



**Date:** December 18, 2019

**Time:** 5:00pm

**Place:** 466 George St. – Multi-purpose Room

<b>BOARD MINUTES</b>	
<b>Present:</b> Drew Merrett, Sandra Hamilton, Valdis Cuvaldin, Mary Reader, Caroline Monsell, Paul Forget, Heather Temple, John Lyons, Jim Shipley, Rob Seguin, Roger Hardy	
<b>Staff Participants:</b> Mark Graham, Linda Saunders, Karen Wolff	
<b>Regrets:</b> Sue Grant, Jessica Moore, Pat Dunn, Keely Jacox	
<b>Guest(s):</b> No Guests	
<b>Chair:</b> Drew Merrett <b>Co-Chair:</b>	<b>Recorder:</b> Karen Wolff, Executive Administrative Assistant
Item / Topic	Discussion / Decision / Action / Motion
<b>Welcome and Introductions</b>	
<b>1. Call to Order</b>	<ul style="list-style-type: none"> <li>Call to order at 5:02pm. 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 December 18, 2019 Agenda</b>	<p><b>Motion: To approve the December 18, 2019 agenda.</b>  <b>Moved: John Lyons</b>  <b>Seconded: Rob Seguin</b>  <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 (5), Drew Merrett (4), Heather Temple (4), Jessica Moore (A), Jim Shipley (31), John Lyons (11), Keely Jacox (A), Mary Reader (5), Pat Dunn (A), Paul Forget (6), Rob Seguin (8), Roger Hardy (4), Sandra Hamilton (4), Sue Grant (A), Valdis Cuvaldin (4)</li> </ul>
<b>Quality Improvement- Program Presentation</b>	
<b>5. Quality Improvement Presentation</b>	<ul style="list-style-type: none"> <li>No Quality Improvement presentation this month.</li> </ul>
<b>6. Consent Agenda Acceptance</b> a) Board minutes from November 20, 2019	<p><b>Motion: To accept the November 20, 2019 minutes as presented in the Consent Agenda.</b>  <b>Moved: Heather Temple</b>  <b>Seconded: Roger Hardy</b>  <b>Carried</b></p>
b) CEO Report	<p><b>Motion: To accept the December 18, 2019 CEO Report as presented in the Consent Agenda with one extraction: Consumption Treatment Site – Teleconference with Dave Smith, MPP.</b>  <b>Moved: Jim Shipley</b></p>



	<p><b>Seconded: John Lyons</b> <b>Carried</b></p>
<p><b>7. One Item(s) Extracted from the Consent Agenda/CEO Report:</b></p>	<ul style="list-style-type: none"> <li>• One item extracted from the Consent Agenda/CEO Report: Consumption Treatment Site (CTS) – Teleconference with Dave Smith, MPP</li> <li>• In follow-up to the November 20 board meeting, Mark and Jim reviewed updated discussions with board members surrounding the status of two potential CTS sites.</li> <li>• Presently no agreement has been reached regarding the direction of the CTS site(s). Deadline has passed for committee(s) to make a decision. Future discussions are on hold until after the holidays.</li> </ul>
<p><b>8. Board Discussion on Q.I. Presentation</b></p>	<ul style="list-style-type: none"> <li>• No presentation today.</li> </ul>
<p><b>9. a) Statement of Revenue &amp; Expense-Ministry Funded</b></p> <p><b>9. b) Statement of Revenue &amp; Expense-Other Funded</b></p> <p><b>9. c) Statement of Revenue &amp; Expense-Fundraising/Community Engagement</b></p> <p><b>9. d) Financial Report- April 1/2019 to November 30/2019 (Narrative)</b></p>	<ul style="list-style-type: none"> <li>• Heather Temple reviewed the following financial statements with board members :             <ol style="list-style-type: none"> <li>a) Statement of Revenue &amp; Expense – Ministry Funded</li> <li>b) Statement of Revenue &amp; Expense – Other Funded</li> <li>c) Statement of Revenue &amp; Expense – Community Engagement</li> <li>d) Financial Report – April 1, 2019 to November 30, 2019 (Narrative)</li> </ol> </li> <li>• CMHA HKPR did not receive full MCCSS Community Infrastructure Renewal Funding (CIRF).</li> </ul> <p><b>Motion: To accept the above-noted Statements of Revenue &amp; Expense and Financial Report for month ending November 30, 2019.</b></p> <p><b>Moved: John Lyons</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p>
<p><b>10. Urgent Matter</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Business Arising</b></p>	
<p><b>11. a)</b></p>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>New Business</b></p>	
<p><b>12. a) Accreditation Canada Board Governance Functioning Tool</b></p>	<ul style="list-style-type: none"> <li>• Drew kindly reminded everyone to complete the board’s Accreditation Canada Governance Functioning Tool survey as soon as possible. Deadline scheduled for January 16, 2020.</li> </ul>
<p><b>Correspondence</b></p>	
<p><b>13. a) Ministry of Health-Notice of CIRF Project Settlement</b></p>	<ul style="list-style-type: none"> <li>• The Ministry of Health (MOH) completed the reconciliation process for the Community Infrastructure Renewal Fund for projects #202726, #202727, #202728.</li> <li>• Unspent, excess funding of \$12,827.90 will be returned to the MOH as per the agreement.</li> </ul>



<b>In Camera Session</b>	
<b>14. In Camera Agenda (under separate cover)</b>	<p><b>Motion: To move 'In Camera'</b> <b>Moved: Valdis Cuvaldin</b> <b>Seconded: Mary Reader</b> <b>Carried</b></p> <p><b>Motion: To move 'Out of Camera'</b> <b>Moved: Jim Shipley</b> <b>Seconded: Paul Forget</b> <b>Carried</b></p> <p><b>Rise and Report: To approve fiscal spending recommendations as presented.</b> <b>Moved: Roger Hardy</b> <b>Seconded: Valdis Cuvaldin</b> <b>Carried</b></p>
<b>Anything Else:</b>	
<b>15. Round Table Discussions</b>	<ul style="list-style-type: none"><li>• Round Table Discussions were conducted.</li></ul>
<b>16. Adjournment</b>	<p><b>Motion: To adjourn at 6:31pm</b> <b>Moved: Caroline Monsell</b> <b>Seconded: Roger Hardy</b> <b>Carried</b></p>