



BOARD OF DIRECTORS MEETING MINUTES

Date: January 26th, 2016 **Time:** 5:15 p.m.
Location: CMHA Group Room **Page:** 1 of 5
Chair: Brian Crockett **Recorder:** Josie Melanson

Board Members Present	Jerrold Boyse, Jeff Patterson, Shirley McCall-Hanlon, Bonnie Hughes, Brian Crockett, Jennifer Ormsby, Louise Wdowczyk, Paul Hess, Michelle Priester Mike McMahon, Pat Baigent, Fiona Wilson Mary Anne Silverthorn, Lynn Wardell
Leadership Present	
Regrets	
Absent	

AGENDA ITEM		ACTION REQUIRED
1.0	CMHA Oxford County Board Minutes as Presented Welcome and call to Order Chair – Brian Crockett called the meeting to order at 5:15 pm.	
2.0	Declaration of Conflict – No conflicts declared.	
3.0	Consent Agenda	
3.1	Executive Directors Summary – Mike McMahon answered questions from the Board regarding the Executive Directors Summary.	
3.2	Motion to approve Consent Agenda of January 26 th , 2016. MOVED: Jennifer Ormsby SECONDED: Bonnie Hughes BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of January 26 th , 2016 CARRIED:	
4.0	Agenda for January 26 th , 2016	
4.1	Additions / Changes to the January 26 th , 2016 Agenda Under business arising 9.4 Maple Leaf Alumni Hockey Game March 5 2016 - update	
4.2	Motion to approve the additions and/or changes the January 26 th , 2016 Agenda. MOVED: Michelle Priester SECONDED: Jerrod Boyse BIRT: CMHA-Oxford Board of Directors approves the additions and/or changes to the January 26 th , 2016 Agenda. CARRIED:	
5.0	Approval of the Minutes for December 22 nd 2015.	
5.1	Motion to approve the minutes of December 22 nd 2015 as presented. MOVED: Shirley McCall-Hanlon SECONDED: Jerrod Boyse BIRT: CMHA-Oxford Board of Directors approves the minutes December 22 nd 2015. CARRIED:	

6.0	<p>Correspondence – South West LHIN – Report on Performance Scorecard – 20-15/16 Q2 Report – Chair, Brian Crockett received an email from the South West LHIN he wanted to share with the Board and Staff of CMHA. The LHIN Board shares reports with Health Service Provider Boards each quarter to assist in governance discussions on their organization’s involvement and impact on system outcomes.</p>	
7.0	<p>Board Education – Strategy Implementation – Mike McMahon outlined the process by which the Strategy Implementation of a balanced scorecard should be adapted for charities and foundations. This would establish a culture of continuous quality improvement that includes complete data collection, the results of which drive service delivery and demonstrate our impact. The introduction of the Quality Improvement and Client Safety Committee is where evidence can be measured internally.</p>	
8.0	<p>Financial Committee – <u>Update for November 30, 2015 Statement of Operations MOHLTC Bricks & Mortar</u> - Jerrod Boyse, CMHA Oxford treasurer reported that the Finance Committee met to review the financial statement of operations LHIN Funded Programs for the eight months ending November 30th, 2015. Operations are tracking in the right direction. Motion to accept the Financial Statement of Operations for LHIN Funded Programs for the eight months ending November 30th, 2016. MOVED: Jerrod Boyse SECONDED: Michelle Priester BIRT: CMHA-Oxford Board of Directors accepts the Financial Statement of Operations for LHIN Funded Programs for eight months ending November 30th, 2016. CARRIED:</p> <p><u>Enterprise Risk Management</u> – Jerrod Boyse explained that Enterprise risk management (ERM) in business includes the methods and processes used by organizations to manage risks and seize opportunities related to the achievement of their objectives. ERM provides a framework for risk management, which typically involves identifying particular events or circumstances relevant to the organization’s objectives (risks and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring progress. By identifying and proactively addressing risks and opportunities, business enterprises protect and create value for their stakeholders, including owners, employees, customers, regulators, and society overall. This is a good start for accreditation as the key indicators will get built into CMHA Oxford’s quality improvement plan. Board members are requested to email ideas to josiemelanson@cmhaoxford.on.ca. Josie will gather information and submit to Mike and Jerrod.</p> <p>Budget 2016 – 2017 – Jerrod Boyse presented a draft Budget Summary for 2016 – 2016. He indicated that CMHA Oxford’s budget is fixed as our funding comes from the SW LHIN. Donations and fund raising offset additional programs.</p> <p><u>Projection to March 31, 2016</u> – Jerrod Boyse indicated that CMHA Oxford appears to be on track with budget projections.</p>	
9.0	<p>Business Arising</p>	
9.1	<p>Kitchen Party with a Purpose – Shirley McCall-Hanlon presented her report on Kitchen Party with a Purpose. See attached, appendix A.</p>	
9.2	<p>Women and Wellness – Shirley McCall-Hanlon presented her report on Women and Wellness. See attached, Appendix B</p>	
9.3	<p>Policy Development Committee – Vice Chair, Jennifer Ormsby indicated that she has reviewed a number of the board policies set out by CMHA Oxford and is ready to go forward with creating a committee to address them. The Committee shall be a standing committee of the Board and shall be comprised of the Vice Chair of the Board of Directors, who shall sit as Committee Chair, and a minimum of two (2) additional members of the Board. Motion to move forward and create a Policy Development Committee to review existing policies at CMHA Oxford and address any new policies. The Committee shall be a standing committee of the Board and shall be comprised of the Vice Chair of the Board of Directors, who shall sit as Committee Chair, and a minimum of two (2) additional members of the Board.</p>	

	<p>MOVED: Jennifer Ormsby SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors to move forward and create a Policy Development Committee to review existing policies at CMHA Oxford and address any new policies. The Committee shall be a standing committee of the Board and shall be comprised of the Vice Chair of the Board of Directors, who shall sit as Committee Chair, and a minimum of two (2) additional members of the Board. CARRIED:</p>	
9.4	<p>Toronto Maple Leaf Hockey Game – update – Mike McMahon indicated that the event is progressing well. Tickets can be purchased online now at mapleleafs4mentalhealth.eventbrite.ca General Admission Tickets will be available in the Woodstock and Tillsonburg offices of CMHA, and at Woodstock Scotiabank locations. VIP or Group Ticket is an online purchase only for \$75.00. Regular admission ticket are for sale \$10.00 each. Other fund raising events will be held during the game, such as 50/50, door prizes, and silent prize ticket sale. The Navy Vets will provide a Blue Line Club as a fund raiser for themselves but will assist CMHA Oxford volunteers with taking tickets.</p>	
10.0	<p>New Business</p>	
10.1	<p>Nominations Committee – Shirley McCall-Hanlon presented a report from Mary Anne Silverthorn in her absence. See Appendix C. Potential Board Members sending resumes, should sent to nominations@cmhaoxford.on.ca</p>	
10.2	<p>Tillsonburg Campus Care – CMHA Oxford Tillsonburg has been looking into alternative locations. Tillsonburg Campus Care (formally Tillsonburg Hospital) is evolving to have healthcare services gathered into one location to make access and navigation of those services simpler. CMHA Oxford is moving ahead with employee and client engagement on this opportunity.</p>	
11.0	<p>In Camera Session – no in-camera session</p>	
12.0	<p>Rise from In Camera Session –</p>	
13.0	<p>Date of Next Meeting – February 23rd, 2016</p>	
13.0	<p>Board Meeting Evaluation –</p>	
14.0	<p>Adjournment Motion that the CMHA Board of Directors Board meeting adjourn at 6:45 pm MOVED: Brian Crockett</p>	

Chair: _____
Brian Crockett

Executive Director: _____
Mike McMahon

Date: _____

APPENDIX A

UPDATE TO CMHA OXFORD BOARD OF DIRECTORS FROM KITCHEN PARTIES WITH A PURPOSE initiative

JANUARY 26, 2016

Kitchen Parties With A Purpose (KPWAP) is an initiative that was started in sync with the Women & Wellness initiative (i.e. started in New Brunswick and then in Niagara, etc.).

The primary objective is EDUCATION and INFORMATION.

Individuals who support the work of CMHA Oxford are invited to 'host' a KPWAP.

Typically these parties take place in your home, and you invite your friends/neighbors/family to this informal gathering. They can be held morning, afternoon or evening. As the host you are only asked to provide light snacks / coffee / tea / or cold beverage. You will be provided with:

- A template for an invitation
- A guest speaker with lived experience and someone who will accompany the guest speaker
- Any other support you may require

The guest speaker will talk about his/her life experiences and this is followed by any questions and discussion. The atmosphere is informal and relaxing and we talk about the new Walk-In Counselling services across Oxford and other services available.

Guests are informed ahead of time that they are not to bring anything, nor will we be selling anything. If they are so inclined and able to, they are invited (again beforehand) to make a donation to CMHA Oxford Walk-In Counselling. And, for this donation they will receive an income tax receipt.

On December 31st of last year I had emailed all of you a report on the party that I had held on Dec. 30th. It far exceeded any expectations I had had.

I invite all of you to consider the possibility of hosting your own KPWAP, or possibly a friend of yours would like to do this. Just so that this isn't 'perceived' to be a women only opportunity...we do have male speakers who are willing to come and share their stories...and this would be perfect in an all-male environment.

Also, I have been speaking with a member of a local Women's Institute Branch. Their topic for March is Mental Health...and we will be doing a variance on a KPWAP. This may prompt similar opportunities with other WI Branches around the community.

Thank you for considering KPWAP as something you would be able to assist with.

Shirley McCall-Hanlon
CMHA Oxford contact person for

APPENDIX B

UPDATE TO CMHA OXFORD BOARD OF DIRECTORS

FROM THE WOMEN & WELLNESS COMMITTEE - JANUARY 26, 2016

The 2016 Women & Wellness Committee met on January 11/16. This was followed by another meeting between Jennifer, Shirley and Julie Rutherford (Special Events Co-ordinator, Quality Inn) on January 21/16.

- Committee moving forward with October 1/16 date (a Saturday and planning a morning breakfast). Please mark your calendars
- Various venues were searched out. It appears that the Quality Inn may best suit the needs of this event. Yet to be decided by Committee.
- At the Jan 11th meeting we were joined by Jacquie Walsh, co-owner of Destination Travel, Woodstock. This is the 10th Anniversary of Destination Travel and the company is looking for a way to give back to the community. Jacquie indicated she was very keen to work with us.
- Potential for 'Wellness Tables', 'Travel Tables', etc. (looking to charge X\$ for these tables plus possibly a door prize from that company / service as well)
- There will be a keynote speaker...yet to be determined
- No decision confirmed re silent/live auction

Next meeting is scheduled for February 8, 2016 at 5 p.m. and Jacquie Walsh will be joining us again.

Shirley McCall-Hanlon, Chair
016 Women & Wellness Committee

APPENDIX C

Report of the Nominating Committee CMHA-Oxford - January 26, 2016

1. The committee interviewed one applicant recently. After completion of the interview the team recommended that the individual contact the Volunteer Co-ordinator as the committee felt the skills and interests of this candidate would be better suited within another volunteer position with CMHA-Oxford.
2. As of this year's Annual Meeting we have two Board members retiring having served 6 years -the maximum number allowed. (Shirley Hanlon and Mary Anne Silverthorn)
3. As of the annual meeting Paul Hess will have completed 3 years --- his first term, and is willing to continue moving into his second term.
4. Since the Annual General Meeting of 2015, the Board has worked with 10 members meaning we have been 2 Board members short this entire year.
5. Therefore at the next AGM (June 2016) this Board needs to elect 4 new members.

Recommendations

1. The board needs to advertise for up to 4 positions --keeping in mind that representation from the Norwich, Tavistock, and Tillsonburg areas should be a must. Presently 8 of the 10 positions are filled by WDSTK people.
2. There needs to be a **Board discussion** about a new method for applicants to submit their applications. Presently they come to the CMHA-Oxford office and sometimes in the past it has taken weeks to get to the Committee for review and to set up the interview process. In addition we as a Nominating Committee have been contacted by applicants re follow up on their application and find we know nothing about their application because it has never been forwarded to the Nominating Committee. Some other applications have even been lost and we as a Team have had to request from the applicant another resume etc. What message does this give to our applicants? It is very embarrassing and does not reflect the organization well. A more efficient method must be found. *Suggestion --- applications could be emailed directly to a mail box named the **Nominating Committee**. nominations@cmhaoxford.on.ca*

Thank you for discussing these items.

Report submitted by
Mary Anne Silverthorn, Chairperson, Nominating Committee