

Date: September 21, 2016

Time: 5:00pm

Place: 466 George St. – Multi-purpose room

BOARD MINUTES	
Present: Judy Dickson, Mary Reader, Pat Dunn, Ted Smith (via Teleconference), Patti Ley, Anna Froebe (via OTN), Paul Forget, Danielle Carter, Marg Seaton, Keely Jacox	
Staff Participants: Linda Saunders, Mark Graham	
Regrets: Starr Olsen, Sue Grant	
Guests: Ryan Luscombe / Linda Briden – Kids on the Block	
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 5:04pm. Quorum was met.
2. Declaration of Conflict	<ul style="list-style-type: none"> • None expressed.
3. Approval of September 21, 2016 Agenda	<p>Motion: To accept September 21, 2016 agenda as presented. Moved: Paul Forget Seconded: Marg Seaton Approved: Unanimous</p>
4. Board Volunteer Hours	<ul style="list-style-type: none"> • Board volunteer hours were collected. • Anna Froebe (6), Danielle Carter (8), Judy Dickson (7), Keely Jacox (8), Marg Seaton (10), Mary Reader (20), Pat Dunn (8), Patti Ley (11), Paul Forget (9), Ted Smith (7)
Guest Presentation	
5. Kids on the Block – ‘Bullying’ Presentation	<p>Ryan Luscombe, Kids on the Block Coordinator (KOB), along with KOB volunteer, Linda Briden, conducted a performance with two of the KOB program’s life-sized puppets on bullying – ‘You’re Not the Boss of Me’.</p> <ul style="list-style-type: none"> • Kids on the Block program present to elementary school audiences and relay mental health and mental wellness messages. • 135 performances were conducted in 2015 to 11,000 kids. • Bullying is the largest profile. • Other scripts on: Divorce, Learning Disabilities, Mental Health (ADHD); The Importance of Feelings; Counselling/Depression and Living Active to name a few. • There are 5 programs with three scripts each.

	<ul style="list-style-type: none"> • This is an international program. • There is a new definition of bullying among children (i.e. cyber bullying). • The KOB puppets were developed in the likeness of Japanese 'Bunraku' puppetry. Japanese puppetry primarily developed in the 17th and 18th centuries. • KOB presentations cover the four counties. • Not allowed to video tape KOB presentations as KOB does not own content. • Strongest target, grades 1-4. • KOB presentation exceptionally received by board members.
6. Consent Agenda Acceptance:	<p>Motion: To adopt recommendations and accept consent agenda items dated September 21, 2016 as presented.</p> <p>Moved: Judy Dickson</p> <p>Seconded: Mary Reader</p> <p>Approved: Unanimous</p>
7. Items Extracted from the Consent Agenda	<ul style="list-style-type: none"> • No items extracted from the Consent Agenda.
8. Monthly Financial Report a) Financial report for the five months ended August 31st, 2016 b) Allotted mileage and meal expense claim follow-up deferred to October 17, 2016 meeting.	<ul style="list-style-type: none"> • Danielle presented and reviewed the monthly board financial report for the five months ended August 31st, 2016. • Business Expense Policy follow-up deferred to October 17, 2016 meeting. <p>Motion: To accept the monthly board financial report for the five months ended August 31st, 2016 as presented.</p> <p>Moved: Danielle Carter</p> <p>Seconded: Patti Ley</p> <p>Approved: Unanimous</p>
9. Urgent Matter	<ul style="list-style-type: none"> • None
New Business	
10. a) Signing Authority	<ul style="list-style-type: none"> • CMHA HKPR made recommendation to appoint two new signing officers, on bank accounts only, Gord Langill and Maggie Stephens, Directors of Programs and Services. • Obtaining two cheque signatures has been challenging at times in recognition of out-of-town board president/members and staff holidays. • Mark and Linda advised board members that Gord and Maggie will not sign cheques together as an auditing/control measure. • The following CMHA HKPR staff would have cheque signing authority: Mark, Linda; Gord & Maggie (on bank accounts only). Marnie Sicker and Ann-Marie Covert have cheque signing authority on trustee accounts only.

	<ul style="list-style-type: none"> Board Members discussed the relevant number of signing authorities. <p>Motion: To approve cheque signing authority to Gord Langill and Maggie Stephens, on bank accounts only, with control restrictions in place. Moved: Paul Forget Seconded: Patti Ley Approved: Unanimous</p>
Correspondence	
<p>11. a) United Way Peterborough & District 2015/2016 Annual Report</p> <p>b)2016/17 Reallocation of Support Services Funding for New Supportive Housing Rent Supplement Units: F-0060</p> <p>c) 2016/17 Reallocation of Support Services Funding for New Supportive Housing Rent Supplement Units: F-0048</p>	<ul style="list-style-type: none"> a)The United Way Peterborough & District 2015/2016 Annual Report was distributed to board members. Mark attended the United Way Peterborough & District AGM at The Mount. The United Way Peterborough & District ‘Breakfast Launch’ (75th Community kick-off campaign) was held yesterday, September 20th, 2016 with a goal of \$2,000,075.00 (28) United Way ‘member agencies’ have dropped to 18. b) Mark reviewed the 2016/17 Reallocation of Support Services Funding for New Supportive Housing Rent Supplement Units for F-0060 and F-0048 with board members. Funding has been reallocated directly to Fourcast. CMHA HKPR and Fourcast have different reporting systems and CMHA could be held liable for results/variations between the two different accounting procedures/processes. <p>Motion: To receive and file documentation for the 2016/17 Reallocation of Support Services Funding for New Supportive House Rent Supplement Units: F-0060 and F-0048. Moved: Mary Reader Seconded: Danielle Carter Approved: Unanimous</p>
In Camera Session	
<p>12. In Camera Agenda (under separate cover)</p>	<p>Motion: To move ‘In Camera’ Moved: Paul Forget Seconded: Keely Jacox Approved: Unanimous</p> <p>Motion: To move “Out of Camera” Moved: Patti Ley Seconded: Judy Dickson</p>



	<p>Approved: Unanimous</p> <p>Rise and Report: Motion: To approve the report on fiscal spending recommendations by the Senior Leadership Team. Moved: Paul Forget Seconded: Mary Reader Approved: Unanimous</p> <p>Motion: Board has recommended that we do not participate in the Express of Interest for the City of Peterborough’s Community Meal Program. Moved: Marg Seaton Seconded: Paul Forget Approved: Unanimous</p>
Anything Else:	
14. Did Well/Do Better	<ul style="list-style-type: none">• Completed meeting on time• Today’s KOB presentation and last month’s program presentation excelled.
Meeting Adjourned	<p>Motion: To adjourn – 7:46pm Moved: Judy Dickson Seconded: Anna Froebe Approved: Unanimous</p>