



Canadian Mental  
Health Association  
Waterloo Wellington

Association canadienne  
pour la santé mentale  
Waterloo Wellington

**MINUTES**  
**BOARD OF DIRECTORS OF**  
**CMHA WW**  
**FEBRUARY 23<sup>RD</sup>, 2017**

- Present:** Janet Kaufman, Board President  
Craig Dieterle, Board Member *(via phone)*  
Lynda Davenport, Board Member  
Patrick Fradley-Davis, Board Member  
Jacqueline Marshall, Board Member  
Fred Wagner, Executive Director  
Molly Kriksic, Board Vice-President *(arrived at 7:50pm)*  
Rebecca Dufour, Board Member  
Donnamarie Dunk, Board Member  
Krista Hall, Board Member  
Dian Shannon, Board Member  
Helen Fishburn, Interim Senior Director *(departed at 7:10pm)*  
Kate Reed, Director of Service *(departed at 7:50pm)*
- Absent:** Peter Kastner, Board Member *(with prior notification)*, Heather Eddy, Director of Human Resources & Organizational Performance *(with prior notification)*, Tom Everett, Director of Corporate Services & Finance *(with prior notification)*, Meredith Gardiner, Acting Director of Services *(with prior notification)*, Don Roth, Director of Services *(with prior notification)*,
- Recorder:** Minerva Sánchez Rudman, Senior Executive Assistant
- Guest:** Alison DeMuy, consultant *(departed at 7:20pm)*

<b>Welcome and Introductions</b>	
<b>Call to Order</b>	
<b>Declarations of Conflict</b>	None declared
<b>Approval of Consent Agenda</b>	It was <b>MOVED BY:</b> Dian Shannon <b>THAT</b> the consent agenda be approved. <b>SECONDED BY:</b> Rebecca Dufour. <b>CARRIED.</b>
<b>Fund Development Committee Report</b>	Alison provided a presentation on revenue diversification. Alison spoke to the current trends in philanthropy and the reasons people donate. Examples of fund development at other local healthcare organizations were reviewed. The focus of fund development for CMHA will be to support innovation rather than subsidize core services. CMHA was successful in securing a seed grant from Trillium which will allow for further progress on fine-tuning the fund development strategy. Further, CMHA has progressed to the second stage of applying for a grant under Social Venture Partners.
<b>Governance Committee Report</b>	Patrick provided a verbal report. One board member vacancy has been identified for the next board year. There was agreement that recruitment will focus on candidates with fund development experience. An ad to recruit for the vacancy will be posted with various media. It was <b>MOVED BY:</b> Patrick Fradley-Davis <b>THAT</b> the Governance Committee Report be received. <b>SECONDED BY:</b> Lynda Davenport. <b>CARRIED.</b>
<b>PQRE Committee Report</b> <i>(7:25pm)</i>	Donnamarie provided a verbal report. The committee reviewed relevant governance policies pertaining to its mandate and concluded that no changes are needed at this time. The committee has continued to focus on developing a report card and a dashboard framework. The committee is pleased that a software solution has been found to permit the tracing of phone calls for Here 24/7 callers at imminent

	<p>risk of harm to self or others.</p> <p>It was <b>MOVED BY:</b> Donnamarie Dunk <b>THAT</b> the PQRE Committee report be received. <b>SECONDED BY:</b> Dian Shannon. <b>CARRIED.</b></p>
<b>Resources Committee Report</b>	<p>Fred provided an update.</p> <p>An increase in the reported net assets is due to one-time WWLHIN funding, MCYS special needs funding, and County of Wellington quarterly payment which is based on a calendar year.</p> <p>WWLHIN has issued an in-year recovery of \$385,000. WWLHIN and CMHA staff will meet again next week to finalize any additional surplus that may be available for recovery by the WWLHIN.</p> <p>All one-time requests for projects have been granted.</p> <p>It was <b>MOVED BY:</b> Craig Dieterle <b>THAT</b> the Resources Committee Report be received. <b>SECONDED BY:</b> Lynda Davenport. <b>CARRIED.</b></p>
<b>Strategic/Generative Discussion</b>	
Professionals on Board 7:40pm	<p>The Volunteer Centre of Guelph Wellington has launched an initiative in which young professionals are nominated by their employer to learn about governance by being matched with a non profit board as a non-voting member. The individuals chosen receive training in governance through the Volunteer Centre.</p> <p>There was agreement to participate in this initiative.</p> <p>Patrick will follow up with the Volunteer Centre.</p> <p>It was <b>MOVED BY:</b> Patrick Fradley-Davis <b>THAT</b> the Board engage in the Professionals on Board initiative. <b>SECONDED BY:</b> Craig Dieterle. <b>CARRIED.</b></p>
Moving on Mental Health: Lead Agency Responsibilities	<p>MCYS announced in September that Lead Agencies would not have contractual or performance management authority with core service providers. The Ministry has not yet finalized the responsibilities that lead agencies will have even though they have declared that Lead Agencies are expected to assume their formal role April 1, 2017. The Consortium of Lead Agencies continues to press upon MCYS the need to finalize the Lead Agencies responsibilities so they can be reviewed by their respective boards before April 1, 2017.</p>
Organizational Redesign	<p>Fred provided an update on the organizational redesign.</p> <p>A new director of finance will be recruited. Adjustments to new portfolios and transition meetings are taking place. Town halls were held at 4 different sites. A Transition Support Team has been formed to provide input to management on areas requiring attention throughout the transition to the new structure.</p> <p>Kate shared some of the positive feedback staff have provided on the communication and roll-out of the new structure.</p> <p>Optimus SBR has been engaged, with approval from the WWLHIN, to guide the leadership team through a role clarity exercise.</p>
<b>In Camera</b>	<p>It was <b>MOVED BY:</b> Jacqueline Marshall <b>THAT</b> we move in camera <b>SECONDED BY:</b> Rebecca Dufour <b>CARRIED.</b></p>
Minutes of January 26 <sup>th</sup> , 2017	
Cambridge Shared Leadership	
Organizational Redesign	
	<p>It was <b>MOVED BY:</b> Lynda Davenport <b>THAT</b> we move out of camera. <b>SECONDED BY:</b> Krista Hall. <b>CARRIED.</b></p>
<b>Adjournment</b>	<p>It was <b>MOVED BY:</b> Jacqueline Marshall <b>THAT</b> the meeting be adjourned <b>SECONDED BY:</b> Rebecca Dufour <b>CARRIED.</b></p>

*Janet Kaufman*

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Janet Kaufman  
President

*Craig Dieterle*

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Craig Dieterle  
Secretary-Treasurer