



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

MINUTES
BOARD OF DIRECTORS OF
CMHA WW
SEPTEMBER 25TH, 2017

- Present:** Janet Kaufman, President
Krista Walford, Secretary-Treasurer
Donna Marie Dunk, Board Member
Peter Kastner, Board Member
Jacqueline Marshall, Board Member
Dian Shannon, Board Member
Helen Fishburn, Senior Director of Services & System Transformation
Heather Eddy, Senior Director People, Culture & Quality
Tim Lewis, Senior Director Finance & Organizational Performance
- Molly Kriksic, Vice-President
Lynda Davenport, Board Member
Kathy Markowiak, Board Member
David Pell, Board Member
Fred Wagner, Executive Director
- Absent:** Craig Dieterle, Board Member (with prior notification), Patrick Fradley-Davis, Board Member (with prior notification)
- Recorder:** Minerva Sánchez Rudman, Senior Executive Assistant
- Guests:** Jordan Moat, SVP Partner; Stephen Swatridge, SVP Partner; Rose Greensides, SVP Executive Director

Welcome and Introductions	
Presentation by SVP	<p>Jordan provided an overview of Social Venture Partners (SVP) and their focus on enhancing investee’s organizational capacity. The Organizational Capacity Tool will be used to guide the organization’s workplan.</p> <p>Highlights of the consolidated report were shared. Categories identified by respondents as areas improvement included Fundraising skills, and systems and advocacy. A workplan will be developed with SVP that includes these three areas. There was agreement that the areas of focus would be in fundraising and advocacy.</p> <p>The partnership will be evaluated on a yearly basis to identify if the funding will be renewed.</p> <p>At the completion of the three year funding cycle the OCAT is administered once again to identify areas of improvement/growth.</p>
Call to Order	
Declarations of Conflict	None declared
Approval of Consent Agenda	It was MOVED BY: Lynda Davenport THAT the consent agenda be approved. SECONDED BY: Peter Kastner. CARRIED.
Governance Committee Report	<p>Molly provided a verbal report.</p> <p>The committee reviewed its Terms of Reference, and added the words “at a minimum” to more accurately reflect the committee membership.</p> <p>The committee is developing an evaluation of the board orientation sessions, which will be completed in December.</p> <p>The committee’s workplan was reviewed.</p> <p>It was MOVED BY: Molly Kriksic THAT the Governance Committee report be accepted. SECONDED BY: Lynda Davenport. CARRIED.</p> <p>It was MOVED BY: Molly Kriksic THAT the Governance Committee workplan be approved. SECONDED BY: Krista Walford. CARRIED.</p>
Resources Committee Report	Krista provided a verbal report with the following highlights:

	<ul style="list-style-type: none"> - Tim is updating the list of authorized staff with access to the CRA Source Deduction Statements. - Statement of operations currently reflects a 1.5 mil surplus, though the projections for the year forecast a deficit. \$275,000 WWLHIN project funding has been held back to date awaiting monitoring of the organization's financial spending. To mitigate the deficit projects within IT and facilities are being deferred to the following fiscal year. - Contributing factors to the surplus include: <ul style="list-style-type: none"> - Quarterly cashflow - anticipated retro active staff increases (from the job evaluation process) - bargaining negotiations - designated flex and specialized funding - vacant positions <p>Heather noted that a submission has been made to the pay equity commission to request a review of CMHA's and OPSEU's proposal. The Commission has advised that the application will be reviewed between 6-24 months.</p> <p>Janet requested clarification on two items on the financial statements.</p> <p>1) The "Construction in progress" on the financial statements. This item is related to the virtual connection being built between CaseWORKS and HRM (Health Records Management), the project is not yet completed.</p> <p>2) Deferred revenue – The change in this item is due to a process change within the accounting department, the team is being more vigilant on deferring program funds related to funding that is received in lump sum payments.</p> <p>It was MOVED BY: Krista Walford THAT the Resources Committee report be accepted. SECONDED BY: Dian Shannon. CARRIED.</p> <p>It was MOVED BY: Molly Kriksic THAT the Board approve the Resources Committee Workplan. SECONDED BY: Donnamarie Dunk. CARRIED.</p>
Strategic/Generative Discussion	
Culture of Philanthropy	<p>Janet led a board discussion on a culture of philanthropy. David asked if a value proposition had been established to guide the organization's philanthropic activities.</p> <p>Highlights of the discussion included:</p> <ul style="list-style-type: none"> - Need for clarifying how the funds raised would be utilized - Merits of asking board members to contribute financially vs. time for fundraising priorities - Reflecting on the value of engaging board members solely for the connections or financial contributions that they may be able to make - Importance of developing an organizational culture of philanthropy that is aligned with the mission, vision and values - Alignment of the brand fundraising activities with those of CMHA National <p>Fred will work with SVP to develop workplan and bring back to the board for discussion and approval.</p>
TD Canada Trust Corporate Resolution (Signing Authority)	<p>It was MOVED BY: Peter Kastner THAT the Board approve the Corporate Resolution for Signing Authority. SECONDED BY: Jacqueline Marshall CARRIED.</p>
In Camera	<p>It was MOVED BY: Lynda Davenport THAT we move in camera SECONDED BY: Krista Walford CARRIED.</p>
Minutes of June 22 nd , 2017	

Collective Bargaining Agreement Negotiating Mandate	
	It was MOVED BY: Jacqueline Marshall THAT we move out of camera. SECONDED BY: Krista Walford. CARRIED.
Adjournment	It was MOVED BY: Lynda Davenport THAT the meeting be adjourned SECONDED BY: Jacqueline Marshall CARRIED.

Janet Kaufman

Janet Kaufman
President

Krista Walford

Krista Walford
Secretary-Treasurer