



**Present:** Brooke Billings, Board Member  
Sean Bradley, Board Member  
Julia Goyal, Board Member (virtual)  
Lisa Hood, Board Member  
Deanne Metzloff, Board Member  
Pia Williams, Board Member  
  
Helen Fishburn, CEO  
Jennifer Prior, Director People & Culture

**Guests:** Beth King, Manager Funds Development

**Recorder:** Heather Snider, Team Lead Administration

**Regrets:** Katharina Markowiak, Treasurer

Julia Borges, Board Member  
Neil Dunsmore, Board Member  
Dana Hardy, Board Member at Large (virtual)  
Somkene Igboanugo, Board Member  
Irene Thompson, Board Chair  
  
Michael Buchert, Director of Finance  
  
Lindsay Gladding, Community Committee Member  
Sherry Slejska, Community Committee Member

Agenda Item	Discussion and Actions
<b>Board Education Session – Fund Development at CMHA WW</b>	Members of the Fund Development Committee presented on the CMHA WW fund development program, including an overview of how annual targets are set and opportunities to foster engagement with donors through other CMHA WW initiatives, such as workplace wellness training.
<b>1.0 Welcome; Call to Order</b>	Irene welcomed everyone and called the meeting to order.
<b>2.0 Territorial Acknowledgement</b>	Sean shared his experience participating sentencing circles as part of Indigenous Persons Court, and in particular noted an instance when both the victim and accused knew each other, after which the charges were withdrawn due to balance being restored. Sean noted that this is a true example of restorative justice, and that it's important to be open minded and take cultural beliefs into consideration in the justice system.
<b>3.0 Approval of Agenda</b>	It was duly <b>MOVED</b> and <b>SECONDED</b> to approve the March 27, 2025 CMHA WW Board of Directors agenda (Deanne Metzloff, Neil Dunsmore). <b>CARRIED.</b>
<b>4.0 Fund Development Committee Report</b>	<p>The Board continued with a discussion about fund development at CMHA WW.</p> <p><b>How can the Board help?</b></p> <ul style="list-style-type: none"> <li>• Donate within your means. Lisa noted that grant agencies typically include questions on Board donation statistics, so this supports our ability to access grant funds annually.</li> <li>• Register for Shoppers Run for Women, and join the Board team!</li> <li>• Attend or volunteer at other CMHA WW events.</li> <li>• Support the Fund Development team with donor stewardship (e.g., writing thank you notes) and by engaging in conversations with your networks.</li> </ul> <p><b>ACTION:</b> We will provide an “elevator pitch” for Board members.</p> <p><b>Oversight</b></p> <p>The risk weighting of the fund development pipeline is now factoring into our 2025/26 budget forecast, and this is organized by a “confidence rating,” depending on how likely we believe it is for the funds to be realized.</p>



Agenda Item	Discussion and Actions
	<p>Alison noted that as we are watching the uncertainty of our economy, we are also seeing the mental health needs of our community rise. We expect that we will need to lean into fund development increasingly over the coming months and years.</p> <p>The FD team is small but mighty. Committee has really matured over the last few years and the reporting has become much more sophisticated in recent months.</p> <p><b>ACTION:</b> Michael will provide information on the administrative cost per dollar raised.</p>
5.0 Declaration of Conflict of Interest	No conflicts were declared.
6.0 Approval of Consent Agenda	<p>It was duly <b>MOVED</b> and <b>SECONDED</b> to approve the February 27, 2025 CMHA WW Board minutes (Neil, Pia) <b>CARRIED</b>.</p> <p>It was duly <b>MOVED</b> and <b>SECONDED</b> that the consent agenda be approved (Dana Hardy, Lisa Hood). <b>CARRIED</b>.</p>
7.0 In Camera Meeting 6:28 pm – 7:37 pm	<p>It was duly <b>MOVED</b> and <b>SECONDED</b> to move in camera for the Resources Committee Report and a financial update (Neil Dunsmore, Deanne Metzloff). <b>CARRIED</b>.</p> <p>It was duly <b>MOVED</b> and <b>SECONDED</b> to close the in camera meeting (Dana Hardy, Julia Borges). <b>CARRIED</b>.</p>
8.0 2025/26 Operating Plan	<p>Alison presented the 2025/26 operating plan, which aligns with the 2025-28 strategic plan pillars and was developed using a risk/decision-making framework and also included a financial review. We focused on achievable goals over the twelve-month span. These will also inform how we report the Board moving forward.</p> <p>It was duly <b>MOVED</b> and <b>SECONDED</b> to approve the 2025/26 Operating Plan (Julia Goyal, Brooke Billings). <b>CARRIED</b>.</p>
9.0 Governance Committee Report	<p>The Governance Committee recommend approval of the following Board policies:</p> <ul style="list-style-type: none"> <li>• 2-003 CEO Performance Management &amp; Evaluation</li> <li>• 5-039 Whistleblower Protection</li> </ul> <p>It was duly <b>MOVED</b> and <b>SECONDED</b> to approve the Board policies as noted above. (Neil Dunsmore, Dana Hardy). <b>CARRIED</b>.</p>
10.0 Helen's Updates and Q&A	<p><b>The Grove – Oversight</b></p> <p>At recent committee meetings, questions have come forward re: clarity around the oversight and relationship between CMHA WW and The Grove.</p> <p>Helen provided some background and noted that The Grove has been a wonderful addition to our service system but has also grown quickly and resulted in increased operating costs that have not been supported by ongoing increased funding. We are working through these challenges, including bridging both clinical and operational roles between both entities.</p> <p>It is important for The Grove to maintain its identity outside of solely mental health, to maintain the low barrier point of entry for all youth. It is important to note that we are seeing youth with needs that are at a higher acuity than originally anticipated.</p>



Agenda Item	Discussion and Actions
	<p>The CMHA WW and Grove fund development teams have merged into one team with aligned strategies.</p> <p>Neil noted that it may be helpful for donors to understand that while donating to The Grove also means donating to CMHA WW, The Grove is funded at under half its actual operating costs and there will always be a need for fund development in this area.</p> <p>Some of The Grove sites are run by our partners. This alleviates the pressure of operating costs, but also presents potential vulnerabilities (e.g., possibility of site closures or loss of funding for those agencies).</p> <p><b>ACTION:</b> Michael will provide information around the operational needs of The Grove, and what is covered from a funded perspective vs. a fundraising perspective.</p>
<b>11.0 Wrap Up and Closing Remarks</b>	<p>It was duly <b>MOVED</b> and <b>SECONDED</b> to adjourn the meeting (Deanne Metzloff, Somkene Igboanugo). <b>CARRIED.</b></p> <p>The meeting was adjourned 8:11 pm.</p>