



BOARD OF DIRECTORS MEETING MINUTES

Date: March 25th, 2015 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Shirley Hanlon, Chair **Recorder:** Josie Melanson

Board Members Present	Bonnie Hughes, Shirley Hanlon, Shanda Whittman, Mary Anne Silverthorn, Louise Wdowczyk, Michelle Priester, Fraser de la Plante, Jennifer Ormsby, Jodi Helps, Paul Hess (arrived later in evening due to a family emergency), Mike McMahon, Pat Baigent, Lynn Wardell Brian Crockett
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 -	
3.2	Motion to approve Consent Agenda of March 24 th , 2015. <u>MOVED:</u> Jennifer Ormsby <u>SECONDED:</u> Michelle Priester <u>BIRT:</u> CMHA-Oxford Board of Directors approves the Consent Agenda of March 24 th , 2015. <u>CARRIED:</u>	
4.0	Additions / Changes to the Agenda 8.1 Change date to read Dec 31 2014 8.2 Change date to read Jan 31 2015 8.9 Add ASSIT Training	
4.1	Additions and/or changes the March 24th, 2015 Agenda. <u>MOVED:</u> Jodi Helps <u>SECONDED:</u> Michelle Priester <u>BIRT:</u> CMHA-Oxford Board of Directors approves the changes to the March 24, 2015 Agenda. <u>CARRIED:</u>	
5.0	Approval of the Minutes for Feb 24th, 2014	
5.1	Motion to approve the minutes of Feb 24th, 2015 with the following amendments: chg. Michelle Silverthorn to Michelle Priester <u>MOVED:</u> Michelle Priester <u>SECONDED:</u> Shanda Whittman <u>BIRT:</u> CMHA-Oxford Board of Directors approves the minutes Feb 24 2015 with the amendments. <u>CARRIED:</u>	
6.0	Board Education – Multi Service Accountability Agreement – Our Service Level Contract with the South West Local Health Integration Network funds over 95% of CMHA Oxford's activities. Each year the LHIN makes changes to this agreement. This year the biggest change is the proportion on administration is being reduced. Pat Baigent relayed to the board, information on the different functional centers.	
7.0	Correspondence – Shirley Hanlon indicated that on March 22 2015 she attended a one-man play on his experiences as a friend and colleague of one who died by suicide. This free presentation was organized and offered by the Tavistock & Area Ministerial Association. Pastor Paul Adams from the Tavistock Mennonite Church was happy that CMHA Oxford could set up a display. In return they made a donation of \$100 to CMHA. Shirley Hanlon presented a card of thanks signed by the Board members in regards to Fraser de la Plante resignation from the Board.	

8.0	Business Arising	
8.1	Balance of consolidated report: - Mike McMahon distributed that the correct Q3 Financial Report (Dec. 31/14) by email	
8.2	<p>Finance Committee Report to Jan 31/2015 Finance report month ending Jan 31 2015. Motion to accept the Finance report month ending Jan 31 2015.</p> <p>MOVED: Louise Wdowczyk SECONDED: Jennifer Ormsby BIRT: CMHA-Oxford Board of Directors accepts the Finance report month ending Jan 31 2015. CARRIED:</p>	
8.3	<p>Update on Board Policy (new Policies required as delegated from Bylaw Review Committee) -Finance Committee Policy -Executive Committee Policy -Nominating Committee Policy Mary Anne Silverthorn indicated that the Board Policy review has been challenging. The review is taking longer than expected and is still ongoing.</p>	
8.4	<p>Women and Wellness Louise Wdowczyk indicated the event is finalized for May 5, 2015 at the South Gate Centre in Woodstock. Books of tickets will be available shortly. The tickets will be \$20 for the event. Door prize tickets will be \$5. First prize will be a \$400 spa treatment that was donated by the Elmhurst in Ingersoll. Also, there will be 25 pieces of local Art, donated by local women artists, for a silent auction. Board members will be selling tickets at the Woodstock Market. Proceeds will go towards a Walk In Counselling clinic.</p>	
8.5	<p>Update on CMHA Oxford/Rotary Breakfast – Rotary: Breakfast for the Unbroken - Mike McMahon indicated that this joint Rotary funding raising event, to be held at the Quality Inn, Woodstock from 7:30am – 9:30am on April 8 2014 has been sold out. This event is to celebrate mental health champions in Oxford County. George Smitherman to be guest speaker. Proceeds to go towards Youth Mental Health.</p>	
8.6	<p>Strategic Planning Update Mike McMahon reminded and provided details that on April 15 2015 from 10.00 am – 1:00 pm at the Oxford Gardens, CMHA Oxford will be hosting a review of our strategic planning report and draft mission, vision and values. All staff and Board Members are requested to attend. Maria Sanchez-Keane will be the facilitator. The resulting plan will arrive at the CMHA Oxford Board meeting on April 28 2015.</p>	
8.7	<p>CMHA Ontario Conference April 26 – 29 2015 – Mike McMahon indicated he is looking for 4 Board Members to attend the Governance Stream & Buffet Dinner on April 26-27 2015 at the Eaton Chelsea in Toronto Ontario. Guest speaker to be Clint Malarchck, former NHL goaltender and Mental Health Advocate. Board members are to arrive the evening of Saturday, April 25th and governance sessions end later on the 27th. Shirley indicated that she & Brian were planning to attend. Louise Wdowczyk also expressed interest. Please let Shirley know if you would like to attend.</p>	
8.8	<p>Personal Preference for receiving Board Packages. <u>The following Board members request email</u>– Michelle Priester, Jennifer Ormsby, Louise Wdowczyk, Mary Anne Silverthorn, Paul Hess, Shanda Whittman, Bonnie Hughes, Jodi Helps <u>The following Board members request courier package</u> – Shirley Hanlon, Brian Crockett <u>The following Board members require hard copy for meeting</u> – Paul Hess, Shanda Whittman, Mary Anne Silverthorn</p>	
8.9	<p>ASSIT Training - Lynn Wardell indicated that CMHA Oxford will be hosting an ASIST Training session on April 29 – 30th. Any Board Members wishing to attend please contact Lynn at extension 216.</p>	
9.0	New Business	
9.1	<p>Quality and Client Safety Committee - Pat Baigent discussed the Key Quality and Safety Statistics. She indicated that from Jan 1 2015 until present there were 7 adverse events (incidents) submitted to the safety committee. She discussed one in particular and how the procedures have been put in place to prevent any similar event. CMHA Oxford is looking for a couple of Board Members to be part of the Quality and Client Safety Committee. Michelle Priester and Bonnie Hughes requested more information.</p>	Mike McMahon to contact Michelle and Bonnie with more information.
9.2	<p>Amendment: MSAA 2014-2017 – Mike McMahon indicated he received an amendment to the MSSA for 2015/2017. The LHIN would like to update the MSAA schedules to include the required financial, service activity and performance expectations for the 2015/2016 and 2016/2017 fiscal years to schedules B, C, D and E. Motion: Approve the Amendment of the 2014-2017 MSAA Agreement for 2015-2016.</p>	

	<p>MOVED: Jodi Helps SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors approves the Amendment of the 2014-2017 MSAA Agreement for 2015-2016. CARRIED:</p>	
10.0	In Camera Session –	
11.0	Rise from In Camera Session	
12.0	Date of Next Meeting: Next Board of Directors meeting will be April 28 th , 2015 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
13.0	Board Meeting Evaluation – Shirley Hanlon indicated that over the last couple of months the Board has not been completing a Board Meeting Evaluation. High functioning Boards are required to complete them. Starting this month, a Survey Monkey email will be sent to each Board Member to complete. All submissions will be anonymous.	Going forward, Survey Monkey to be sent with Board Draft Minutes.
14.0	<p>Adjournment Motion that the CMHA Board of Directors does now adjourn at 7:00 p.m. MOVED: Shanda Whittman</p>	

Chair: _____ Executive Director: _____ Date: _____