



BOARD OF DIRECTORS MEETING MINUTES

Date: February 24th, 2015 **Time:** 5:15 p.m.
Location: CMHA Board Room **Page:** 1 of 3
Chair: Shirley Hanlon, Chair **Recorder:** Josie Melanson

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| Board Members Present | Bonnie Hughes, Shirley Hanlon, Shanda Whittman, Mary Anne Silverthorn, Louise Wdowczyk, Michelle Priester, Fraser de la Plante (teleconference) Mike McMahon, Pat Baigent, Lynn Wardell Jennifer Ormsby, Jodi Helps, Brian Crockett Paul Hess, |
| 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 Committee Meeting Report - | |
| 3.2 | Motion to approve Consent Agenda of February 24 th , 2015. MOVED: Mary Anne Silverthorn SECONDED: Louise Wdowczyk BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of February 24 th , 2015. CARRIED: | |
| 4.0 | Additions / Changes to the Agenda | |
| 4.1 | Additions and/or changes the February 24th, 2015 Agenda. MOVED: Bonnie Hughes SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors approves the changes to the January 27 th , 2015 Agenda. CARRIED: | |
| 5.0 | Approval of the Minutes for January 27th, 2014 | |
| 5.1 | Motion to approve the minutes of January 27th, 2014 with the amended date of next meeting as February 24 2015. MOVED: Michelle Priester SECONDED: Shanda Whittman BIRT: CMHA-Oxford Board of Directors approves the minutes January 27 th , 2015 with the amended date of next meeting as February 24 th , 2015 CARRIED: | |
| 6.0 | Board Education – deferred to In-Camera session (due to HR implications) | |
| 7.0 | Correspondence – Shirley Hanlon presented a card of thanks to be signed by the Board members in regards to Kyle Burnsides resignation. Shirley Hanlon read correspondence from Fraser de la Plante regarding his letter of resignation as of March 31 st , 2015. Motion to accept, with regret, the resignation of Fraser de la Plante from CMHA Board of Directors. MOVED: Mary Anne Silverthorn SECONDED: Michelle Priester BIRT: CMHA-Oxford Board of Directors motion to accept, with regret, the resignation of Fraser de la Plante as of March 31 st , 2015 from the CMHA Board of Directors. CARRIED: Information/update to Board from Shirley Hanlon – 1. Board packages not sealed this month: In reality the Board information has not historically been sealed inside of its envelope, however it | |

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| | <p>was then inserted and sealed into the Purolator package for delivery. This month a different/new professional carrier was utilized and those plastic envelopes were not needed. In the future the envelope will be sealed.</p> <p>2. Distribution of draft electronic Board meeting minutes: Going forward it is our goal to get an electronic version of the minutes out to Board members by the end of the week of the Board meeting. You may want to review these then, just to refresh yourself as to whether you had committed to any specific tasks in the upcoming month. A printed copy will be included in your delivered Board package.</p> <p>3. Delivery of Board packages: For the foreseeable future the Board packages will be couriered to Board members. If anyone prefers to just receive an electronic copy (as opposed to the printed and delivered version), please notify Josie and she will send yours in that manner. Otherwise they will be couriered out to all Board members.</p> | |
| 8.0 | Business Arising | |
| 8.1 | <p>Finance Committee Report: Finance report and Third Quarter CMHA Oxford Update to January 31 2015. Motion to accept the Finance report and the Third Quarter Update to January 31 2015 subject to the clarification discussed regarding totals.</p> <p>MOVED: Fraser de la Plante SECONDED: Michelle Priester BIRT: CMHA-Oxford Board of Directors accepts the Finance report and the Third Quarter Update to December 31st 2014 subject to the clarification discussed regarding totals. CARRIED:</p> | Mike McMahon to email Board Members as to the exact balance of consolidated report including LHIN and Ministry of Health Dollars. |
| 8.2 | <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 but is currently ongoing.</p> | |
| 8.3 | <p>Women and Wellness Louise Wdocydok indicated that a number of items have been finalized. Louise will apply for a permit to sell tickets. Board members will be setting up a booth at the Woodstock Farmers Market starting March 21 2015. Board members were encouraged to volunteer their time. Louise thanked the committee members for all their good work. Proceeds will go towards a Walk In Counselling clinic.</p> | |
| 8.4 | <p>Strategic Planning Update Mike McMahon gave an update to the Board regarding the 3 Strategic Planning meetings (chaired by Maria Sanchez-Keane) with clients held in Woodstock February 6th, Tillsonburg on February 19th and Ingersoll February 24th, 2015. Each meeting had a good turnout and CMHA is awaiting the results. At the April 15 2015 Staff Meeting, Maria will address the staff for the final step in the process. Results will be given to the Board Members on April 28 2015.</p> | |
| 8.5 | <p>2015 Fundraising / Awareness Developing Events. Ride Don't Hide – Mike McMahon presented a video with information of the June 21 2015 event. A percentage of funds raised in Oxford County will go back to CMHA National. Kathlene Conlon-Campbell is lead support for our program. OPP and Local Police are on board. Board Members are welcome to attend (do not need to ride) or volunteer at the event. Proceeds to go towards a Walk in Counselling Program.</p> <p>Update on CMHA Oxford/Rotary Breakfast – Rotary: Breakfast for the Unbroken - Mike McMahon indicated that a joint Rotary funding raising event will be held at the Quality Inn in Woodstock from 7:30am – 9:30am on April 8 2014. This event is to celebrate mental health champions in Oxford County. Woodstock Rotary is planning or an attendance of about 150 people. George Smitherman to be guest speaker. Cost of tickets will be \$25, with encouragement to donate an additional \$25. Scotia Bank will match ticket sales up to \$5000. Proceeds to go towards a Walk In Counselling clinic.</p> <p>Time 2 Change Minds: Mike McMahon indicated that the 3rd Annual Time2Change Minds (3rd Memorial Walk for Tyler Maskell at College Ave Secondary School) will be held on May 3 2015. Historically all funds raised have been donated to CMHA Oxford County Branch. Walk In Counselling clinic. – An overview of what this new service would/could look like will be presented at a later date.</p> | Lynn Wardell to give a brief summary to the Board on the "Walk-In Counselling Program" at the April 24 th , 2015 Board Meeting under Education of the Board |
| 9.0 | New Business | |
| 9.1 | <p>Update on Board Skills - Shirley Hanlon and Mike McMahon reviewed with the Board the results of the Board Skills survey. As the Board will need at least two new members this year, results have indicated that the information is useful to see where the strengths and the weakness we have as a board lay. Nominating Committee will need to look at other communities other than Woodstock to recruit new members. Ads need to be put in the</p> | |

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| | Oxford Review as well as outlining newspapers. In addition the Rogers TV network in both Woodstock and Tillsonburg. Contact should be made with Bob Smith, Manager for Rogers Community Channel. | |
| 10.0 | <p>In Camera Session – Motion to go In-Camera regarding Human Resources MOVED: Bonnie Hughes SECONDED: Shanda Whittman. BIRT: CMHA-Oxford Board of Directors motion to go In-Camera regarding Human Resources. CARRIED:</p> | |
| 11.0 | <p>Rise from In Camera Session Motion to rise from In Camera session MOVED: Michelle Priester SECONDED: Fraser de la Plante BIRT: CMHA-Oxford Board of Directors motion to rise from In-Camera. CARRIED:</p> <p>Motion that the role of CMHA Board and the role of CMHA Executive Director require ongoing clarification utilizing Board Policy, Interpretation and amendments as required. MOVED: Bonnie Hughes SECONDED: Michelle Priester BIRT: that the role of CMHA Board and the role of CMHA Executive Director require ongoing clarification utilizing Board Policy, Interpretation and amendments as required. CARRIED:</p> | |
| 12.0 | Date of Next Meeting: Next Board of Directors meeting will be March 24 2015 at CMHA-Oxford Woodstock Board Room 5:15 pm. | |
| 13.0 | Board Meeting Evaluation | deferred |
| 14.0 | <p>Adjournment Motion that the CMHA Board of Directors does now adjourn at 7:30 p.m. MOVED: Shanda Whittman SECONDED: Louise Wdowczyk CARRIED</p> | |

Chair: _____ Executive Director: _____ Date: _____