

CMHA Oxford Board of Directors
Sept 24 2019 Minutes
 Location: CMHA Whitelaw Room
 Recorder: Josie Melanson
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Canadian Mental Health Association
 Oxford County
Mental health for all

Board Members: Sherry Smith, Peter Harrison, Terri McCartney, Jacqueline Walsh, Shawn Shapton, James Rijnveld, Jessica Happl, Tiffany Birtch
 Leadership: Lynn Wardell, Pat Baigent, Kristin Toushan, Sarah Aalbers
 Guests: Leroy Inananen

Agenda Item	PRESENTER	ACTION REQUIRED
1.0 WELCOME AND CALL TO ORDER: Chair Sherry Smith Called the meeting to order at 6:45 p.m.		
2.0 Declaration of Conflict of Interest – none so declared		
3.0 Consent Agenda		
3.1 Executive Monitoring & Interpretation No Monitoring		
3.2 Executive Directors Summary Questions regarding addiction supports with community partners. Overall impact on CMHA Oxford is nil as we are already providing addictions support and referrals within our walk in counselling program.	Lynn Wardell	
3.3 Executive Committee –	Sherry Smith	
3.4 Board Policy Review – Currently no reviewing of policies – will resume in Fall 2019 see 7.1		
3.5 Motion to Approve Consent Agenda Motion: Motion to approve Consent Agenda BIRT: CMHA-Oxford Board of Directors approves the Consent Agenda of Sept 24 2019 MOVED: James Rijnveld SECONDED: Jessica Walsh CARRIED: All		Decision
4.0 Agenda Sept 24 2019		
4.1 Additions / Changes to the Agenda 12.3 Women and Wellness Update Sept 27 2019	All	
4.2 Motion to Approve Agenda Motion: Motion to approve the Agenda for Sept 24 2019 BIRT: CMHA-Oxford Board of Directors approves the Agenda of Sept 24 2019 MOVED: Terri McCartney SECONDED: Shawn Shapton CARRIED: All		Decision
5.0 Minutes of July 30 2019 No changes		
5.1 Motion to Approve Minutes Motion: Motion to approve the minutes of July 30 2019 BIRT: CMHA-Oxford Board of Directors approves the minutes of July 30 2019 MOVED: Shawn Shapton		Decision

	SECONDED: Jacqueline Walsh CARRIED: All		
6.0	Correspondence CMHA Oxford Board Package	Sherry Smith	
7.0	Board Education – Power Point Presentation video series deferred until next meeting.	Kim Poole	Information
7.1	Board Orientation / Annual Training A review of the responsibilities and roles of a Board generally and then, more specifically, going into some detail about policy governance, what it entails, and the role of the Board is in this context. Review Board Policy Manual Tentative Dates Nov 15 and 16, 2019. Lynn will send out email to see availability of the Board Members.		
7.2	Ongoing monthly Board Education Lynn will be sending out a survey to get a better sense of the Boards education interests.		
8.0	Finance Committee Package from Leroy included. By law and resolution sent out in Leroy's Sept 4 2019 email related to finalizing our new RBC mortgage in the amount of \$190,000 which will be used to payout our existing CMHC mortgage in the same amount. New Mortgage negotiations with the RBC, CMHA was able to obtain a \$250,000.00 line of credit if and when required. MIS – Leroy and Lynn to have trial balance training on Great Plains AIR reporting needs to be submitted for 2017, 2018 and 2019. Questions regarding who will be the Real-estate agent for the sale of the three CMHA homes. Policy requires 3 quotes for competitive rates. Possibly sell the vacant property on 21 Denis court Tillsonburg first and the remaining two houses next summer. Estimated value of the three homes is \$1,000,000.00. Look into Habitat for Humanity for families living in the other two homes. Next Finance Meeting will be Oct 21 2019. Board members requested to sign Privacy Pledge. This is done yearly.	Peter Harrison Leroy Innanen	Decision
9.0	Nominating Committee – Terri McCartney was contacted with a potential candidate for Director with CMHA Oxford. Jacqueline Wash to follow up.	Jacqueline Walsh	
10.0	Quality Improvement and Client Safety – Quality meeting was Sept 18 2019.	Terri McCartney	Information
11.0	Client and Family Council – Sarah reported that it was a good meeting and they are currently looking for a client to share their story regarding CMHA services. Working on a strategic plan. POD – Person Orientation discharge. Committee to meet approximately every six weeks. Lynn to send out copy of Terms of Reference to committee members.	Sarah Aalbers	Information
12.0	Business Arising		
12.1	Transition council Updates Lynn to email update on Phase 1 effective Dec 1 2019 No financial issues for amalgamation.		Information
12.2	Women and Wellness Update 176 tickets have been sold. Two principle funders have backed out but still looks good. Looking to raise \$20,000.00 this year.	Jacqueline Walsh	Information
13.0	New Business		
13.1	Tillsonburg Office at Tillsonburg Memorial Hospital Current lease at the Tillsonburg Hospital expired on Aug 31 2019. We are now on a month to month basis. Currently looking for another location.	Lynn Wardell	Information

13.2	<p>CMHA Ontario AGM Nov 15 2019. Information included in Package</p> <p>Motion: CMHA Oxford Board members sign proxy's to Lynn Wardell, Interim Executive Director in support of William Chantler. BIRT: CMHA Oxford Board members sign proxy's to Lynn Wardell, Interim Executive Director in support of William Chandler. MOVED: Terri McCartney SECONDED: Shawn Shapton CARRIED: All</p>	Lynn Wardell	Decision
13.3	<p>CMHA Ontario July 4 2019 Board Motion The Charter of CMHA Nipissing Regional Branch has been revoked.</p>	Lynn Wardell	Information
14.0	<p>In Camera – Motion: Motion to go In Camera for HR discussions. BIRT: CMHA-Oxford Board of Directors approves to go In Camera for HR discussion. MOVED: Jacqueline Walsh SECONDED: Shawn Shapton CARRIED: All</p>		Decision
15.0	<p>Rise from In Camera</p> <p>Motion: Motion to rise from In Camera MOVED: Peter Harrison SECONDED: Shawn Shapton CARRIED: All</p>		Decision
16.0	Date of next meeting – Oct 22 2019		Decision
17.0	Board Meeting Evaluation		
18.0	<p>ADJOURNMENT Motion: Motion to Adjourn BIRT: CMHA-Oxford Board of Directors approves Adjournment. MOVED: Shawn Shapton SECONDED: Jessica Happel CARRIED: All</p>		Decision