anna Froebe (4), Danielle Carter (12), Judy Dickson (15), Keely Jacox (6), Marg Seaton (12), Mary Reader (15), Pat Dunn (12), Patti Ley (4), Paul Forget (7), Starr Olsen (6), Sue Grant (8), Ted Smith (22)
Guest Presentation	
5. Audited Financial Statements 2015-16 (Draft)	<ul style="list-style-type: none"> Tim Nicholls, Chartered Accountant for CMHA HKPR, provided his draft independent auditor’s report for Financial Statements at March 31, 2016, and Statements of Revenue and Expenditures at March 31, 2016 for review. Finance Committee meeting held June 13, 2016. <p>Motion: To move and receive T. J. Nicholls Financial Audited Report at March 31, 2016.</p>

	<p>Moved: Mary Reader Seconded: Danielle Carter Approved: Unanimous</p>
<p>6. Consent Agenda Acceptance:</p>	<p>Motion: To accept consent agenda items dated June 15, 2016 with the following two consent agenda extractions: 7b) Personal Protective Equipment Policy 7c) Business Expenses Policy</p> <p>Moved: Marg Seaton Seconded: Danielle Carter Approved: Unanimous</p>
<p>7. (2) Items Extracted from the Consent Agenda</p>	<ul style="list-style-type: none"> • Item 7b) Personal Protective Equipment Policy has been extracted p/request from Anna Froebe in regards to the following queries: <ol style="list-style-type: none"> 1. Policy does not mention if uniforms have to be returned at end of employment. Response: Not currently a policy. There is a logo on uniforms, and current practice is that the uniform becomes employee property upon exit. Anna recommending that it should be indicated in the policy that uniforms are employee property and that the agency is not responsible for them. Starr advised that this is a practice and not a policy, therefore no need to enter into policy, but enter into a procedure manual. There is currently no procedure manual, but information on uniforms is contained in the collective agreement per Linda. Marg indicating to hold a Policy & Procedure committee discussion surrounding this subject matter on a future agenda. <p>Motion: To approve the Personal Protective Equipment and Uniforms policy as presented. Moved: Marg Seaton Seconded: Starr Olsen Approved: Unanimous</p> • Item 7c) Business Expenses Policy has been extracted p/request from Anna Froebe in regards to the following queries: <ol style="list-style-type: none"> 1. Is CMHA HKPR in contravention of the Broader Public Sector Accountability Act (BPSAA) in regards to current allotted mileage and meal expense claims? Are they too high? Response: Ted advised that the standards mentioned in the BPSAA are minimum standards and can be exceeded. It was also advised to keep policy separate from procedure.

	<p>Motion: That the Business Expenses Policy be referred back to staff/Finance committee for further review and report back to the board in September, 2016.</p> <p>Moved: Marg Seaton Seconded: Ted Smith Approved: Unanimous</p>
8. Monthly Financial Report	<ul style="list-style-type: none"> • Danielle presented and reviewed the monthly board financial report for the two months ended May 31st, 2016. • Budget amounts will change after the audit is completed. <p>Motion: To approve the Monthly Financial Report for the two months ended May 31st, 2016 as presented.</p> <p>Moved: Keely Jacox Seconded: Mary Reader Approved: Unanimous</p>
9. In Camera Session	<p>Motion: To move the In Camera session to the end of the agenda.</p> <p>Moved: Mary Reader Seconded: Sue Grant Approved: Unanimous</p>
10. Urgent Matters	<ul style="list-style-type: none"> • No Report.
New Business	
11. a) Board Evaluation Survey Review	<ul style="list-style-type: none"> • 11a) Marg reviewed, and discussion was held, surrounding the Board Evaluation Survey and survey summary with board members. Marg noted that management and board members should be cognizant of operational vs board matters for discussion. Marg also noted that there is improvement in receiving board meeting material in a timely manner. <p>Motion: To accept the Board Evaluation Survey as presented.</p> <p>Moved: Marg Seaton Seconded: Sue Grant Approved: Unanimous</p> <ul style="list-style-type: none"> • 11a) Marg reviewed, and discussion was held, surrounding the board's 'Self-Evaluation' survey. The question was raised if board members have a 'good understanding of CMHA's operations', and further questioned if orientation of new board members needs to be improved so that there is greater understanding of operations.

<p>b) Fund Allocation Process – Feedback Update</p>	<p>Motion: To accept and approve the board’s Self-Evaluation survey with recommended upgrade of enhanced board orientation manual. Moved: Marg Seaton Seconded: Adam Guzkowski Approved: Unanimous</p> <ul style="list-style-type: none"> • After receiving all board members feedback on the fund allocation process, Ted Smith is recommending that this process should become a part of CMHA HKPR’s strategic planning process, and to defer the fund allocation process until the strategic plan is developed for the future of the organization. <p>Motion: That the Fund Allocation Process becomes a part of the CMHA HKPR’s strategic planning process and to defer the fund allocation process until the strategic plan is developed for the future of the organization. Moved: Ted Smith Seconded: Patti Ley Approved: Unanimous</p>
<p>c) Strategic Planning – Update</p>	<ul style="list-style-type: none"> • Ted Smith recommending renaming the ‘Strategic Plan’ to ‘Pathway to a Successful Future’. • CMHA HKPR received (5) RFP proposals. • David Sheridan, of Shercon Associates Inc. has been selected. David developed CMHA Ontario Division’s plan. • Do not wish to repeat S.W.O.T. • Need to review all of CMHA’s ‘core’ services. • Will be conducting 20-25 staff/client/family interviews surrounding the types of services that CMHA HKPR offers. <p>Motion: To accept the proposal of David Sheridan, of Shercon Associates Inc. – Caveat – Finalize key issues and proceed to put together the plan for a ‘Pathway to a Successful Future’. Moved: Ted Smith Seconded: Paul Forget Approved: Unanimous</p>
<p>d) New board member candidate – N.S.</p>	<p>Motion: Board candidate N. S. moved to ‘closed’ camera. Moved: Pat Dunn</p>



	<p>Approved: Unanimous</p> <p>Motion: To move “Out of Camera” Moved: Paul Forget Seconded: Marg Seaton Approved: Unanimous</p> <p>Rise and Report: Two professional references are to be obtained for all future board candidates.</p>
Anything Else:	
14. Did Well/Do Better	<ul style="list-style-type: none">• Pat controlled and monitored meeting well.• Board members addressed controversial subjects well.
Meeting Adjourned	<p>Motion: To adjourn – 8:00pm Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p>