



**BOARD OF DIRECTORS MEETING MINUTES**

**Date:** Oct 28 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, Brian Crockett, Fraser de la Plante, Kyle Burnside, Louise Wdowczyk, Michelle Priester, Mary Anne Silverthorn, Jennifer Ormsby, Paul Hess, Bonnie Hughes
<b>Leadership Present</b>	Mike McMahon, Lynn Wardell
<b>Regrets Guest</b>	Shanda Whittman, Pat Baigent Nicole Robinson SW LHIN

AGENDA ITEM		ACTION REQUIRED
1.0	<b>Welcome and call to Order</b> Shirley Hanlon called the meeting to order at 5:15 pm.  Shirley Hanlon indicated that tonight's meal was purchased from Boston Pizza in Woodstock. They have a National program for not-for-profit organizations allowing 50% off of purchase.	
2.0	<b>Declaration of Conflict</b> – No conflicts declared.	
3.0	<b>Consent Agenda</b>	
3.1	<b>Executive Director Report</b>	
3.2	Motion to Approve Consent Agenda <b>MOVED:</b> Louise Wdowczyk <b>SECONDED:</b> Jennifer Ormsby <b>BIRT:</b> CMHA-Oxford Board of Directors approves the Consent Agenda. <b>CARRIED:</b> Unanimous	
4.0	<b>Additions and Approval of the Agenda</b> Add 9.6 Mental Health First Aid – Lynn Wardell Add 8.5 Women in Wellness report – Louise Wdowczyk	
4.2	Motion to approve the Amended Agenda. <b>MOVED:</b> Mary Anne Silverthorn <b>SECONDED:</b> Fraser de la Plante <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 Sept 23rd, 2014</b>	
5.1	Motion to approve the minutes of Sept 23rd, 2014. <b>MOVED:</b> Michelle Priester <b>SECONDED:</b> Louise Wdowczyk <b>BIRT:</b> CMHA-Oxford Board of Directors approves the minutes Sept 23rd, 2014.	

	<b>CARRIED: Unanimous</b>	
<b>6.0</b>	<p><b>Board Education – Balanced Scorecard Approach to Strategy Execution –</b> Nicole Robinson, SW LHIN  Nicole Robinson gave a presentation on “Strategy to Execution” including updates on data the LHIN is now able to report on, the “scorecard” strategy utilized by the LHIN, and how the LHIN envisions moving forward. Board members were able to ask questions and engage in discussions with Ms. Robinson.</p> <p>Mike McMahon thanked Nicole for coming and presented a cheese gift basket from a local dairy farmer, Gunns Hill Cheese.</p>	email out presentation to all board members along with links from website, package from Michael Barrett Board to Board
<b>7.0</b>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>- Shirley Hanlon indicated that she received an email that the next LHIN Board of Direct meeting will be on Nov 18 2014 in Mitchell, ON at 6:30pm. There will be a presentation on Health Links.</li> <li>- Shirley Hanlon indicated that just this afternoon she received a response from the WACHC Board Chair and due to 4 new Board Members and other priorities a meeting between CMHA Oxford and WACHC is not doable at the present time.</li> </ul>	
<b>8.0</b>	<b>Business Arising</b>	
<b>8.1</b>	<p><b>Finance Committee Report:</b>  Motion to approve the Finance report for 5 months ending Aug 31 2014.</p> <p><b>MOVED:</b> Kyle Burnside  <b>SECONDED:</b> Jodi Helps  <b>BIRT:</b> CMHA-Oxford Board of Directors motion to approve the Finance report for 5 months ending Aug 31 2014.  <b>CARRIED:</b> Unanimous</p>	
<b>8.2</b>	<p><b>Board Policy</b> (new Policies required as delegated from Bylaw Review Committee)  -Finance Committee Policy  -Executive Committee Policy  -Nominating Committee Policy</p> <p>Mary Anne Silverthorn indicated that the Board Policy that was approved at the Annual General Meeting will be reviewed. Committee to set a meeting and report on results in the Nov 25 2014 Board Meeting.</p>	
<b>8.3</b>	<p><b>Strategic Planning</b></p> <p>Mike McMahon indicated that the Committee met on Oct 9 2014 to brain storm information internal and external to the organization. Questions were asked regarding how and where CMHA could better serve the community. The meeting was facilitated by Maria Sanchez-Keane.</p>	Mike McMahon to email slide show to Board members.
<b>8.4</b>	<p><b>Executive Director Annual Performance Pan</b></p> <p>Mike McMahon discussed the 4 goals outlined in his report  Motion to adopt the template of the Executive Directors Annual Performance Plan of April 2014 to March 2015, indicating that all goals are essential.</p> <p><b>MOVED:</b> Brian Crockett  <b>SECONDED:</b> Jodi Helps  <b>BIRT:</b> CMHA-Oxford Board of Directors motion to adopt the template of the Executive Directors Annual Performance Plan of April 2014 to March 2015, indicating that all goals are essential.  <b>CARRIED:</b> Unanimous</p>	
<b>8.5</b>	<p><b>Women in Wellness</b></p> <p>Louise Wdowczyk indicated that the Committee met and will be hosting a fund raising event on May 5 2014 at the Southgate Centre in Woodstock. This will be in conjunction with Canadian Mental Health week. (May 4-8) CMHA Oxford County branch agrees to pay a 2% fee to the Women &amp; Wellness Organization. A deposit of \$50 is required to confirm the date at the Southgate Centre. Shirley Hanlon will complete the Trade Mark License and</p>	<p>Staff will forward \$50 deposit to Southgate Centre</p> <p>Shirley Hanlon to complete</p>

	Agreement and forward to CMHA New Brunswick. Thoughts of a silent auction promoting donations of original art work from CMHA Oxford County Branch clients. The planning Committee will approach Christine Hillis (CMHA Oxford County Branch – Crisis) to be guest speaker. The next meeting will be a planning meeting.	forms required  Shanda Whittman to confirm with caterer (Panini's)
<b>9.0</b>	<b>New Business</b>	
<b>9.1</b>	<b>Policy Interpretation</b> Mike McMahon indicated that the Policy {Delegation to the Executive Director} has minor housekeeping changes. Motion to approve Policy {Delegation to the Executive Director} minor changes. <b>MOVED</b> Brian Crockett <b>SECONDED:</b> Fraser de la Plante <b>BIRT:</b> CMHA-Oxford Board of Directors motion to approve Policy {Delegation to the Executive Director} minor changes. <b>CARRIED:</b> Unanimous	
<b>9.2</b>	<b>Board Skills – Inventory Assessment</b>	Deferred
<b>9.3</b>	<b>CMHA Oxford County Branch Annual Client Christmas Dinner 2014:</b> Mike McMahon indicated that the Annual Client Christmas Dinner 2014 is to be held on Dec 4 2014 Unifor Hall on Beale Street in Woodstock. Board members are welcome to assist in serving. Please contact Josie Melanson if you would like to assist.	Fraser de la Plante, Kyle Burnside, Jodi Helps and Shirley Hanlon have volunteered to assist
<b>9.4</b>	<b>CMHA Oxford County Branch Staff Annual Christmas Party 2014</b> Mike McMahon indicated that the Staff Fund Committee is currently discussing options for another venue. Further discussions to follow.	
<b>9.5</b>	<b>Mental Health First Aid</b> Lynn Wardell indicated that the next training session of Mental Health First Aid will be Nov 11 <sup>th</sup> and 12 <sup>th</sup> at the CMHA office is full. All Board Members will be informed of upcoming training sessions and are welcome to attend.	
<b>9.6</b>	<b>Toyota's 2014 Rav4 Donation</b> CMHA Oxford County will take possession of the donated Toyota Rave4 very shortly. Ownership of the vehicle is in the name of Oxford County to greatly reduce the insurance cost. Vehicle will display graphics indicating that it was donated by Toyota but will have a magnetic sign for CMHA Oxford that can be utilized when going in parades or public events.	
<b>10.0</b>	<b>In Camera Session</b>	
<b>11.0</b>	<b>Rise from In Camera Session</b>	
<b>12.0</b>	<b>Date of Next Meeting:</b> Next Board of Directors meeting will be Nov 25, 2014 at CMHA-Oxford Woodstock Board Room 5:15 pm.	
<b>13.0</b>	<b>Board Meeting Evaluation</b>	
<b>14.0</b>	<b>Adjournment</b> Motion to Adjourn meeting. <b>Moved by</b> Fraser de la Plante	

Time of Adjournment:

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

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

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