

**Date:** October 17, 2018

**Time:** 5:00pm

**Place:** Dalewood Golf Club

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Karl Moher, Mary Reader, Roger Hardy, Rob Seguin, Jessica Moore, Keely Jacox, Paul Forget, John Lyons, Caroline Monsell and Valdis Cuvaldin (via teleconference)	
<b>Staff Participants:</b> Mark Graham, Linda Saunders	
<b>Regrets:</b> Sue Grant, Jim Shipley, Heather Temple, Pat Dunn	
<b>Guest(s):</b> Katherine Jordan, Manager of Human Resources	
<b>Chair:</b> Drew Merrett <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
<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 5:08pm. Quorum met.</li> </ul>
<b>2. Declaration of Conflict</b>	<ul style="list-style-type: none"> <li>None expressed.</li> </ul>
<b>3. Approval of October 17, 2018 Agenda</b>	<p><b>Motion: To approve the <b>October 17, 2018</b> agenda as presented.</b></p> <p><b>Moved: Mary Reader</b></p> <p><b>Seconded: Karl Moher</b></p> <p><b>Carried</b></p>
<b>4. Board Volunteer Hours</b>	<ul style="list-style-type: none"> <li>Board volunteer hours collected.</li> <li>Caroline Monsell (30), Drew Merrett (9), Heather Temple (8), Jessica (5), John (8), Karl Moher (25), Keely Jacox (11), Mary Reader (50), Paul Forget (9), Rob Seguin (19), Roger Hardy (66), Valdis Cuvaldin (32)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Human Resources</b>	<ul style="list-style-type: none"> <li>Katherine Jordan, Program Manager of Human Resources, presented a Quality Improvement report to the board of directors highlighting the following:</li> <li>Identified the Program and Services (recruiting, compensation/benefits administration, training, performance management, employee wellness, leave management and labour/employee relations).</li> <li>Presented the program's organizational chart, Pathway to Recruitment, sources of funding, program successes, and program challenges.</li> <li>Some of the HR program successes include introduction of a new performance management (PM) system that evaluates emotional and social competencies, as well as work-related competencies. Other successes include improved on-boarding/off-boarding and student placements processes resulting in improved employee experience.</li> </ul>



	<ul style="list-style-type: none"> <li>• The HR team has developed a student placement program that is focused on providing placements for internal staff upgrading their education and for Trent University BSW students.</li> <li>• Some of the HR program challenges include uncompleted performance appraisals from the previous performance management system. HR will need to wait until the end of the 2018-19 fiscal year to measure the P.A. completion rate of the new PM system for its effectiveness.</li> <li>• Previous employee on boarding presented challenges in process gaps related to HR orientation and communication to new hires.</li> <li>• Previous employee off boarding resulted in poor participation in the exit interview process and processing problems with the return of CMHA HKPR property.</li> <li>• The revised Performance Management system is a completed Quality Improvement project by providing meaningful, job-related feedback and by providing a user-friendly tool for staff and their managers. This project has been presented to the Lived Expertise Advisory Panel (LEAP).</li> <li>• HR's goal is to have 80% of staff receive a performance evaluation by March 31, 2019. There will be ongoing monitoring of the performance management process and completion of the P.A.'s.</li> <li>• The collaboration between the Union (bargaining unit) and the HR working group (non-bargaining unit) was very successful in the development of the new PM system.</li> <li>• The current QI project is the development of an employee handbook providing key organizational information for all staff. The objective is to complete and distribute the handbook by March 31, 2019. A short staff survey will be conducted about the usefulness of the handbook after its distribution.</li> <li>• Katherine explained how the current QI projects relate to CMHA HKPR's Strategic Plan and to Accreditation Canada's accreditation standards in helping to ensure that staff are aware and following key organization policies.</li> <li>• A Question and Answer period followed Katherine's presentation.</li> </ul>
<p><b>6.Consent Agenda Acceptance</b>  <b>a) Board minutes from August 15, 2018</b>  <b>b) Special Board Meeting Minutes from September 19, 2018</b>  <b>c) CEO Report</b>  <b>d) Statement of Revenue &amp; Expense-Fundraising/Fund Development-ending September 30, 2018</b></p>	<ul style="list-style-type: none"> <li>• Mark expanded on the staff and volunteers Leon's Peterborough and Dulux Paints discount with board members.</li> </ul> <p><b>Motion: To accept the October 17, 2018 Consent Agenda as presented.</b>  <b>Moved: Paul Forget</b>  <b>Seconded: Mary Reader</b>  <b>Carried</b></p>
<p><b>7. Items Extracted from the Consent Agenda</b></p>	<ul style="list-style-type: none"> <li>• No extractions</li> </ul>
<p><b>8. a) Statement of Revenue &amp;</b></p>	<ul style="list-style-type: none"> <li>• Linda reviewed the following newly formatted financial statements with board members :</li> </ul>

<p><b>Expense-Ministry Funded</b></p> <p><b>8. b) Statement of Revenue &amp; Expense-Other Funded</b></p> <p><b>8. c) Statement of Revenue &amp; Expense-Fundraising/Fund Development</b></p> <p><b>8. d) Financial Report-April to September 2018 (Narrative)</b></p>	<p>a) Statement of Revenue &amp; Expense – Ministry Funded b) Statement of Revenue &amp; Expense – Other Funded c) Statement of Revenue &amp; Expense – Fundraising/Fund Development d) Financial Report – April to September 2018 (Narrative)</p> <ul style="list-style-type: none"> <li>• Linda questioned the board, “How do members like the new format?”</li> <li>• Members present agreed they like the new format of the financial statements and like the financial report in narrative form. Very explanatory.</li> <li>• Board agreed to make one change to the ‘Variance-Favourable/(Unfavourable)’ column on the financial statements to read: ‘Over/Under’ instead. ‘Over’ will be captured in <b>red</b> font.</li> <li>• Fundraising/Fund Development funds help support the Community Engagement and Education program.</li> <li>• With the cancellation of the Kids on the Block program, the board recommended and Linda confirmed, that the ‘Internal Restricted Funds’ from this program will be transferred to another ‘Internal Restricted Funds’ program. Some case examples for funding are Youth, Capital, Training, and Assisted Outreach Suicide Prevention to name a few. A recommendation to transfer these funds will be presented to the board at a later date.</li> <li>• The Fundraising Committee will refocus bingo account expenditures/efforts towards more community mental health education rather than holding community events. Less overhead and more efficient use of the Manager of Community Engagement and Educator’s role and funding.</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense for month ending September 30, 2018.</b> <b>Moved: Roger Hardy</b> <b>Seconded: Karl Moher</b> <b>Carried</b></p>
<p><b>9. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>10. a) Business Arising</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>New Business</b></p>	
<p><b>11. a) 2018 AGM Feedback-Discussion</b></p>	<ul style="list-style-type: none"> <li>• AGM organized well.</li> <li>• The Reacher’s – “a good band”</li> </ul>
<p><b>11. b) New Board Member-Orientation-Tentative dates</b></p>	<ul style="list-style-type: none"> <li>• Planning to hold the new board member’s orientation sometime during the week of November 12-15, in the evening, at 415 Water Street, boardroom. Waiting for the return of one new board member who is currently out of country.</li> </ul>



	<ul style="list-style-type: none"> <li>• Drew looking for a few board members to assist in the orientation of the new board members.</li> <li>• Karen will send out a Doodle poll to all board members with dates and times.</li> </ul>
<b>11. c) 2019 AGM Date-Discussion</b>	<p><b>Motion: To hold the 2019 September board meeting after the scheduled AGM on Wednesday, September 18, 2019, in Peterborough. Location TBD.</b></p> <p><b>Moved: Roger Hardy</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p>
<b>11. d) CRA-Registered Charity Information Return – T3010</b>	<ul style="list-style-type: none"> <li>• Linda confirmed that information was populated from the audited statements to complete the Registered Charity Information Return – T3010.</li> <li>• It is an annual requirement to file the T3010 to the CRA, which has been filed with the CRA for this year.</li> <li>• Mark confirmed that surpluses should be allocated rather than sitting in an account (80/20 rule), upon Karl’s inquiry. CMHA HKPR will be looking at fundraising initiatives.</li> </ul> <p><b>Motion: To receive the CRA-Registered Charity Information Return – T3010 as presented.</b></p> <p><b>Moved: Paul Forget</b> <b>Seconded: Roger Hardy</b> <b>Carried</b></p>
<b>11. e) MARSH – Master Policy – April 2018-2019</b>	<ul style="list-style-type: none"> <li>• Linda reviewed CMHA HKPR’s MARSH Master Policy from April 1, 2018 to April 1, 2019 with board members.</li> <li>• All CMHA HKPR automobiles are under a separate insurance policy.</li> <li>• This policy includes Public Liability (PL) and Property Damage (PD), Director’s insurance and Errors &amp; Omissions for all CMHA HKPR property.</li> </ul>
<b>11. f) CMHA HKPR Calendar of Events – Board Involvement</b>	<ul style="list-style-type: none"> <li>• Drew, CMHA HKPR President, would like to see increased board involvement at community events and staff functions to show support from the Board of Directors</li> <li>• Jack Veitch to provide Calendar of Events three (3) months in advance to the board for appropriate planning.</li> </ul>
<b>Correspondence</b>	
<b>12. a) Correspondence</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>In Camera Session</b>	
<b>13. In Camera Agenda (under separate cover)</b>	<p><b>Motion: To move ‘In Camera’</b> <b>Moved: Keely Jacox</b> <b>Seconded: John Lyons</b> <b>Carried</b></p> <p><b>Motion: To move ‘Out of Camera’</b></p>



	<b>Moved: John Lyons</b> <b>Seconded: Paul Forget</b> <b>Carried</b>  <b>Rise and Report: No Report</b>
<b>Anything Else:</b>	
<b>14. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Round Table Discussions were conducted.</li></ul>
<b>15. Adjournment</b>	<b>Motion: To adjourn at 8:15pm</b> <b>Moved: Keely Jacox</b> <b>Seconded: Roger Hardy</b> <b>Carried</b>