



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** June 17 2014 **Time:** 5:15 p.m.  
**Location:** CMHA Board Room **Page:** 1 of 3  
**Chair:** Shirley Hanlon, Chair **Recorder:** Josie Melanson

<b>Board Members Present</b>	Shirley Hanlon, Jodi Helps, Mary Anne Silverthorn, Brian Crockett, Fraser de la Plante, Jennifer Ormsby, Kyle Burnside, Shanda Whittman,
<b>Leadership Present</b>	Mike McMahon, Carrie Heron, Lynn Wardell
<b>Regrets Guest</b>	Paul Hess, Louise Wdowczyk, Pat Baigent

AGENDA ITEM		ACTION REQUIRED
1.0	<b>Welcome and call to Order</b> Shirley Hanlon 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	Executive Director Report	
3.2	Motion to Approve Consent Agenda <b>MOVED:</b> Fraser de la Plante <b>SECONDED:</b> Mary Anne Silverthorn <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Consent Agenda. <b>CARRIED:</b> Unanimous	
4.0	<b>June 17<sup>th</sup>, 2014 Agenda</b>	
	Additions and Approval of the Agenda Add 9.1 Declaration of Compliance Add 9.2 Strategic Planning Committee Motion to approve the Amended Agenda. <b>MOVED:</b> Jodi Helps <b>SECONDED:</b> Jennifer Ormsby <b>BIRT:</b> CMHA-Oxford Board of Directors approves the amended agenda. <b>CARRIED:</b> Unanimous	
5.0	<b>Approval of the Previous Minutes for May 27 2014</b>	
5.1	Motion to approve the minutes of May 27 <sup>th</sup> , 2014 as amended. <b>MOVED:</b> Shanda Whittman <b>SECONDED:</b> Fraser de la Plante <b>BIRT:</b> CMHA-Oxford Board of Directors approves the minutes May 27 <sup>th</sup> , 2014 as amended.	

	<b>CARRIED: Unanimous</b>	
<b>6.0</b>	<b>Board Education – Difficult Conversations</b>	
<b>6.1</b>	Mike McMahon discussed format of minute taking for motions when going In Camera and Rising from Camera. This would give a summation of what was discussed during the In Camera session.	
<b>7.0</b>	<b>New Business</b>	
<b>7.1</b>	<b>Correspondence –</b> 1. Letter from Joan King of official confirmation recognizing the Annual Media Award for articles covering Mental Health and Illness was presented to Heather Rivers of the Woodstock Sentinel Review. CMHA Oxford will be hosting an event to honour her in the next couple of months. 2. Copy of a letter from one of our recovering clients dated May 26 2014. He discussed an incident regarding wait times when he requested a staff member in crisis services. Currently he is actively advocating to our funder that they should be aware that current services are not sufficient to meet demands. Also to increase volunteer resources.	
<b>8.0</b>	<b>Business Arising</b>	
<b>8.1</b>	Finances and Auditors Report ending April 30 <sup>th</sup> , and a Summary of Contributing Expenses to the 2013-2014 Financial Loss. Questions and discussions followed the presentation. It was agreed that month end statements will be monitored during the summer and for the foreseeable future will not be included in the Consent Agenda.	
<b>8.2</b>	Motion to approve the Financial Report ending April 30 2014. <b>MOVED:</b> Kyle Burnside <b>SECONDED:</b> Brian Crockett <b>BIRT:</b> CMHA-Oxford Board of Directors motion to approve the Financial Report ending April 30 2014. <b>CARRIED:</b> Unanimous	
<b>8.3</b>	CMHA Oxford AGM Finalized Plans and Agenda – Shirley Hanlon gave a brief outline of the evening's format including the business portion... Doors will open at 5:30 at the CANFOR Hall on 126 Beale St. Woodstock, ON.	
<b>8.4</b>	By-Law Review – Mary Anne Silverthorn reviewed with the Board the proposed changes to the current CMHA-Oxford By-Laws. Motion to approve the CMHA-Oxford By-Laws in principal with a final read as a committee and reviewed by a lawyer, and to take to the June 24 <sup>th</sup> , 2014 Annual General Meeting for approval. <b>MOVED:</b> Mary Anne Silverthorn <b>SECONDED:</b> Jennifer Ormsby <b>BIRT:</b> CMHA-Oxford Board of Directors motion to approve the CMHA-Oxford By-Laws in principal with a final read as a committee and reviewed by a lawyer, and to take to the June 24 <sup>th</sup> , 2014 Annual General Meeting for approval. <b>CARRIED:</b> Unanimous	
<b>8.5</b>	CMHA Oxford Board member's interactions/representations – Jennifer Ormsby indicated that she attended a meeting regarding the changes in the investigations of how domestic violence is investigated. Guest speaker was Sam Horton. Shirley Hanlon discussed the AGM for Perth Huron Choices For Change. Guest speaker was Michael Bryant. Jodi Helps discussed the conference she attended with OACHC.	

<b>9.0</b>	<b>New Business</b>	
<b>9.1</b>	<p>Multi-Service Accountability Agreement (MSAA) 2014 – 2017  Motion for CMHA Oxford Board confirms that it has complied with Schedule G (per M-SAA 2014-2017) requirements for the Applicable Period (October 1, 2013 – March 31, 20-14) Note: For construction work completed there were 3 quotations on the portion of work that exceeded \$25,000.  <b>MOVED:</b> Mary Anne Silverthorn  <b>SECONDED:</b> Brian Crockett.  <b>BIRT:</b> for CMHA Oxford Board confirms that it has complied with Schedule G (per M-SAA 2014-2017) requirements for the Applicable Period (October 1, 2013 – March 31, 20-14)  <b>CARRIED:</b> Unanimous</p>	
<b>9.2</b>	<p>Strategic Planning Committee – Mike McMahon invited interested members of Board and our professional staff team to join the CMHA Oxford Strategic Planning Committee. Terms of reference for the committee will include creating draft strategy statements for CMHA Oxford, as a communication of our Shared Vision. Time commitment will be approximately 3 - 6 hours. Committee members will include Board members, professional staff, management team, and people served by CMHA Oxford. Volunteers from the Board include Brian Crockett, Shanda Whittman and Jennifer Ormsby.</p>	
<b>9.0</b>	<p><b>IN-CAMERA SESSION</b>  Motion to move In-Camera to discuss human resource related information.  <b>MOVED:</b> Jodi Helps  <b>SECONDED:</b> Brian Crockett  <b>BIRT:</b> CMHA-Oxford Board of Directors motion to go In-Camera to discuss human resource related information.  <b>CARRIED:</b> Unanimous</p>	
<b>8.1</b>	<p><b>RISE FROM IN-CAMERA SESSION</b>  Motion to rise from In-Camera.  <b>MOVED</b> Jodie Helps  <b>SECONDED:</b> Kyle Burnside  <b>BIRT:</b> CMHA-Oxford of Directors motion to rise from In-Camera.  Note: there were no motions coming out of In Camera that requires any action.  <b>CARRIED:</b> Unanimous</p>	
<b>9.0</b>	<p><b>Date of Next Meeting:</b> Next Board of Directors meeting will be Sept 23rd, 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.</p>	
<b>10.0</b>	<b>Board Meeting Evaluation</b>	
<b>11.0</b>	<p><b>Adjournment</b>  Motion to Adjourn meeting.  <b>Moved by</b> Jodi Helps</p>	

Time of Adjournment: 8.40 pm

Chair: \_\_\_\_\_

Executive Director: \_\_\_\_\_

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