Canadian Mental Health Association Waterloo Wellington | Association canadienne pour la santé mentale Waterloo Wellington

CMHA Waterloo Wellington Board of Directors Meeting Minutes

Thursday, June 23, 2026 | 6:00 – 8:00 pm

CMHA WW | 737 Woolwich St, Guelph | 1st Floor Community Room

Present:	Irene Thompson, Board Chair	Lisa Hood, Board Vice-Chair (meeting Chair)
	Brooke Billings, Board Treasurer	Deanne Metzloff, Board Member at Large
	Sean Bradley, Board Member (virtual)	Julia Borges, Board Member
	Neil Dunsmore, Board Member	Danielle Fearon, Board Member
	Somkene Igboanugo, Board Member	Ashton Romany, Board Member (virtual)
	K. Daniel Sirivar, Board Member	
	Helen Fishburn, CEO	Michael Buchert, Director, Finance
	Alison DeMuy, Director, Strategy & Community Engagement	
Recorder:	Heather Snider, Manager Administration & Governance	
Regrets:	Julia Goyal, Board Member	Pia Williams, Board Member
	Jennifer Prior, Director, People & Culture	

Agenda Item	Discussion and Actions
1.0 Welcome; Call to Order	Irene Thompson welcomed everyone and called the meeting to order.
2.0 Territorial Acknowledgement	Helen Fishburn shared a reflection on National Indigenous History Month, and shared that CMHA WW staff have attended a Lateral Kindness Workshop led by an Indigenous trainer, the groundbreaking of the Manitou Wiigwaam (Spirit Lodge) at St. Joseph's in Guelph, and volunteered at the Crow Shield Lodge Feed the Fire fundraiser.
3.0 Approval of Agenda	It was duly **MOVED** and **SECONDED** to approve the June 23, 2026 CMHA WW Board of Directors agenda (Danielle Fearon, K. Daniel Sirivar). **CARRIED.**
4.0 Declarations of Conflict of Interest	Irene asked that if Board members have a conflict of interest related to any items on the agenda, we state this so it is noted in the minutes. No conflicts were declared.
5.0 Approval of Consent Agenda	It was duly **MOVED** and **SECONDED** that the consent agenda be approved (Lisa Hood, Neil Dunsmore). **CARRIED.**
6.0 In Camera Meeting 6:12 – 8:28 pm	It was duly **MOVED** and **SECONDED** to move in camera for finance, government relations and bargaining updates (Neil Dunsmore, Deanne Metzloff). **CARRIED.** It was duly **MOVED** and **SECONDED** to close the in camera meeting (Deanne Metzloff, Brooke Billings). **CARRIED.**
7.0 Resources Committee Report	**2025-26 Multi-Sector Service Accountability Agreement (MSAA)** The Board is responsible for ensuring compliance across the various domains covered by the MSAA on an annual basis, including Funding, Services, Performance, Governance & Compliance, and Reporting. Detailed foundational information on our MSAA was provided to support the Board in understanding their fiduciary responsibility in attesting to our annual declaration of compliance. It was duly **MOVED** and **SECONDED** for the Board of Directors of CMHA Waterloo Wellington to hereby authorize the Board Chair to execute and submit the MSAA Schedule F Declaration of Compliance for the applicable period, as presented, including the identified exceptions, to Ontario Health West by June 30, 2026. (Deanne Metzloff, Neil Dunsmore). **CARRIED.** It was duly **MOVED** and **SECONDED** to approve the June 2026 Resources Committee Report (Danielle Fearon, Brooke Billings). **CARRIED.**

CMHA Waterloo Wellington Board of Directors Meeting Minutes

Thursday, June 23, 2026 | 6:00 – 8:00 pm

CMHA WW | 737 Woolwich St, Guelph | 1st Floor Community Room

Agenda Item	Discussion and Actions
8.0 Governance Committee Report	**Board Recruitment** We have delayed the Annual General Meeting to September, which has delayed the timeframe for board members intending to step down at the end of the 2025-26 Board year. As such, Lisa Hood will continue through the summer months. Neil Dunsmore has tendered his resignation effective June 30, 2026, and this has resulted in two current vacancies that can presently be filled. Helen provided background on two candidates who were recently interviewed and have been recommended by the Governance Committee to become full board members. The following individuals were presented for election to fill two current vacancies on the Board of Directors as of July 1, 2026: • Peggy Sweeney • Rob Howe It was duly MOVED and SECONDED to accept and acclaim the slate of Directors (Somkene Igboanugo, Brooke Billings). **CARRIED.** **Executive Committee Succession** Two members put their names forward for Vice-Chair and Board Member at Large. This will be addressed at the September Annual General Meeting. **2025-26 Annual Board Evaluation** The annual board evaluation was reviewed by the Governance Committee. Feedback highlights include: • Board members feel it is important to continue to ensure our recruitment efforts encourage applications from individuals with diverse backgrounds. • Some feedback centered on the information being shared by management, including suggestions on the timing and amount of information provided in the board and committee packages. Senior Leadership is considering how best to share various reporting tools and ensure the reporting to the Board is clear, transparent, thorough and streamlined. Board members are also encouraged to connect with Irene at any time with questions or feedback. It was duly **MOVED** and **SECONDED** to approve the June 2026 Governance Committee Report (Sean Bradley, Neil Dunsmore). **CARRIED.**
9.0 Helen's Update and Q&A	Helen shared updates on ongoing leadership recruitment.
10.0 Farewell to Departing Board Member	Neil Dunsmore is retiring from the Board as of June 30, 2026. Neil has been an active and valued member of the board since 2021, serving as a long-standing member of the Resources Committee and in the role of Acting Vice-Chair in 2024. Irene and Helen thanked Neil for his outstanding service. Neil thanked Board members and staff and shared some reflections.
11.0 Adjourn Meeting	It was duly **MOVED** and **SECONDED** to adjourn the meeting (Neil Dunsmore, Lisa Hood). **CARRIED.** The meeting was adjourned at 8:49 pm.