



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** Sept 24 2013      **Time:** 5:15 p.m.  
**Location:** CMHA Board Room      **Page:** 1 of 3  
**Chair:** Shirley Hanlon, Chair      **Recorder:** Josie Melanson

<b>Board Members Present</b>	Kyle Burnside, Brian Crockett, Fraser de la Plante, Bruce Genge, Shirley Hanlon, Jodi Helps, Paul Hess, Rosilee Peto, Mary Anne Silverthorn, Louise Wdowczyk
<b>Leadership Present</b>	Mike McMahon, Pat Baigent, Carrie Heron, Lynn Wardell
<b>Regrets</b>	

AGENDA ITEM		ACTION REQUIRED
1.0	<b>Welcome and call to Order</b> Shirley Hanlon called the meeting to order at 5:15 pm. She welcomed everyone back from summer holidays.	
2.0	<b>Declaration of Conflict</b> – Jodi Helps confirmed that she is now a board member of the Woodstock & Area Community Health Centre. It was agreed that there was no conflict of interest.	
3.0	<b>Consent Agenda</b>	
3.1	<b>Minutes of Executive Committee</b> Motion to approve the: 3.1 - Executive Committee Minutes of September 3 <sup>rd</sup> , 2013, 3.2 - sending proxy for CMHA Ontario Division to vote at the CMHA (National) <b>MOVED:</b> Mary Anne Silverthorn <b>SECONDED:</b> Bruce Genge <b>BIRT:</b> CMHA-Oxford Board of Directors approves the motion as noted above. <b>CARRIED:</b> Unanimous	
3.3	<b>Fundraising Summary, Glossary of Terms and the Financial Statement for the Four Months Ending July 31<sup>st</sup> 2013</b> – Fraser de la Plante and Kyle Burnside reviewed and approved the Consolidated Financial Statements and Fundraising Summary Report. They explained that the - Glossary of Terms will allow board members to understand the report easier. Motion to approve the Fundraising Summary, Glossary of Terms and the Financial Statement for the Four Months Ending July 31 <sup>st</sup> 2013. <b>MOVED:</b> Jodi Helps <b>SECONDED:</b> Louise Wdowczyk <b>BIRT:</b> CMHA-Oxford Board of Directors approves the motion to approve the Fundraising Summary, Glossary of Terms and the Financial Statement for the Four Months Ending July 31 <sup>st</sup> 2013. <b>CARRIED:</b> Unanimous	
3.4	<b>Executive Directors Report</b> – Mike McMahon reviewed the CMHA Annual Planning Work Summary for 2013-2014. He indicated that this report is in the development stages of quality improvement for our funding partner. This will aide in developing our agency profile and governing with excellence.	
4.0	<b>Additions and Approval of the Agenda:</b>	Mary Anne Silverthorn

	<p>Mary Anne Silverthorn, Bruce Genge and Brian Crockett will report on Bylaws at the next Board Meeting. Removal of 6.7 from the agenda. Item was approved in last meeting.  Add Other Business 6.7 – Jodi Helps  Motion to Approval the Agenda as amended:  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Brian Crockett  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the agenda as amended.  <b>CARRIED:</b> Unanimous</p>	<p>Bruce Genge  Brian Crockett</p>
<b>5.0</b>	<b>APPROVAL OF THE PREVIOUS MINUTES</b>	
<b>5.1</b>	<p>Motion to Approve of the Minutes of Tuesday June 18<sup>th</sup>, 2013:  <b>MOVED:</b> Bruce Genge  <b>SECONDED:</b> Paul Hess  <b>BIRT:</b> CMHA-Oxford Board of Directors approve the minutes of June 18<sup>th</sup>, 2013.  <b>CARRIED:</b> Unanimous.</p>	
<b>6.0</b>	<b>New Business</b>	
<b>6.1</b>	<p><b>Board Orientation:</b> Mike McMahon indicated that we would be updating Board Binders in the October meeting. He reviewed the CMHA Oxford County website that now connects with the National website and allows Board Members to have direct contact with the public by having their own CMHA emails.</p>	<p>Mike McMahon to have Board emails created</p>
<b>6.2</b>	<p><b>Nominating Committee</b> – The nominating Committee is to remain as a Standing Committee.  Motion to approve the following members to be on a Standing Nominating Committee to recruit new board members: Shirley Hanlon, Mary Anne Silverthorn, Brian Crockett and Louise Wdowczyk.  <b>MOVED:</b> Bruce Genge  <b>SECONDED:</b> Jodi Helps  <b>BIRT:</b> CMHA-Oxford Board of Directors approves the following members to be on a Standing Nominating Committee to recruit new board members: Shirley Hanlon, Mary Anne Silverthorn, Brian Crockett and Louise Wdowczyk.  <b>CARRIED:</b> Unanimous.</p> <p><b>Correspondence</b> – resignation letter from Jason Ficht  Motion to accept with regret, the resignation of Jason Ficht, Board Director.  <b>MOVED:</b> Kyle Burnside  <b>SECONDED:</b> Fraser de la Plante  <b>BIRT:</b> CMHA-Oxford Board of Directors accepts with regret, the resignation of Jason Ficht.  <b>CARRIED:</b> Unanimous.</p>	
<b>6.3</b>	<p><b>SWLHIN: Integrated Health Service Plan</b> – Mike McMahon played a video presentation from Jeff Low, Chair of SWLHIN and Michael Barrett, CEO of SWLHIN on the Integrated Health Service Plan for 2013-2016. “Living Healthy, Independently and Safely at Home”. CMHA Oxford is looking at what we are currently doing and what our funder is expecting. The LHIN is requesting that each community Board in Oxford send three or more directors to the Board Engagement Session Oct 24<sup>th</sup>, 2013 meeting at the Ingersoll Golf Course.</p>	
<b>6.4</b>	<p><b>Review CMHA Oxford Board of Directors 2013 – 2014 Calendar:</b>  - Changes of Board Meeting date from Nov 24<sup>th</sup>, to Nov 26<sup>th</sup>, 2013  - Add Oct 24<sup>th</sup>, 2013 WSLHIN Board Engagement for Oxford County – Ingersoll Golf Course</p>	
<b>6.5</b>	<p><b>Accreditation Preparations:</b> Mike McMahon discussed the current strategic plan goal #5 – Govern with Excellence. CMHA Oxford will be hosting a Mock Tracer on Oct 4<sup>th</sup>, 2013 to practice and review Accreditation; Board members are requested to attend. The actual survey will be on Dec 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>, 2013.</p>	

6.6	<b>Governance Renewal on Policies</b> - Mike McMahon distributed 3 examples of policy governance from three different organizations. Board members are asked to review these.	Board Members are to review and provide comments for Oct 22 <sup>nd</sup> , 2013 meeting.
6.7	<p><b>New Business</b> – Jodi Helps gave an update on the CMHA London-Middlesex, Search Community Mental Health Services and Western Ontario Therapeutic Community Hostel (WOTCH) amalgamation. The amalgamation will be completed by April 1<sup>st</sup>, 2013 baring no delays. The name CMHA will likely be used for the three agencies coming together.</p> <p>Carrie Heron presented all Board Members with a special invitation from the London Columbia Store. This invitation will allow staff and volunteers of CMHA Oxford to purchase Columbia products for up to a 50% savings.</p> <p>Board members will now be receiving their Board packages by courier one week prior to the meeting. This will allow the members more time to review information.</p> <p>The approved CMHA Board Evaluation report is to be circulated after each meeting, starting today. Information will be compiled and reviewed at next meeting.</p>	Review Board Evaluation results
6.8	<b>2014 AGM</b> – Board members indicated that the 2013 AGM was a success. Plans to prepare for the 2014 are in the works and will include one story of recovery from a local client.	
6.9	<b>Verbal Report on Performance Evaluation of Executive Director</b> – Shirley Hanlon and Rosilee Peto met with Mike McMahon regarding his performance as Executive Director. The compiled surveys indicated positive results and the themes were consistent.	
7.0	<b>IN-CAMERA SESSION</b>	
8.0	<b>RISE FROM IN-CAMERA SESSION</b>	
9.0	<b>Date of Next Meeting:</b> Next Board of Directors meeting will be Oct 22 <sup>nd</sup> , 2013 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
10.0	<p><b>MOVED:</b> Bruce Genge</p> <p><b>BIRT:</b> CMHA-Oxford Board of Directors Adjourn the Meeting.</p> <p><b>CARRIED:</b> Unanimous</p>	

Time of Adjournment: 7.30 pm

Chair: \_\_\_\_\_  
Shirley Hanlon

Executive Director: \_\_\_\_\_  
Mike McMahon

Date: \_\_\_\_\_