



MINUTES
BOARD OF DIRECTORS OF
CMHA WWD
FEBRUARY 25TH, 2016

Present: Janet Kaufman, Board President
Craig Dieterle, Secretary-Treasurer
Donnamarie Dunk, Board Member (by phone)
Lynda Davenport, Board Member
Jacqueline Marshall, Board Member
Helen Fishburn, Acting Executive Director
Jennifer Gleeson, Director of Services
Heather Eddy, Director of HR & Organizational Development
Tom Everrett, Director of Corporate Services & Finance

Patrick Fradley-Davis, Board Vice-President
Avril Aves, Board Member
Peter Kastner, Board Member
Molly Kriksic, Board Member
Dian Shannon, Board Member
Meredith Gardiner, Acting Director of Services
Don Roth, Director of Services

Absent: Ben Soucie, Board Member (with prior notification), Dr. Raj Velamoor, Chief of Psychiatry (with prior notification)

Recorder: Minerva Sánchez Rudman

Welcome and Introductions	
Call to Order; Declarations of Conflict	None declared
Consent Agenda	It was MOVED BY: Lynda Davenport THAT the consent agenda be approved. SECONDED BY: Jacqueline Marshall CARRIED.
Fund Development Committee Policies	<p>Molly presented the policies for consideration.</p> <p>Craig enquired as the statement within the policy outlining that 10% of the funds would be allocated to “board development priorities”. Molly clarified that this statement is intended to highlight the use of the donated funds towards board identified priorities rather than to be used towards board development.</p> <p>It was MOVED BY: Molly Kriksic THAT the governance policy Donation Management be approved as presented. SECONDED BY: Peter Kastner CARRIED.</p> <p>It was MOVED BY: Molly Kriksic THAT the governance policy Fund Development Guidelines be approved as presented. SECONDED BY: Lynda Davenport CARRIED.</p>
Resources Committee Report	<p>Board acknowledged being in receipt of the Remittance Source Deductions.</p> <p>Craig provided a verbal report.</p> <p>Craig highlighted that the committee has reviewed policy 4-009 Signing Authority which outlines “Any increases to the salary grid and benefit package of non-unionized staff, including management personnel and the Executive Director, require Board approval.” Board members are invited to submit comments on this to Craig so the committee can further discuss at next month’s meeting.</p> <p>Craig provided an overview of the financial statements reviewed. The budget currently identifies a surplus of \$1.1million of which \$635,000 are to be returned to the WWLHIN at this time.</p> <p>It was MOVED BY: Craig Dieterle THAT the financial statements as presented. SECONDED BY: Lynda Davenport CARRIED.</p>
Governance Committee Report	<p>It was MOVED BY: Patrick Fradley-Davis THAT the Governance Committee Report be received. SECONDED BY: Craig Dieterle CARRIED.</p> <p>It was MOVED BY: Patrick Fradley-Davis THAT the governance</p>

	policy ED Performance Management & Evaluation be approved as presented. SECONDED BY: Avril Aves CARRIED.
Discussion	
Date of AGM	Given that the currently scheduled date for the AGM is the day prior to the Canada Day holiday it was proposed that the meeting date be changed to June 23 rd . Board agreed that the AGM date will be moved to June 23 rd .
Generative Discussion Board Composition	Patrick led the board on a discussion regarding board composition during this recruitment process. The following areas were brought forward for consideration: <ul style="list-style-type: none"> - Poverty - “Youth on Board” initiative - Lived experience - Geographical diversity – rural representation - Representation from different sectors (i.e. education, long term care) Minerva will circulate the Board Skills Matrix to board members to score themselves on the dimensions. Once all responses are received Minerva will distribute a report highlighting the current gaps.
Corporate Financial Planning	Janet shared that she had a conversation with Joan Fisk, WWLHIN Board Chair, and Bruce Lackner, WWLHIN CEO, related to the organization’s financial status. Helen added that in her conversation with Bruce there was understanding of the challenges the organization has been faced with and an agreement to reduce the base funding only to where it wouldn’t compromise the organization’s ability to provide the services needed in the community has been reached. Tom and Helen added that service targets continue to be met across the WWLHIN funded services. Monthly financial review meetings with the WWLHIN are scheduled to continue. Helen stated that the organization has assessed the current financial review process and has made changes to address identified concerns. A corporate strategy is now in place to monitor the overall financial state and take action in a timely manner when necessary.
North Wellington Service Integration	Janet provided background information as to the priorities identified by the North Wellington Service Integration initiative. Helen reported that the WWLHIN Board has passed a motion that the recommendations brought forward by the Rural Wellington Healthcare Alliance be approved. It was MOVED BY: Janet Kaufman THAT the Rural WHA Memo of Understanding (MOU) Partners commit to working with their Board of Governors to determine that the financial and/or human resources required are available to implement the Rural WHA Integration Road Map Phase 1 (Action Plan). SECONDED BY: Dian Shannon CARRIED. It was MOVED BY: Janet Kaufman THAT It was MOVED BY: Patrick Fradley-Davis THAT the Rural WHA MOU partners commit to create a shared request to the Waterloo Wellington Local Health Integrated Network (WWLHIN) for assistance with implementation of the Rural Wellington Road Map Phase 1 (Action Plan). SECONDED BY: Avril Aves CARRIED.
Ride Don’t Hide	A media launch for the event has been scheduled for March 15 th at 7:30am at Come Alive Fitness (Kitchener), board members are invited.

	<p>The event webpage is now live http://ridedonthide.com/on/ride/waterloo-wellington-dufferin/ Sponsor suggestions are welcome.</p>
<p>Adjournment</p>	<p>The board members voiced agreement to the following statements.</p> <ol style="list-style-type: none"> 1. The reports were clear and they gave us the information needed. 2. The information provided was organized and easy to follow. 3. The chair encouraged participation by all directors. 4. Issues were fully discussed as needed. 5. Our meeting focused on strategic issues. 6. The meeting was productive. <p>It was MOVED BY: Patrick Fradley-Davis THAT the meeting be adjourned SECONDED BY: Molly Kriksic CARRIED.</p>

Janet Kaufman

Janet Kaufman
President

Craig Dieterle

Craig Dieterle
Secretary-Treasurer