



BOARD OF DIRECTORS MEETING MINUTES

Date: Mar 25 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, Shanda Whittman
Leadership Present	Mike McMahon, Carrie Heron
Regrets	Kyle Burnside, Paul Hess, Jennifer Ormsby

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 MOVED: Bruce Genge SECONDED: Mary Anne Silverthorn BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda. CARRIED: Unanimous	
3.1	Financial Report – The financial report was presented	
3.2	Executive Directors Report – Mike McMahon provided Executive Director’s Report	
3.3	Nominating Committee Report	
3.4	Letter to Editor and Covering Letter to Minister Deb Matthews	
4.0	Additions and Approval of the Agenda Mary Anne Silverthorn – 6.7 Additions to the Nominating Committee Report Shirley Hanlon – 6.8 Discussion on How Board Moves forward re “wait times” Shanda Whittman – 7.4 Board Shadowing Shirley Hanlon – 7.5 Business cards and emails Shirley Hanlon – 7.6 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 Feb 25 2014 as presented. MOVED: Jodi Helps SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors approves the minutes Feb 25 2014 as presented. CARRIED: Unanimous	

6.0	Business Arising	
6.1	Strategic Planning Update - Mike McMahon presented the agenda for the Board Retreat scheduled for the evening of April 4 and the day of April 5 2014. All materials required for the retreat will be supplied. Guest instructor will be Ted Ball.	
6.2	Update from Ad Hoc Donor Stewardship Committee – Committee has not been able to meet due to busy schedules	deferred
6.3	Update on Ad Hoc Women and Wellness - Louise Wdowczyk reported that she and Edie Strader have not been able to meet due to busy schedules.	deferred
6.4	Update from By-Law Review Committee – Committee has not been able to meet due to busy schedules. Mary Anne Silverthorn indicated that the review timeline would enable presentation at the May 2014 Board Meeting.	deferred
6.5	<p>Multi-Sector Service Accountability Agreement 2014-2017 - Mike McMahon indicated that the agreement with the South West Local Health Integration Network and Canadian Mental Health – Oxford County Branch has been extended until May 31 2014. LHIN staff will continue to work with mental health and addictions health service providers to finalize the M-SAA process by that date. The M-SAA enables the LHIN to provide funding to HSP to improve the health of Ontarians through better access to high quality health services, to co-ordinate health care in local health systems and to manage the health system at the local level effectively and efficiently.</p> <p>Motion to approve the extension of the agreement with the South West Local Health Integration Network and Canadian Mental Health – Oxford County Branch to May 31 2014 is accepted.</p> <p>MOVED: Fraser de la Plante SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors approves the extension of the agreement with the South West Local Health Integration Network and Canadian Mental Health – Oxford County Branch to May 31 2014 is accepted. CARRIED: Unanimous</p>	
6.6	OSHN space sharing Update – Mike McMahon indicated that construction has been ongoing. Next step is the purchase of furniture for the open space. Mike suggested that a celebration of completion be scheduled for all staff for their patience with the disruption before OSHN moves in. Expected move in date is June 23 2014.	
6.7	<p>Additional Update from Nominating Committee – Mary Anne Silverthorn indicated that the Nominating Committee met and agreed that Kyle Burnside was ready to move into the Treasurer position for CMHA Oxford. Mary Anne Silverthorn thanked Fraser de la Plante for his patience and guidance to move Kyle Burnside into this position.</p> <p>Motion to approve Kyle Burnside is named the Acting Treasurer of CMHA as of April 1 2014.</p> <p>MOVED: Jodi Helps SECONDED: Bruce Genge BIRT: CMHA-Oxford Board of Directors approves the Motion to approve Kyle Burnside be named the Treasurer of CMHA Oxford effective as of April 1 2014. CARRIED: Unanimous</p>	
6.8	Discussion on How Board Moves forward re “wait times” options were discussed. Possibilities included a small delegation from the Board could meet with LHIN Board/Mike Barrett and stress our need for psychiatrists in Oxford County. In addition could also meet with Minister Deb Matthews and LHIN to evaluate as to where we can push for results.	
7.0	New Business	
7.1	Correspondence - no correspondence presented	
7.2	4 th Annual Quality Symposium May 14 2014 in Stratford – Shirley Hanlon indicated that registration is now open for this event. If you wish to attend please email Josie Melanson. Registration closes April 30 2014. Building on the momentum of the past three Symposiums, the day will work to inform, educate and inspire health service providers, governors, leaders and partners to continue to promote a culture of quality improvement. Location: Stratford Rotary	All Board Members to Consider

	Complex, 353 McCarthy Road, Stratford Date: Wednesday, May 14, 2014 Time: 9:00 – 4:30 p.m.	
7.3	Report on Board Governance Training – Brian Crockett gave a report on the Board Governance Training that he and Kyle Burnside attended in London. Governance Training delivers practical training to non-profit charity Boards and equips them with relevant action plans that will deliver a noticeable performance improvement in their boardrooms. Brian indicated that he forwarded some information gleaned to the Executive Director; Jodi Helps reported that she attended the training event in Stratford and also felt it was very worthwhile.	
7.4	Board “Job Shadowing” experience feedback – Shanda Whittman indicated that she shadowed the Crisis team at the CMHA office. She was impressed with the staff and how they connected with people calling in to the Crisis line. She hopes to have another opportunity to shadow in the same manner.	
7.5	Board email addresses and business cards – Shirley Hanlon requested a follow-up on the status of CMHA Oxford email addresses for Board members. In addition the value of Board business cards was discussed. It was felt that business cards would be an asset, especially for the Executive Committee.	Mike McMahon to follow up
7.6	Annual Performance Review of Executive Director – Shirley Hanlon indicated that an email of a survey will go out to the Board Members and Staff for the Annual Performance Review of the Executive Director. Emails are to be returned to shirl@cyg.net by April 11 2014.	All Board Members
8.0	IN-CAMERA SESSION Motion to In-Camera. MOVED: Mary Anne Silverthorn SECONDED: Fraser de la Plante 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: Jodi Helps SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors motion to rise from In-Camera CARRIED: Unanimous	
9.0	Date of Next Meeting: Next Board of Directors meeting will be April 22 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
10.0	Board Meeting Evaluation	
11.0	Adjournment Motion to Adjourn meeting. Moved by: Brian Crockett	

Time of Adjournment: 7.30 pm

Chair: _____
Shirley Hanlon

Executive Director: _____
Mike McMahon

Date: _____