



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

**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** May 28/2013      **Time:** 5:15 p.m.  
**Location:** CMHA Board Room      **Page:** 1 of 4  
**Chair:** Rosilee Peto, Chair      **Recorder:** Josie Melanson

**Board Members Present**

**Leadership Present**  
**Regrets**

Rosilee Peto, Gail Puddicombe, Shirley Hanlon, Steve Martlew, Mary Anne Silverthorn, Jason Ficht, Jodi Helps, Bruce Genge, Louise Wdowczyk, Mike McMahon, Lynn Wardell, Carrie Heron, Pat Baigent, Mark Dunseith

**AGENDA ITEM**

**ACTION REQUIRED**

1.0	<p><b>Welcome and call to Order</b>  Rosilee Peto called the meeting to order at 5:15 p.m.</p>	
2.0	<p><b>Story of Recovery:</b> Heather Cowan gave a presentation of recovery on a client that she has been seeing for the past number years.</p>	
3.0	<p><b>Consent Agenda</b>  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Shirley Hanlon  <b>BIRT:</b> CMHA-Oxford board of directors approves the consent agenda.  <b>CARRIED:</b> Unanimous</p>	
3.1	<p><b>Education/Volunteer Services</b> – report presented for review</p>	
3.2	<p><b>IT Program Activity Report</b> – report presented for review</p>	
4.0	<p><b>Additions to the Agenda:</b>  7.3 Nominating Committee  9.3 Performance Goals  <b>Approval of the Additions to the Agenda</b>  <b>MOVED:</b> Bruce Genge  <b>SECONDED:</b> Steve Martlew  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the additions to the agenda.  <b>CARRIED:</b> UNANIMOUS</p>	
5.0	<p><b>APPROVAL OF THE PREVIOUS MINUTES</b></p>	
5.1	<p><b>Approval of the amended Minutes of Tuesday April 23<sup>rd</sup> 2013:</b>  <b>MOVED:</b> Steve Martlew  <b>SECONDED:</b> Bruce Genge  <b>BIRT:</b> CMHA-Oxford Board of Directors approve the minutes of March 26<sup>th</sup>, 2013 as amended to include Mary Anne Silverthorn on the nominating committee and Integration 6.1 as per Jodi Helps.  <b>CARRIED:</b> Unanimous.</p>	

6.0	<b>Business Arising from the Minutes</b>	
6.1	<b>WOTCH – CMHA-LONDON</b> - Jodi Helps indicated that WOTCH CMHA-London amalgamation has been moved back to 2014 due to completion of the terms of reference.	
6.2	<b>Board Committees</b> Board Evaluations	Deferred until Sept 2013
6.3	<b>Quality Committee Chair – Mike McMahon</b> relayed information that was discussed at the April 24, 2013 Quality Meeting. It was agreed that Mike would remain as temporary Chair until such time as we do some training on quality initiatives.	
6.4	<b>Executive Directors Performance Appraisal</b> Motion for acceptance of the Executive Directors Appraisal survey to be distributed to staff and Board Members with the change of wording from Board of Trust to Board of Directors on page 3 of the report. <b>MOVED:</b> Jason Ficht <b>SECONDED:</b> Bruce Genge <b>BIRT:</b> CMHA-Oxford Board of Directors accept the Executive Directors appraisal survey to be distributed to staff and Board with the change of wording from Board of Trust to Board of Directors on page 3 of the report. <b>CARRIED:</b> Unanimous.	Rosilee Peto to email survey to Board and Staff. To be returned to Rosilee.
6.5	<b>Board Meeting Evaluation Tool</b> Motion for the Board of Directors use the Board Evaluation Tool for a trial period of time of one year. To be completed at the end of each Board Meeting. This is to start in September 2013 <b>MOVED:</b> Jason Ficht <b>SECONDED:</b> Louise Wdowczyk <b>BIRT:</b> CMHA-Oxford Board of Directors use the Board Evaluation Tool for a trial period of time of one year. To be completed at the end of each meeting. <b>CARRIED:</b> Unanimous	
7.0	<b>Committee Reports:</b> as presented	
7.1	<b>Finance Committee – Siobhan Murphy</b> gave the Board of Directors a breakdown of the Finance Report and the standard letter from BDO.  Motion to bring forward Auditors report for CMHA-Oxford year-end report to be presented at the AGM Meeting on June 25 <sup>th</sup> , 2013. <b>MOVED:</b> Bruce Genge <b>SECONDED:</b> Gail Puddicombe <b>BIRT:</b> CMHA-O Board of Directors brings forward Auditors report for CMHA-Oxford Year End Report to be presented at the AGM Meeting on June 25 <sup>th</sup> , 2013. <b>CARRIED:</b> Unanimous.  Motion that the Letter of Representation from BDO be signed by appropriate Directors for approval. <b>MOVED:</b> Bruce Genge <b>SECONDED:</b> Louise Wdowczyk	

	<p><b>BIRT:</b> CMHA-O Board of Directors Letter of Representation from BDO is signed by the appropriate Directors for Approval.  <b>CARRIED:</b> UNANIMOUS</p> <p>Motion that the Auditors from DBO will now do the CMHA-Oxford Audits twice yearly.  <b>MOVED:</b> Louise Wdowczyk  <b>SECONDED:</b> Jodi Helps  <b>BIRT:</b> CMHA-Oxford Board of Directors that the Auditors from DBO, will now do the CMHA-Oxford Audits twice yearly.  <b>CARRIED:</b> Unanimous</p>	
7.2	<p><b>Executive Committee – no meeting</b></p>	
7.3	<p><b>Nominating Committee</b>  Motion of recommendation of election for a new member to the Board of Directors  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Gail Puddicombe  <b>BIRT:</b> CMHA-Oxford Board Nominating Committee recommends the election of Brian Crockett to the Board of Directors of CMHA-Oxford effective May 28<sup>th</sup>, 2013. This is to fill a vacancy on the Board that exists at this time.  <b>CARRIED:</b> Unanimous</p>	
7.4	<p><b>Approval of Committee Reports – not needed</b></p>	
8.0	<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 Toushan – Wellness Programs &amp; Groups, Terri McCartney – Health Promotion, Education &amp; Recovery.</p>	
8.1	<p><b>INGERSOLL CHORAL SOCIETY –</b> Ingersoll Choral Society – Shirley Hanlon thanked everyone for their assistance at the Ingersoll Choral Society charity function. The event raised approximately \$2400.00.</p>	
8.2	<p><b>TIME 2 CHANGE MINDS –</b> Time2Change – Tyler Maskell walk-a-thon event had approximately 500 plus participants. The event raised approximately \$25000.00. Proceeds are to be divided between St. Joseph's Hospital, PEP Program and CMHA-Oxford.</p>	
8.3	<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. Management is still interviewing for a Team Leader position for the Tillsonburg office.</p>	
8.4	<p><b>Quotes for Improvements to the Ingersoll Group Home –</b> Mike McMahon thanked the Board of Directors for the recommendation to obtain additional quotes for the improvements to the Ingersoll Group Home. CMHA-Oxford will save approximately \$7800.</p>	
8.5	<p><b>AGM –</b> June 25<sup>th</sup>, 2013 South Gate Centre Woodstock. Mike McMahon indicated that social hour starts at 5:30pm and Dinner at 6pm. Volunteer and staff service recognition will be at 6:45. Guest speaker will be Alicia Raimundo at 7:00 pm.</p>	<p>Mike McMahon to send out a list of who are the community partner's and political elected individuals that will attend</p>

9.0	NEW BUSINESS	
9.1	QUALITY COMMITTEE -	
9.2	BOARD PERFORMANCE EVALUATION -	Deferred to Sept 2013 – Board Members are to review and provide comment.
9.3	PERFORMANCE GOALS -	Deferred to June 2013 – Board Members are to review and provide comment.
10.0	IN-CAMERA SESSION <u>MOVED:</u> Louise Wdowczyk <u>SECONDED:</u> Bruce Genge <u>BIRT:</u> CMHA-Oxford Board of Directors to In Camera. <u>CARRIED:</u> Unanimous	
10.1	RISE FROM IN-CAMERA SESSION <u>MOVED:</u> Steve Genge <u>SECONDED:</u> Jodi Helps <u>BIRT:</u> CMHA-Oxford Board of Directors to Rise from In Camera session. <u>CARRIED:</u> Unanimous	
11.0	Date of Next Meeting: Next Board of Directors meeting will be June 18th, 2013 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
12.0	<u>MOVED:</u> Gail Puddicombe <u>BIRT:</u> CMHA-Oxford Board of Directors Adjourn the Meeting. <u>CARRIED:</u> Unanimous	
Time of Adjournment: 7.30 pm		

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