



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** February 23<sup>rd</sup>, 2016      **Time:** 5:15 p.m.  
**Location:** CMHA Group Room      **Page:** 1 of 3  
**ViceChair:** Jennifer Ormsby      **Recorder:** Josie Melanson

<b>Board Members Present</b>	Jeff Patterson, Shirley McCall-Hanlon, Bonnie Hughes, Jennifer Ormsby, Louise Wdowczyk, Paul Hess, Michelle Priester (6:40pm)
<b>Leadership Present</b>	Mike McMahon, Pat Baigent, Lynn Wardell
<b>Regrets</b>	Mary Anne Silverthorn, Jerrod Boyse, Fiona Wilson, Brian Crockett
<b>Absent</b>	

AGENDA ITEM	ACTION REQUIRED
1.0	CMHA Oxford County Board Minutes as Presented <b>Welcome and call to Order</b> Vice Chair – Jennifer Ormsby called the meeting to order at 5:15 pm.
2.0	<b>Declaration of Conflict</b> – No conflicts declared.
3.0	<b>Consent Agenda</b>
3.1	<b>Executive Directors Summary</b> – Mike McMahon answered questions from the Board regarding the Executive Directors Summary
3.2	<b>Motion</b> to approve Consent Agenda of February 23 <sup>rd</sup> , 2016. <b>MOVED:</b> Jeff Patterson <b>SECONDED:</b> Louise Wdowczyk <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Consent Agenda of February 23 <sup>rd</sup> , 2016 <b>CARRIED:</b>
4.0	<b>Agenda</b> for February 23 <sup>rd</sup> , 2016
4.1	<b>Additions / Changes</b> to the February 23 <sup>rd</sup> , 2016 Agenda Under business arising Defer: 9.2 Quality Improvement and Client Support Under New Business Add 10.3 30 <sup>th</sup> Anniversary CMHA Celebration
4.2	<b>Motion</b> to approve the additions and/or changes the February 23 <sup>rd</sup> , 2016 Agenda. <b>MOVED:</b> Bonnie Hughes <b>SECONDED:</b> Paul Hess <b>BIRT:</b> CMHA-Oxford Board of Directors approves the additions and/or changes to the February 23 <sup>rd</sup> , 2016 Agenda. <b>CARRIED:</b>
5.0	Approval of the Minutes for January 26 <sup>th</sup> , 2016 and SGM January 26 <sup>th</sup> , 2016.
5.1	<b>Motion</b> to approve the minutes of January 26 <sup>th</sup> , 2016 as amended and the SGM minutes of January 26 <sup>th</sup> , 2016 as presented <b>MOVED:</b> Shirley McCall-Hanlon <b>SECONDED:</b> Bonnie Hughes

	<p><b>BIRT:</b> CMHA-Oxford Board of Directors approves the minutes of January 26<sup>th</sup>, 2016 as amended and the SGM minutes of January 26<sup>th</sup>, 2016 as presented</p> <p><b>CARRIED:</b></p>	
6.0	<p><b>Correspondence</b> – no correspondence presented at this time.</p>	
7.0	<p><b>Board Education</b> – Best Practice Board Evaluation Policy – Mike McMahon presented to the Board examples of another agencies Annual Board Evaluation Form, Board Directors Self-Evaluation Form, Board President/CEO/Executive Directors Performance Evaluation Form and Board Policies Governance Evaluation information. As quality governance practice, is to inform Board development needs and to support strategic, collaborative decision making, evaluation of the Board’s performance as a whole and of individual Directors is done regularly.</p> <p>An example of email address (survey monkey) was presented to be sent out to each Board member and completed the following day of the meeting. This would allow members return it to the Chair with their thoughts.</p>	Survey Monkey to be sent out after next meeting
8.0	<p><b>Financial Committee</b> – Update for December 31<sup>st</sup>, 2015 Statement of Operations – Mike McMahon indicated that CMHA Oxford has now completed the end of the third quarter. The next finance meeting will be for year-end review.</p> <p>The new auditors have been on site to review files. They will be back March 3<sup>rd</sup>, then in April for year-end reporting.</p> <p>.Motion that CMHA-Oxford Board of Directors accepts the Financial Statement of Operations for LHIN Funded Programs for nine months ending December 31<sup>st</sup>, 2015.</p> <p><b>MOVED:</b> Shirley McCall-Hanlon</p> <p><b>SECONDED:</b> Paul Hess</p> <p><b>BIRT:</b> CMHA-Oxford Board of Directors accepts the Financial Statement of Operations for LHIN Funded Programs for nine months ending December 31<sup>st</sup>, 2015.</p> <p><b>CARRIED:</b></p>	
9.0	<p><b>Business Arising</b></p>	
9.1	<p><b>Policy Development Committee</b> – Vice Chair, Jennifer Ormsby indicated that the Committee met for the first time on February 9<sup>th</sup>, 2016. She indicated that a good way to move forward is to create a draft Board Calendar that would allow the Board to review policies and ask questions. The next meeting is scheduled for March 16 2016.</p>	
9.2	<p><b>Quality Improvement and Client Safety</b> –</p>	Deferred
9.3	<p><b>30<sup>th</sup> CMHA Oxford Anniversary</b> - Lynn Wardell informed the Board that CMHA Oxford will be hosting the 30<sup>th</sup> Anniversary of CMHA at the Southgate Center in Woodstock on May 4<sup>th</sup>, 2016. Brian Armstrong will be the speaker. Information will follow on ticket sales.</p>	
10.0	<p><b>New Business</b></p>	
10.1	<p><b>Nominations Committee</b> – Mike McMahon indicated that the Board member recruiting Ad had been prepared and waiting approval from the Nominating Committee before placing in the paper. The Board is currently looking for four new members.</p>	
10.2	<p><b>Tillsonburg Campus of Care</b> – CMHA Oxford, Tillsonburg branch is moving to the Tillsonburg Campus of Care formally the Tillsonburg Hospital. A floor plan was presented as to the layout of the office. Mike McMahon plans to meet with the Tillsonburg staff on February 24<sup>th</sup>, 2016 to discuss any issues they may have regarding the move.</p> <p><b>Updates:</b>  The Rotary Breakfast for the Unbroken has been postponed for 2016.  Time-2-Change Minds event is under way and scheduled for late May 2016.  Maple Leafs Alumni hockey game tickets are selling very well. Swiss Chalet is coming and will provide a low cost meal.</p>	
11.0	<p><b>In Camera Session</b> – no in-camera session</p>	

12.0	Rise from In Camera Session –	
13.0	<b>Date of Next Meeting</b> – March 22 <sup>nd</sup> , 2016	
13.0	<b>Board Meeting Evaluation</b> –	
14.0	<b>Adjournment</b> Motion that the CMHA Board of Directors Board meeting adjourn at 6:15 pm <b>MOVED:</b> Louise Wdowczyk	

Vice Chair: \_\_\_\_\_  
Jennifer Ormsby

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

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

DRAFT