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

CMHA WW Board of Directors

Annual General Meeting Minutes

Tuesday, June 24, 2025 | 6:30 – 7:00 pm

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

Present:	Irene Thompson, Board Chair Katharina Markowiak, Treasurer	Neil Dunsmore, Vice-Chair (Interim) Dana Hardy, Board Member at Large (virtual)
	Brooke Billings, Board Member (virtual) Sean Bradley, Board Member (virtual) Lisa Hood, Board Member Deanne Metzloff, Board Member (virtual)	Julia Borges, Board Member Julia Goyal, Board Member Somkene Igboanugo, Board Member Pia Williams, Board Member
	Helen Fishburn, CEO Krista Sibbilin, Director of Services Jeff Hoffman, ED The Grove	Michael Buchert, Director of Finance Anna Tersigni Phelan, Director Quality & Risk and Chief Privacy Officer
Guests:	Danielle Fearon, Board Candidate	Daniel Sirivar, Board Candidate
Recorder:	Heather Snider, Team Lead Administration	
Regrets:	None	

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 the eight-year partnership between CMHA WW and Crow Shield Lodge. Helen met with Clarence Cachagee, Founder, yesterday to film a "Crow Shield Conversations" video. She shared lessons she has learned with the Board; this relationship has shown the value of "calling people in" and new ways of offering services.
3.0 Declarations of Conflict of Interest	No conflicts were declared.
4.0 Approval of 2024 AGM Minutes	It was duly **MOVED** and **SECONDED** that the June 25, 2024 Annual General Meeting minutes be approved (Pia Williams, Neil Dunsmore). **CARRIED.**
5.0 Chair & CEO Report	Helen highlighted CMHA WW's experience through 2024-25, and the Board enjoyed a Year in Review video. Irene noted that we have had a successful but incredibly challenging year. The Board set four goals and were successful at achieving these: • Ensure the financial health of CMHA WW • Strengthening the Senior Leadership Team • Maintain quality of services and programs • Develop a 2025-28 strategic plan Irene noted that she is proud that the Board was prepared to take assertive actions to during a difficult year. The 2025-28 Strategic Plan is ambitious and reflective of the communities we serve. The Board also undertook various education opportunities to advance our understanding of mental health, and we are very proud of achieving Exemplary Standing from Accreditation Canada. On behalf of the Board, Irene applauds all CMHA WW staff for navigating this climate and continuing to provide care and support for clients with their health and wellbeing.

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	Irene thanked all Board members, including departing members and those who carried Leadership Roles, and noted that the Board is proud to have Helen and the Senior Leadership Team leading this organization. Helen acknowledged that this has been a challenging but successful year and thanked the Board for their incredible contributions over this year.
6.0 Ratification of Board Decisions	It was duly **MOVED** and **SECONDED** that all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken in relation to the business carried on by CMHA Waterloo Wellington and its officers during 2024-25 – and that the same hereby – are approved, ratified, confirmed and adopted by the Members of the Corporation (Lisa Hood, Pia Williams). **CARRIED.**
7.0 Authority to Conduct Summer Business	It was duly **MOVED** and **SECONDED** that during the summer adjournment if a meeting of the Board of Directors is convened and a quorum of members is not present, the Executive Committee shall be accorded the decision-making authority of the full Board (Neil Dunsmore, Somkene Igboanugo). **CARRIED.**
8.0 Presentation of Approved Financial Statements	Katharina Markowiak introduced Aneesh Sasidharan, KPMG Auditor. KPMG conducted the audit in early May 2025. Aneesh commended Michael Buchert and his team on a clean audit with no significant findings. The Board of Directors received and approved the 2024-25 Financial Statements at the May 29, 2025 Board meeting. These statements were audited by KPMG for presentation to the Members following recommendation by the Resources Committee. It was duly **MOVED** and **SECONDED** to receive the 2024-25 Audited Financial Statements, as presented by our auditors at KPMG (Julia Goyal, Neil Dunsmore). **CARRIED.**
9.0 Appointment of Auditors for 2025-26	It was duly **MOVED** and **SECONDED** to appoint KPMG as auditors for CMHA WW for the 2025-26 fiscal year (Neil Dunsmore, Pia Williams). **CARRIED.**
10.0 Governance Committee Report – Election of Directors and Members	Irene Thompson presented the CMHA WW Board of Directors slate for 2025-26. The following members were presented for re-election as Director: • Irene Thompson (3rd term, 2025-28) • Julia Goyal (2nd term, 2025-28) • Somkene Igboanugo (2nd term, 2025-28) The following individuals were presented for election for their first term as Board Director (2025-28): • Danielle Fearon • Daniel Sirivar It was duly **MOVED** and **SECONDED** to accept and acclaim the slate of Directors (Neil Dunsmore, Lisa Hood). **CARRIED.**

Agenda Item	Discussion and Actions
	As per the CMHA WW By-laws, an Executive Committee will be appointed for 2025-26 with the following members: • Irene Thompson, Chair • Lisa Hood, Vice-Chair • Brooke Billings, Treasurer • Deanne Metzloff, Member at Large A motion will be tabled at the subsequent regular Board meeting to appoint the Executive Committee. Irene noted that as per the CMHA WW Bylaws, the role of Board Secretary will continue to be held by the CEO.
11.0 Closing Remarks and Thank You to Departing Members	Irene and Helen thanked Dana Hardy and Katharina Markowiak for their years of dedication on the CMHA WW Board. Kathy served as Board Chair, Vice-Chair, Treasurer and Chair of Governance over the years. Dana served as Board Member at Large and Chair of the Performance, Quality, Risk & Ethics Committee for many years. It was duly **MOVED** and **SECONDED** to accept and acclaim the slate of Directors (Neil Dunsmore, Daniel Sirivar). **CARRIED.** The meeting was adjourned at 7:15 pm.