



**CMHA/PEEL BRANCH  
Board Meeting Minutes**

**June 14th, 2011  
6:15 P.M.**

**7700 Hurontario**

**Present:** Frank van Nie, Chair  
Juan Arangote  
Janine Elias Joukema  
Sandy Milakovic, CEO & Secretary  
Ranil Mendis  
Hanzla Tariq  
Kevin Duffy  
Jeanette Schepp  
Keith Ward  
Bertha Jacov, Recorder

**Regrets:** Ron Dabor

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**1. Board Education:**

N/A

**2. Call to Order/Check-In**

The Chair, Frank van Nie, called the meeting to order at 6:28 p.m.

**3. Approval of Agenda**

**MOTION: 1.6.14.11**

**On the motion duly moved by Hanzla Tariq and seconded by Kevin Duffy.**

**IT WAS RESOLVED THAT: the Agenda be approved with the addition of:**

**6.4 Mississauga Halton Integration  
6.6 Communication and Support**

**And changes:**

**8.1 GP #2j Cost of Governance – Frank to discuss  
8.2 EL #2i Gaming & Gambling – monitoring & policy change –  
was not included in the package but provided at the meeting.**

**Carried.**

#### 4. Declaration re: Conflict of Interest

None

#### 5. Approval of Minutes (May 24th, 2011 Board Meeting Minutes)

**MOTION:** 2.6.14.11

On the motion duly moved by Janine Elias Joukema and seconded by Hanzla Tariq.

**IT WAS RESOLVED THAT:** the minutes of the May 24th, 2011 Board meeting be approved with the removal of Karen Murphy from the regrets in the minutes.

Carried.

#### 6. Board Means

##### 6.1 Audited Financial Statements

**MOTION:** 3.6.14.11

On the motion duly moved by Janine Elias Joukema and seconded by Ranil Mendis.

**IT WAS RESOLVED THAT:** the Board approved the audited financial statements.

Carried.

##### 6.2 Board Budget 2011/2012

**MOTION:** 4.6.14.11

On the motion duly moved by Juan Arangote and seconded by Ranil Mendis.

**IT WAS RESOLVED THAT:** the Board approved the Board Budget for 2011/2012 as presented.

Carried.

### 6.3 AGM – detailed agenda/confirmation of Board membership

Board to allow opportunities for members to make motions.

Reminder - Traffic to the venue is busy, allow plenty of time to get there.

### 6.4 Integration Task Group

Board Education suggestion – Michelle Gold or Kevin Flynn to come in and present to the Board - not until Sept.

#### **MOTION: 5.6.14.11**

**On the motion duly moved by Janine Elias Joukema and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Board approved the process outlined to support the integration dialogue; *And further*, that the Board approved the CEO, Board Chair and the Integration lead to proceed with contacting the identified organizations.**

**Carried.**

### 6.5 Sign off of Performance Agreement with CEO and CEO Performance Appraisal

Frank van Nie reported that both had been agreed and signed by the end of May..

### 6.6 Communication and Support

**Mississauga LHIN** – at the meeting the LHIN staff were adamant that they supported the option that there will be one agency. They gave direction to agencies to meet over the summer and discuss how to proceed and then come back to the table in Sept.

**Provincial Election Campaign** – Stay tuned. Information will be sent out in the summer - Key messages will be forwarded shortly. After the AGM Sandy will be connecting with all Board members to identify which ridings they live in. This will assist us in planning our local campaign

**Workload** – Senior Management discussed and have decided on a moratorium on emails outside of business hours from July 1<sup>st</sup> to Labour Day, unless staff is on call. A message will also be sent to funders, partners and other CMHA branches challenging them to support us in this initiative by doing the same in their organizations.

## 7. Ownership Linkage

### 7.1 Ownership Task Group

The report was received and the Board agreed that the Board Executive should have further discussion on the Ownership Task group and its function over the summer.

## 8. EL Policy – Monitoring & Policy Change

### 8.1 GP #2j Cost of Governance

**MOTION:** 6.6.14.11

On the motion duly moved by Keith Ward and seconded by Juan Arangote.

**IT WAS RESOLVED THAT:** the Board approved GP #2j Cost of Governance policy as revised.

Carried.

### 8.2 EL #2i Gaming & Gambling – monitoring & policy change

**MOTION:** 7.6.14.11

On the motion duly moved by Hanzla Tariq and seconded by Kevin Duffy.

**IT WAS RESOLVED THAT:** the Board received the monitoring report EL #2i Gaming & Gambling, determined that the interpretations are reasonable and that the data proves compliance.

Carried.

### 8.2 (a) EL #2i Gaming & Gambling

**MOTION:** 8.6.14.11

On the motion duly moved by Hanzla Tariq and seconded by Jeanette Schepp.

**IT WAS RESOLVED THAT:** the Board approved the revised EL #2i Fundraising policy changing it from the Gaming & Gambling policy.

Carried.

### 8.3 EL #2n LHIN Reporting

**MOTION: 9.6.14.11**

**On the motion duly moved by Jeanette Schepp and seconded by Janine Elias Joukema.**

**IT WAS RESOLVED THAT: the Board received the monitoring report EL #2n LHIN Reporting, determined that the interpretations are reasonable and that the data proves compliance.**

**Carried.**

### 9. Ends

N/A

### 10. Consent Agenda

N/A

### 11. Board Self Evaluation

#### 11.1 Form

### 12. Next Meeting Agenda – AGM June 28th, 2011 – 1224 Dundas ~ Candles Banquet Hall

### 13. Volunteer Forms

All Board members that were present handed in their forms.

### 14. Meeting Process Review

None

### 15. Adjournment

**MOTION: 12.6.14.11**

**On the motion duly moved by Ranil Mendis.**

**IT WAS RESOLVED THAT: the Board meeting be adjourned.**

**Carried.**

**The meeting was adjourned at 8:15 p.m.**

**Signatures below indicate the final, approved copy of the minutes:**

\_\_\_\_\_  
**Frank van Nie, Chair**

\_\_\_\_\_  
**Sandy Milakovic, Secretary**

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

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

## Action Item List

| NUMBER<br>MM.YY.NN | ITEM  | WHO                           | DUE<br>DATE | STATUS     |
|--------------------|---|-------------------------------|-------------|------------|
| 02.11.9            | To create a monitoring report model to use going forward.   | Hanzla, Sandy, Frank          |             |            |
| 04.11.1            | EL #2d #6 to be amended from \$5,000.00 to \$10,000.00  | Sandy                         |             | Completed. |
| 04.11.3            | EL #2i to be revised to include The Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code policy. To be brought back to Board at a future meeting.                         | Frank, Sandy                  |             |            |
| 04.11.4            | If any other Board member would like to hand out mental health tip HUG cards and Hershey chocolate kisses at Clarkson GO May 3 <sup>rd</sup> or Bramalea GO May 6 <sup>th</sup> at 6:00 am to let Sandy know. | Board Members                 |             | Completed. |
| 04.11.5            | If any Board members are interested in selling/buying geraniums to get in touch with Shelagh.   | Board Members                 |             | Completed. |
| 04.11.7            | Include headings in interpretations in future policy monitoring reports.  | Sandy                         |             | Completed. |
| 04.11.8            | To include benchmarks/targets in evidence and attach index in Global & Second Level Ends monitoring.  | Sandy                         |             | Completed. |
| 04.11.9            | To revise Global & Second Level Ends monitoring report and bring back to May's meeting for approval.  | Sandy                         |             | Completed. |
| 05.11.1            | Gellian to be invited to participate on the AGM panel.  | Sandy                         |             |            |
| 05.11.2            | To confirm if Juan will be attending the AGM.   | Sandy                         |             |            |
| 05.11.3            | To confirm if there will be quorum at the AGM.  | Sandy                         |             |            |
| 05.11.4            | GP #2j to be revised – removal of the budget amount and an addition that the Board will approve the budget annually.  | Sandy                         |             |            |
| 05.11.5            | To determine through the summer what the Task Groups are and how they should be populated.  | Frank, Janine, Hanzla & Sandy |             |            |
| 05.11.6            | Delegates to be submitted by May 27 <sup>th</sup>   | Sandy                         |             |            |
| 05.11.7            | Attendance at the CMHA Ontario Branch Forum Reception and AGM June 10 <sup>th</sup> and the Provincial Branch Forum on June 11 <sup>th</sup> .<br><br>Ron to be registered.                                   | Ron<br><br>Bertha             |             |            |
| 05.11.8            | Karen Murphy to be added to the Annual Report with an asterisk.   | Bertha to advise Jamie.       |             |            |
| 05.11.9            | Rebecca Wellum and Linda Nasato to be invited to the AGM.   | Frank                         |             |            |
| 05.11.10           | Flowers to be purchased for Linda and a pen set for Rebecca to be presented at the AGM.   | Bertha                        |             |            |
| 06.11.1            | Revised financial statements to be sent to the Board tomorrow (June 15 <sup>th</sup> )  | Sandy                         |             |            |
| 06.11.2            | Check with Shelagh if all Board members up for re-election have their memberships up to date.   | Bertha                        |             |            |

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|---------|--|--------|--|--|
| 06.11.3 | Forward detailed intros of staff being recognized at the AGM, intro for panellists and intro for Youth Troopers to Janine. | Bertha |  |  |
| 06.11.4 | E-mail AGM letters to panelists.   | Bertha |  |  |
| 06.11.5 | Draft bylaw script for Keith by the end of the week.   | Sandy  |  |  |
| 06.11.6 | A message to be sent to partners, funders and other CMHA branches re: moratorium from July 1 <sup>st</sup> – Labour Day.   | Sandy  |  |  |