



BOARD OF DIRECTORS MEETING MINUTES

Date: April 22 2014 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Shirley Hanlon, Chair **Recorder:** Josie Melanson

Board Members Present	Brian Crockett, Fraser de la Plante, Shirley Hanlon, Jodi Helps, Mary Anne Silverthorn, Louise Wdowczyk, Bruce Genge, Kyle Burnside, Paul Hess, Jennifer Ormsby
Leadership Present	Mike McMahon, Carrie Heron, Lynn Wardell, Pat Baigent
Regrets	Shanda Whittman

AGENDA ITEM		ACTION REQUIRED
1.0	Welcome and call to Order Shirley Hanlon called the meeting to order at 5:15 pm.	
2.0	Declaration of Conflict – No conflicts declared.	
3.0	Consent Agenda Change 3.3 from Nominating Committee to By-Law Committee Report	
3.1	Financial Report	
3.2	Executive Director Report	
3.3	By Law Committee Report	
3.4	Minutes of Ad Hoc Donor Stewardship Committee – April 10 2014	
3.5	Minutes of Executive Committee Meeting – April 16 2014 MOVED: Louise Wdowczyk SECONDED: Fraser de la Plante BIRT: MHA-Oxford Board of Directors approves the Consent Agenda. CARRIED: Unanimous	
4.0	Additions and Approval of the Agenda Remove 7.2 Board Education Change 7.3 (presentation by Kelly Arbuckle, Volunteer Coordinator) to immediately following Approval of minutes. Add Report from Nominating Committee. Add - Annual Performance Evaluation of Executive Director. Motion to approve the Amended Agenda. MOVED: Louise Wdowczyk SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors approves the amended agenda. CARRIED: Unanimous	
5.0	Approval of the Previous Minutes	
5.1	Motion to approve the minutes of Mar 25 2014 with changing Kyle Burnside to Treasurer instead of Acting Treasurer.	

	<p>MOVED: Jodi Helps SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors approves the minutes Mar 25 2014 with changing Kyle Burnside to Treasurer instead of Acting Treasurer. CARRIED: Unanimous</p>	
6.0	Board Education	
6.1	<p>Kelly Arbuckle – Volunteer Coordinator – Kelly updated the Board on the current and some of the past programs that have been completed at CMHA. e.g. – partnership with Red Cross for client appointments to alleviate transportation issues - helping design policy and procedures for our volunteers - partnering with OSHN Kelly presented each of the Board Members with a certificate of thank you from Ernie Hardeman.</p>	
7.0	Business Arising	
7.1	<p>Strategic Planning – Mike McMahon gave a report on the Board Strategic Planning Retreat of April 4th, and 5th. All board members felt that this is an important investment to have new members coming on with CMHA to experience this as part of their orientation. Mike indicated that all staff members will be taking the personallysis testing on May 27 2014.</p>	
7.2	<p>“Wait Times” Mike McMahon indicated that CMHA may have to take an advocacy role due to existing challenges in human resources. Motion to identify the lack of psychiatrist resources and “wait times” and initiate a discussion with Woodstock Hospital Board of Directors. MOVED: Brian Crockett SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors identifies the lack of psychiatrist resources and “wait times” and initiates a discussion with Woodstock Hospital Board of Directors. CARRIED: Unanimous</p>	
7.3	<p>Update on Ad Hoc Women & Wellness Committee – Louise Wdowczyk indicated that she has been able to gather a lot of information regarding Women and Wellness and will be calling a meeting of the committee. She is planning to attend a Wellness workshop for retired teachers to gain insight on the process.</p>	
7.4	<p>Multi-Sector Service Accountability Agreement 2014-2014 – Mike McMahon presented the agreement from the South West Local Health Integration Network (LHIN) 2014-17 Multi-Sector Service Accountability Agreement (M-SAA) for review, approval, signature and return to the LHIN. Motion to approve to submit our letter of intent by May 6 2014 to M-SAA. MOVED: Brian Crockett SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors to approve to submit our letter of intent by May 6 2014 to M-SAA. CARRIED: Unanimous</p>	
7.5	<p>OSHN space sharing - Mike McMahon indicated that the construction to CMHA Oxford front office is in the final stages of planning. Expected move in date is the end of June 2014.</p>	
7.6	<p>Nominating Committee – Mary Anne Silverthorn indicated that the nominating committee will be interviewing potential candidates for CMHA- Oxford Directors on Monday April 28 2014.</p>	
8.0	New Business	
8.1	Correspondence - no correspondence presented	
8.2	<p>Annual General Meeting – June 24 2014 – Shirley Hanlon reminded all Board Members that they are required to pay a \$10 membership fee in order to vote at the Annual General Meeting. This year CMHA-Oxford is planning</p>	

	to invite other agencies to attend our AGM. A discussion was held regarding charging a small fee to attend.	
8.3	2014/2015 Budget – Mike McMahon presented the proposed budget for 2014/2015 CMHA Oxford.	
8.4	Disc. On National Governance document – emailed April 11 th , 2014 and included in the package – Shirley Hanlon indicated that a response is required to National by May 7 th , 2014. Concerns were raised that we have not received that initial document. Board members were requested to answer the questions in the package and return their comments to Shirley by Friday March 28 th , 2014 to shirl@cyg.net.	
8.5	Community Treatment Court – Mike McMahon indicated that as of June 2014 the Oxford Community Treatment Court will be launched. This will provide support to individuals that have a mental illness but circumstances do not qualify them for court diversion. The court will take place for one hour once a month. Funding may be available once numbers are established.	
9.0	IN-CAMERA SESSION Motion to In-Camera. MOVED: Paul Hess SECONDED: Mary Anne Silverthorn BIRT: CMHA-Oxford Board of Directors motion to go In-Camera CARRIED: Unanimous	
8.1	RISE FROM IN-CAMERA SESSION Motion to rise from In-Camera. MOVED: Bruce Genge SECONDED: Paul Hess BIRT: CMHA-Oxford Board of Directors motion to rise from In-Camera CARRIED: Unanimous Motion to award Mike McMahon Executive Director of CMHA-Oxford a 5% increase for “Pay-for-Performance”. MOVED: Brian Crockett SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors motion to award Mike McMahon Executive Director of CMHA-Oxford a 5% increase for “Pay-for-Performance”. CARRIED: Unanimous	
9.0	Date of Next Meeting: Next Board of Directors meeting will be May 27 th , 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
10.0	Board Meeting Evaluation	
11.0	Adjournment Motion to Adjourn meeting. Moved by: Louise Wdowczyk	

Time of Adjournment: 8.45 pm

Chair: _____
Shirley Hanlon

Executive Director: _____
Mike McMahon

Date: _____