



BOARD OF DIRECTORS MEETING MINUTES

Date: April 28 2015 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Shirley Hanlon, Chair **Recorder:** Josie Melanson

Board Members Present	Shirley Hanlon, Louise Wdowczyk, Shanda Whittman, Jennifer Ormsby, Brian Crockett, Jodi Helps, Bonnie Hughes, Paul Hess Mike McMahon, Mary Anne Silverthorn, Michelle Priester, Pat Baigent, Lynn Wardell
Leadership Present	
Regrets	
Absent	

AGENDA ITEM	ACTION REQUIRED
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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 –	
3.1	Executive Director Summary Report – Mike McMahon answered question regarding the ED summary.	
3.2	Motion to approve Consent Agenda of April 28 th , 2015. MOVED: Louise Wdowczyk SECONDED: Jennifer Ormsby BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of April 28th, 2015. CARRIED:	
4.0	Additions / Changes to the Agenda Current 6.0 Board Education: CMHA Oxford Board Policy Manual – Guidebook to Compliance and Performance replaced by 6.0 Report on 2015 CMHA National Conference Report 9.4 Kitchen Parties with a Difference 9.5 Dietary Restrictions for Board Members	
4.1	Motion to approve the additions and/or changes to the April 28 th , 2015 Agenda. MOVED: Brian Crockett SECONDED: Bonnie Hughes BIRT: CMHA-Oxford Board of Directors approves the additions and/or changes to the April 28 th , 2015 Agenda. CARRIED:	
5.0	Approval of the Minutes for March 25th, 2014	
5.1	Motion to approve the minutes of March 25th, 2015. MOVED: Jennifer Ormsby SECONDED: Shanda Whittman BIRT: CMHA-Oxford Board of Directors approves the minutes March 25 th , 2015. CARRIED:	
6.0	Board Education – 2015 CMHA National Conference Report – Board members that attended the conference all agreed	

	that they were impressed with the event. It had good presenters, informative issues and to the point in laymen terms. Some of the items covered were Board responsibilities and duties, CEO/ED contacts, recruitment and training of new Board members. Shirley Hanlon updated that there may be collaboration opportunities for fund raising between CMHA National, Ontario and the branches. Further discussions will be held with the Board in the future.	
7.0	Correspondence – Shirley Hanlon indicated that she received a letter from the Ministry of Health from Dr. Eric Hoskins. The letter indicated that CMHA Oxford has been approved for a one time funding in the amount of \$6500 in support of replacement reserve costs associated with the Supportive Housing Program.	.
8.0	Business Arising	
8.1	Financial Reporting to Feb 28 2015 – A lively discussion was held regarding the financial reports. Recruitment of new Board members will be directed towards a board member with a financial background. The Finance Committee to discuss Board orientation for reviewing finance reports.	
8.2	Update on Board Policy (new Policies required as delegated from Bylaw Review Committee) -Finance Committee Policy -Executive Committee Policy -Nominating Committee Policy	Deferred
8.3	Update on Quality and Safety Committee – Mike McMahon indicated that Bonnie Hughes and Michelle Priester have accepted position on the Quality and Safety Committee. Meeting date will be May 12 2015.	
8.4	Women and Wellness - Louise Wdowczyk indicated the event is in the final stages, for May 5, 2015 at the South Gate Centre in Woodstock. Books of raffle tickets are now available. The event is almost sold out. Proceeds will go towards a Walk In Counselling”.	
8.5	Update on Ride, Don't Hide – Mike McMahon indicated that the Ride don't Hide launch was Wed April 22 2015 at 9am on Heart FM. Anyone can go to our website and can register on line. You can even be a virtual rider online. There will be 3 different rides. A 5k 13k and a 50k will all ride through Southside Park the 50k should take 2-3 hours. The Goal is to raise \$10,000.00. Riders will have support from Open Sky, following them for bike repair and water. Woodstock police will be on hand for the safety for all our riders and their families. Once registered and paid your \$35, you will receive a T-shirts. Family rides will be accompanied by a driver.	
8.6	Update on CMHA Oxford/Rotary Breakfast – Mike McMahon indicated that this joint Rotary funding raising event was a success with event being sold out. As this 1 st time event did not have a major sponsor funds raised will be minimal. Next year's event planners hope to increase sponsorship.	
8.7	Strategic Planning Update - Mike McMahon reminded everyone about the Strategic Planning event on May 13 th , 2015 from 9:30am – 1:00 pm at the Children's Aid Society (CAS) 712 Peel Street, CMHA Oxford will be hosting a review of our strategic planning report and draft mission, vision and values. All staff and Board Members are reminded to attend. Maria Sanchez-Keane will be the facilitator. The resulting plan will arrive at the CMHA Oxford Board meeting on May 26 2015.	
8.8	CMHA Ontario Conference April 26 – 29 2015 – see 6.0	
9.0	New Business	
9.1	Planning of Annual General Meeting – Shirley Hanlon indicated that the AGM will be held on June 23 2015 at our regular Board Meeting. It will include all Board Directors, and any invited guests.	.
9.2	Recruitment of New Board Members – Shirley Hanlon reminded everyone that CMHA Board will be looking for 3 new Directors for the 2015 – 2016 year. Shirley and Mary Anne Silverthorn (Chair of the Nominating Committee) will be available for comments and applicants for potential volunteers.	

9.3	ED Performance Review - Shirley Hanlon indicated that she has had a few responses from the “Leadership 360 Executive Directors Review”. Deadline for submission from Board and staff is May 1 2015.	
9.4	Kitchen Parties with a Difference – Shirley Hanlon gave a brief overview of “Kitchen Parties with a Difference”. Anyone can host a kitchen party. Hosts will invite their guests, provide food/munchies and CMHA will provide a speaker. Guests are encouraged to give a donation to CMHA Oxford. Motion: Motion to have funds that are generated from “Kitchen Parties with a Difference” earmarked for the “Walk in Counseling “. MOVED: Bonnie Hughes SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors approves the motion to have funds that are generated from “Kitchen Parties with a Difference” is earmarked for the “Walk in Counseling”. CARRIED:	
9.5	Dietary Restrictions for Board Members – It was the consensus that each Board Member will receive an email to allow them to indicate if they have any dietary restrictions.	
10.0	In Camera Session – Motion to go In-Camera regarding Human Resources Moved: Louise Wdowczyk Seconded: Jennifer Ormsby BIRT: Oxford Board of Directors go In-Camera regarding Human Resources Carried:	
11.0	Rise from In Camera Session – Motion to rise from In-Camera regarding Human Resources Moved: Jodi Helps Seconded: Shanda Whittman BIRT: Oxford Board of Directors rise from In-Camera regarding Human Resources Carried:	
12.0	Date of Next Meeting: Next Board of Directors meeting will be May 26th, 2015 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
13.0	Board Meeting Evaluation – verbal feedback	
14.0	Adjournment Motion that the CMHA Board of Directors does now adjourn at 7:00 p.m. MOVED: Jodi Helps	

Chair: _____

Executive Director: _____

Date: _____