



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

**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** April 23/2013      **Time:** 5:15 p.m.  
**Location:** CMHA Board Room      **Page:** 1 of 4  
**Chair:** Rosilee Peto, Chair      **Recorder:** Josie Melanson

**Board Members Present** Rosilee Peto, Bruce Genge, Gail Puddicombe, Shirley Hanlon, Louise Wdowczyk, Jason Ficht, Jodi Helps, Mary Anne Silverthorn, Steve Martlew,  
**Leadership Present** Anne Silverthorn, Steve Martlew,  
**Regrets** Mike McMahon, Lynn Wardell, Pat Baigent, Carrie Heron, 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>Story of Recovery:</b> Michelle Bradford gave a presentation on a client that she has been seeing for the past 9 years.	
3.0 Motion to Approve Consent Agenda <b><u>BIRT: CMHA-O Board of Directors APPROVE the Consent Agenda</u></b> <b><u>MOVED:</u></b> Steve Martlew <b><u>SECONDED:</u></b> Jason Ficht <b><u>CARRIED:</u></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> 9.4. Nominating Committee 9.5 AGM and June Board Meeting 9.6 Board Retreat Motion for Approval of the Additions to the Agenda <b><u>BIRT: CMHA-O Board of Directors APPROVE the Additions to the Agenda</u></b> <b><u>MOVED:</u></b> Jodi Helps <b><u>SECONDED:</u></b> Bruce Genge <b><u>CARRIED:</u></b> Unanimous	
5.0 <b>Approval of the Previous Minutes</b>	
5.1 Motion for Approval of Minutes of March 26/2013 <b><u>BIRT: CMHA-O Board of Directors APPROVE the Minutes of March 26/2013 as Presented</u></b> <b><u>MOVED:</u></b> Louise Wdowczyk <b><u>SECONDED:</u></b> Mary Anne Silverthorn <b><u>CARRIED:</u></b> Unanimous	
6.0 <b>Business Arising from the Minutes</b>	

6.1	Update from Southwest LHIN regarding Timeliness- Jodi Helps indicated that Integration of amalgamation Coalition still set for Oct 1/2013	
6.2	Quality Plan Update – Jason Ficht and Mike McMahon to meet on April 24/2013. Discussion was held to the Quality Chair position.	Deferred
7.0	Committee Reports: as presented	
7.1	Finance Committee – Carrie Heron gave a brief explanation of the financial statements that were in the board package up to the end of February 2013. CMHA-Oxford will use up all the funding from the 2012-2013 budget.	
7.2	<p>Executive Committee – Discussion included:</p> <ol style="list-style-type: none"> <li>1. Board Performance Evaluation – Rosilee Peto submitted a Board Performance Evaluation Tool to be used after each meeting. This would allow an opportunity to make changes in the Board process and gage its performance. Board will review the tool for two weeks than give feedback.</li> <li>2. Executive Director Performance Appraisal – Rosilee Peto indicated that CMHA-Oxford is behind on this review. Board was provided with draft performance review for ED and confirmation that the review would include input from members of the Leadership Team and all employees.</li> <li>3. Pay for Performance: Executive Director contractual compensation includes Pay for Performance; ED will submit Pay for Performance goals for review at Executive Committee and Board meeting in May 2013.</li> <li>4. Restructuring Diagram – Mary Anne Silverthorn requested copies of the new organization chart for CMHA-Oxford as promised.</li> <li>5. Changing of the Executive Director Title to CEO - Mike McMahon indicated that the name in governance terms are interchangeable but recommends we leave title as it stands until Board reviews By-laws.</li> </ol>	To be emailed to Board for review
7.3	<p>Motion for Approval of Board Term of Office</p> <p><b><u>BIRT: CMHA-O Board of Directors confirms Term of Office for Officers of the Corporation is Two Years Effective at 2013 Annual General Meeting</u></b></p> <p><b><u>MOVED:</u></b> Gail Puddicombe</p> <p><b><u>SECONDED:</u></b> Louise Wdowczyk</p> <p><b><u>Discussion:</u></b> Mary Anne Silverthorn noted that the by-laws were unclear as to the term of office for the Board of Directors. It was noted that an officer "may serve a 3 year term". To make the by-law concrete a motion was put in place.</p> <p><b><u>CARRIED:</u></b> Unanimous</p>	
7.3	<p>Motion for Approval of Committee Reports</p> <p><b><u>BIRT: CMHA-O Board of Directors APPROVE Committee Reports as Presented</u></b></p> <p><b><u>MOVED:</u></b> Bruce Genge</p> <p><b><u>SECONDED:</u></b> Steve Martlew</p> <p><b><u>Discussion:</u></b> Friendly amendments to the minutes are as follows; Remove Board Meeting Evaluation and the Executive Directors Appraisal Tool.</p> <p><b><u>Carried:</u></b> 9 in Favour, 1 Opposed</p>	Rosilee Peto to send out Tools for Board to review
8.0	Executive Directors Report – Mike McMahon gave a brief outline on active projects. CMHA-	Mike McMahon to get

	<p>Oxford Website/Facebook and Twitter have had improvement changes to allow for easier access of information on Board members and upcoming events.</p> <p>Structure changes CMHA-Oxford staffing to allow a more efficient workflow for management.</p> <p>Mike McMahon indicated that the Ingersoll group home requires many improvements. Because of the cost for the improvements, three quotes will be obtained from area contractors.</p> <p>Mike McMahon updated on the transition process for now closed Tillsonburg Psychiatric Clinic; Board was made aware of the many challenges ahead.</p> <p>Receive: Motion to Accept Executive Directors Report</p> <p><b><u>BIRT: CMHA-O Board of Directors ACCEPT Executive Directors Report is received as presented</u></b></p> <p><b><u>MOVED:</u></b> Gail Puddicombe</p> <p><b><u>SECONDED:</u></b> Steve Martlew</p> <p><b><u>CARRIED:</u></b> Unanimous</p> <p>AUTHORIZE Board Chair to Complete March 31s, 2013 SWLHIN Declaration of Compliance Report</p> <p><b><u>BIRT: CMHA-O Board of Directors AUTHORIZE Rosilee Peto, Chair to complete SWLHIN Declaration of Compliance Report for year ending March 31<sup>st</sup>, 2013</u></b></p> <p><b><u>MOVED:</u></b> Gail Puddicombe</p> <p><b><u>SECONDED:</u></b> Steve Martlew</p> <p><b><u>CARRIED:</u></b> Unanimous</p>	<p>three quotes for improvements on Ingersoll house.</p>
8.1	<p>Ingersoll Choral Society – Shirley Hanlon gave an update of the Ingersoll Choral Society concert to be held May 10/2013. Volunteers came forward. Jason Ficht, Rosilee Peto and Josie Melanson will help usher for the event.</p>	
8.2	<p><b>Time2Change Minds</b> – Mike McMahon discussed a fund raising event, walk-a-thon, that will be held on May 26/2013 at Collage Ave Secondary School in memory of Tyler Maskell, who took his life on Jan 3/2013. Registration forms are available on Time2Change website as well as at the CMHA-Oxford office.</p>	
8.3	<p><b>Safe, Sound and Unbroken</b> – Mike McMahon discussed Rock Concert fund raising event to be held on Aug 31/2013 to raise awareness of Mental illness, and to raise funds for Crisis Beds programming.</p>	
9.0	<p><b>New Business</b></p>	
9.1	<p><b>Quality Improvement Committee Chair</b> - Discussions were held regarding the process around the appointment of a Chair for the Quality Committee. It was unclear as to whether there was a documented motion.</p>	<p>Rosilee Peto and Mike McMahon to review meeting minutes</p>
9.2	<p><b>Maximizing Governing Purpose and Value in Turbulent times</b> - package presented</p>	

9.3	<p><b>Governance and Organizational Model Nation-Wide Working Group Terms of Reference -</b>  Mike McMahon indicated that currently the National Board is working on the policies and By-Laws and will provide feedback to the agencies.</p>	<p>Mike McMahon to follow up in next meeting</p>
9.4	<p><b>Nominating Committee</b> – Gail Puddicombe, Shirley Hanton, Mary Anne Silverthorn and Louise Wdowczyk have agreed to be on the Nominating Committee. They will decide who will Chair the meeting.</p>	
9.5	<p><b>AGM Board Meeting</b> – Annual General Meeting/Volunteer Appreciation Dinner to be held on June 25/2013 at South Gate Centre – 191 Old Wellington Street South, Woodstock, ON N4S 3J2 at 5:30. Board will meet before the AGM in June to complete any remaining issues before the summer break.</p>	<p>Josie Melanson to send out confirm of date time, location.</p>
9.6	<p><b>Board Retreat</b> – Discussion was held regarding having a Board Retreat in the fall. Retreat would be at minimum cost to CMHA-Oxford.</p>	<p>Rosilee Peto and Management Team to bring an agenda to the Board</p>
10.0	<p>Motion to go IN-CAMERA  <b>BIRT: CMHA-O Board of Directors to go in Camera</b>  <b>MOVED:</b> Louise Wdowczyk  <b>SECONDED:</b> Jodi Helps  <b>CARRIED:</b> Unanimous</p>	
10.1	<p>Motion to Rise From In-Camera Session  <b>BIRT: CMHA-O Board of Directors to Rise From In-Camera</b>  <b>MOVED:</b> Gail Puddicombe  <b>SECONDED:</b> Mary Anne Silverthorn  <b>CARRIED:</b> Unanimous</p>	
10.2	<p>Motion to Receive the Executive Directors IN CAMARA Report  <b>BIRT: CMHA-O Board of Directors to RECEIVE Executive Directors In-Camera Report</b>  <b>MOVED:</b> Bruce Gene  <b>SECONDED:</b> Jodi Helps  <b>CARRIED:</b> Unanimous</p>	
11.0	<p><b>Date of Next Meeting:</b> Next Board of Directors meeting will be May 28th, 2013 at CMHA-Oxford Woodstock Board Room 5:15 pm.</p>	
12.0	<p>Motion to Adjourn Board of Directors Meeting  <b>BIRT: CMHA-O Board of Directors ADJOURN The Meeting</b>  <b>MOVED:</b> Steve Martlew  <b>CARRIED:</b> Unanimous</p>	
<p>Time of Adjournment: 7.30 pm</p>		

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