



BOARD OF DIRECTORS MEETING MINUTES

Date: Aug 28 2018 **Time:** 5:20 p.m.
Location: CMHA Group Room **Page:** 1 of 3
Acting Chair: Brian Crockett **Recorder:** Josie Melanson

Board Members	Brian Crockett, Terri McCartney, Peter Harrison, Jessica Happl, Sherry Smith, Jerrod Boyse
Leadership	Mike McMahon, Pat Baigent, Brenda Dobranski
Regrets	Jennifer Ormsby, Jessica Smith, Paul Hess, Lynn Wardell, James Rijnveld, Jacqueline Walsh
Absent	Carly Brintnell, Sarah Aalbers, Tiffany Birtch

AGENDA ITEM	ACTION REQUIRED
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	<p>CMHA Mission Statement – We pursue hope, recovery and resilience for all.</p> <p>CMHA Vision Statement - *Individuals are valued as a whole person *Dignity, respect and empowerment guide our relationships *Safe, Quality, multi-faceted mental health services are accessible and inclusive to a diverse community *Mental health services are close to home *There are no wait lists for services *Psychiatric services are timely, effective and meaningful *There are no transportation barriers to receive services *Mental health awareness and public education, erase stigma, breakdown barriers and promote health *Access to safe and affordable housing is readily available.</p>	
1.0	Welcome and call to Order – Acting Chair Brian Crockett called the meeting to order at 5:20 pm.	
2.0	Declaration of Conflict – none so declared	
3.0	Consent Agenda -	
3.1	<p>Executive Monitoring & Interpretation –</p> <ul style="list-style-type: none"> • Questions from Board Members about Policy Reviews <ol style="list-style-type: none"> 1. <i>Are there any non-board members nominating requirements? No</i> 2. <i>Client & Family Council –</i> <ol style="list-style-type: none"> a) <i>Should it be like Quality Improvement & Client Safety</i> The CFAC will build its own terms of reference. b) <i>Define process for Client & Family Council</i> - to bring matters forward, reporting requirements, planning requirements. The CFAC will not necessarily do any of the prescribed work in the question. The CFAC represents an opportunity to engage with those who we have served. c) <i>What is the required product of these groups?</i> The link is between the Board and not between the Committees. 3. <i>Strategic Plan</i> - The Canadian Mental Health Association, Oxford is a community organization committed to building inclusive, healthy communities. -identifies and plans for county mental health services and resources. It is important for all of us to be aware of these partnerships. Efficient and appropriate service planning and provision involves the co-operation, flexibility and commitment of many people. 4. <i>Treatment of Staff –</i> <ol style="list-style-type: none"> a) Do not see the purpose of “Interpreted” – would prefer to incorporate wording directly into the policy for clarity. Would like to drop “The policy is understood as written” redundant to say so. 	

	<ul style="list-style-type: none"> - The format of the Board Manual follows form and function of policy governing organizations <p>5. <i>Asset Protection</i> – Is it “necessary” to expose CMHA to claims of liability?</p> <ul style="list-style-type: none"> - The Executive Director may not allow corporate assets to be unprotected, inadequately maintained or unnecessarily risked. <p>6. <i>Policy Manual</i> – On going use of double negative continues to be confusing – awkward wording</p> <ul style="list-style-type: none"> - Policy manual for CMHA Oxford is significantly customized after adopting template from another agency in 2013. Policies need to be reviewed. See Board Calendar. 	
3.2	Executive Directors Summary – as presented	
4.0	Agenda – Aug 28 2018	
4.1	<p>Additions / Changes to the Agenda</p> <p>Rotation of New Board Members each year</p> <p>Status of Board Members on Leave</p> <p>Risk Assessment – ED will add to summary (grievances outstanding)</p>	
4.2	BIRT: CMHA-Oxford Board of Directors approves the Agenda of July 24 2018.	
5.0	Approval of the Minutes of June 26 2018	
6.0	<p>Correspondence –</p> <ul style="list-style-type: none"> • Board Package for July 26 2018 – emailed July 20 2018 • OSHN August 2018 Newsletter – emailed July 25 2018 	
7.0	Board Education – Draft of 2018 – 2019 Board Calendar – guide Boards work	
8.0	<p>Financial Committee – Mike McMahon/Brian Crockett</p> <ol style="list-style-type: none"> 1. Statement ending July 31 2018 <ul style="list-style-type: none"> - Mike McMahon and Brenda reviewed notes and responded to questions about variances in - Compensation - General expenses 2. P. Harrison requested information from an orientation perspective on several line items. <p><i>Financial questions</i> –</p> <ol style="list-style-type: none"> a) <i>How can we have a negative Miscellaneous Revenue?</i> <ul style="list-style-type: none"> - Negative in miscellaneous revenue (waiting for credit) b) <i>What does Staff Travel include?</i> <ul style="list-style-type: none"> - Staff travel includes case managers going out to meet clients, medical calls and training travel. c) <i>What are building and ground expenses?</i> <ul style="list-style-type: none"> - Building and ground expenses include, lawn maintenance, snow removal, building cleaning d) <i>What CMHA owned properties rented?</i> <ul style="list-style-type: none"> - Properties that CMHA Oxford owns are; 21 Denis Court, Tillsonburg – 33 Trottier, Tillsonburg – 141 King Solomon, Ingersoll. Denis Court and King Solomon are rented houses. 	
9.0	<p>Nominating Committee –</p> <ol style="list-style-type: none"> 1. Co-Chair Quality & client Safety Committee 2. Co-Chair for Client and Family Council <p>Require Board members to take a position on the following committee.</p>	
10.0	<p>Quality Improvement and Client Safety –</p> <ol style="list-style-type: none"> 1. Minutes from Quality & client Safety Meeting – July 24 2018 	

	<ol style="list-style-type: none"> 2. Updated QIS Plan 3. Brian will send out reminder email. 	
11.0	Business Arising –	
12.0	Accreditation – Board Plan Update <ol style="list-style-type: none"> 1. Board Planning Updates 2. Meeting with Surveyors September 17th 2018 at 10am 3. Quality Focus Meeting with Surveyors September 17th, 2018 11am 	
13.0	New Business	
13.1	CMHA National Conference – <ol style="list-style-type: none"> 1. National Conference is October 21 – 24 2018 Montreal – rooms have been booked – included registration, hotel, travel and meals 2. Provincial Conference – one day only 3. Proxy to CMHA Ontario for National AGM 	
13.2	<ol style="list-style-type: none"> 1. Signing of acknowledgement of duties and responsibilities of Board Members – members who attended have signed the agreement as follows; Sherry Smith, Jessica Happl, Peter Harrison, Terri McCartney, Jarrod Boyse, Brian Crockett. 	
14.0	In Camera Session	
15.0	Rise from In Camera Session	
16.0	Date of Next Meeting – September 25 th , 2018	
17.0	Board Meeting Evaluation <ul style="list-style-type: none"> • To be completed after each meeting • Did not have quorum 	
18.0	ADJOURNMENT	

Chair: Brian Crockett

Executive Director – Mike McMahon

Date: