



**Canadian Mental Health Association**  
**Oxford County**  
*Mental health for all*

**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** June 18<sup>th</sup>, 2013      **Time:** 5:15 p.m.  
**Location:** CMHA Board Room      **Page:** 1 of 3  
**Chair:** Rosilee Peto, Chair      **Recorder:** Josie Melanson

Appendix 2

**Board Members Present** Brian Crockett, Bruce Genge, Steve Martlew, Louise Wdowczyk, Mary Anne Silverthorn, Jodi Helps,  
**Leadership Present** Gail Puddicombe, Rosilee Peto, Shirley Hanlon, Jason Ficht  
**Regrets** Mike McMahon, Lynn Wardell, Carrie Heron,  
 Pat Baigent, Mark Dunseith

AGENDA ITEM		ACTION REQUIRED
1.0	<b>Welcome and call to Order</b> Rosilee Peto called the meeting to order at 5:15 p.m.	
2.0	<b>Quality Improvement</b> – Mike McMahon gave a brief outline for improving quality using the excellent care for all act framework. Webinar discusses working together and moving forward.	
3.0	<b>Consent Agenda</b> <b>MOVED:</b> Steve Martlew <b>SECONDED:</b> Jason Ficht <b>BIRT:</b> CMHA-Oxford board of directors approves the consent agenda. <b>CARRIED:</b> Unanimous	
3.1	<b>Education/Volunteer Services</b> – report presented for review	
3.2	<b>IT Program Activity Report</b> – report presented for review	
4.0	<b>Additions to the Agenda:</b> <b>Approval the Agenda</b> <b>MOVED:</b> Mary Anne Silverthorn <b>SECONDED:</b> Gail Puddicombe <b>BIRT:</b> CMHA-Oxford Board of Directors approves the agenda. <b>CARRIED:</b> Unanimous	
5.0	<b>APPROVAL OF THE PREVIOUS MINUTES</b>	
5.1	<b>Approval of the amended Minutes of Tuesday April 23<sup>rd</sup> 2013:</b> <b>MOVED:</b> Jason Ficht <b>SECONDED:</b> Jodi Helps <b>BIRT:</b> CMHA-Oxford Board of Directors approve the minutes of March 26 <sup>th</sup> , 2013 as amended to include change 10.1 from Steve Genge to Steve Martlew. <b>CARRIED:</b> Unanimous.	
6.0	<b>Business Arising from the Minutes</b>	
6.1	<b>Board Annual Performance Report</b> – Rosilee Peto discussed the Board Annual Performance report. This report should be completed each April.	

**Motion to implement the Board Annual Performance Report for the 2014 – 2015 year.**

**MOVED:** Jodi Helps

**SECONDED:** Louise Wdowczyk

**BIRT:** CMHA-Oxford Board of Directors approves the implementation of the Board Annual Performance Report for the 2014 – 2015 year.

**CARRIED:** Unanimous.

**6.2**

**Executive Director Pay for Performance Goals – Rosilee Peto** indicated that the current Executive Director agreement expires March 2014. Mike McMahon circulated the proposed pay for performance goals for consideration by the Board.  
**Motion to accept this Executive Director's Pay for Performance goals and corresponding percentages.**

**MOVED:** Jason Ficht

**SECONDED:** Shirley Hanlon

**BIRT:** CMHA-Oxford Board of Directors approves and accepts the Executive Director's Pay for Performance Goals 2013-2014 and corresponding percentages.

**CARRIED:** Unanimous.

**7.0**

**Committee Reports:** as presented

**7.1**

**Finance Committee – no report**

**7.2**

**Executive Committee – no report**

**7.3**

**Quality Committee – no report**

**7.3**

**Nominating Committee – Mary Anne Silverthorn** gave her report on candidates for the Board of Directors. New Member appointed at the May Meeting was Brian Crockett.  
Proposed CMHA Board of Directors for 2013 – 2014

Kyle Burnside – Brian Crockett – Fraser De La Plante – Jason Ficht – Bruce Genge – Shirley Hanlon – Jodi Helps – Paul Hess – Rosilee Peto – Mary Anne Silverthorn – Louise Wdowczyk

**Motions for the CMHA-Oxford Board of Directors meeting June 18<sup>th</sup>, 2013**

**All Motions will be forwarded to the Annual General Meeting for final approval.**

1. That the Nominating Committee recommends that the following persons be elected to the Board of Directors effective at the rise of the Annual General Meeting of June 24<sup>th</sup>, 2013.  
Kyle Burnside  
Fraser De La Plante  
Paul Hess
2. That the resignation of Mark Dunseith as a Board Member be received with regrets effective June 24<sup>th</sup>, 2013.
3. That the Nominating Committee recommends the following for filling the position of treasurer: That Fraser De La Plante be named as Treasurer for the year 2013 – 2014.  
That Kyle Burnside is named the Assistant Treasurer for the year 2013 – 2014.  
It is understood in the passing of this motion that both Fraser De La Plante and Kyle Burnside will work together to fulfill the role as Treasurer for the year 2013 – 2014.
4. The Nominating Committee recommends the following Officers for 2013 – 2014.  
Chairperson – Shirley Hanlon  
Pat Chairperson – Rosilee Peto

<p>Vice Chair – Brian Crockett  Assistant Treasurer – Kyle Burnside  Treasurer – Fraser De La Plante</p> <p>5. That the Nominating Committee remains as a Standing Committee of the CMHA-Oxford Board of Directors.</p> <p><b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Gail Puddicombe  <b>BIRT:</b> CMHA-Oxford Board Nominating Committee accepts the motion as presented above.  <b>CARRIED:</b> Unanimous</p>	
<p><b>7.4</b></p>	<p><b>Approval of Committee Reports – not needed</b></p>
<p><b>8.0</b></p>	<p><b>EXECUTIVE DIRECTOR'S REPORT –</b> Mike McMahon gave a brief outline on active projects and structure changes to staffing. New Team Leaders are as follows; Susan Forbes – Housing, Sandra Kelebuda – Specialized Services, Katherine Studiman – Crisis &amp; Outreach, Kristin Toughan – Wellness Programs &amp; Groups, Terri McCartney – Health Promotion, Education &amp; Recovery.</p> <ul style="list-style-type: none"> <li>- Mike indicated that Shirley Hanlon and Rosilee Peto are to meet with Oxford Self Help Network.</li> <li>- New phone system has been completed with voice internet. Overall performing well.</li> <li>- Three new students have been hired for paperless project.</li> </ul>
<p><b>8.1</b></p>	<p><b>Restructuring UPDATE –</b> Mike McMahon relayed to the Board that he was receiving positive feedback from staff and clients on the addition of a full time receptionist at the Tillsonburg office. Teal Leader position in Tillsonburg has been filled by Donna Brown.</p>
<p><b>8.2</b></p>	<p>AGM – June 25<sup>th</sup>, 2013 South Gate Centre Woodstock, ON. Mike McMahon indicated that we are currently finalizing the agenda for the AGM with guest speaker Arthur Gallant.</p>
<p><b>9.0</b></p>	<p><b>NEW BUSINESS</b></p>
<p><b>9.1</b></p>	<p><b>Board Package -</b></p>
<p><b>10.0</b></p>	<p><b>IN-CAMERA SESSION</b></p>
<p><b>10.1</b></p>	<p><b>RISE FROM IN-CAMERA SESSION</b></p>
<p><b>11.0</b></p>	<p><b>Date of Next Meeting:</b> Next Board of Directors meeting will be Sept 24<sup>th</sup>, 2013 at CMHA-Oxford Woodstock Board Room 5:15 pm.</p>
<p><b>12.0</b></p>	<p><b>MOVED:</b> Steve Martlew  <b>BIRT:</b> CMHA-Oxford Board of Directors Adjourn the Meeting.  <b>CARRIED:</b> Unanimous</p>

Deferred to Sept 2013

Time of Adjournment: 7.30 pm

Chair: Rosilee Peto  
Executive Director: Mike McMahon  
Date: \_\_\_\_\_