



**CMHA/PEEL BRANCH
Board Meeting Minutes**

**Mar 22nd, 2011
6:15 P.M.**

7700 Hurontario

Present: Frank van Nie, Chair
Janine Elias Joukema
Ron Dabor
Kevin Duffy
Juan Arangote
Karen Murphy
Jeanette Schepp
Christine Devoy
Helen Gemmell
Bertha Jacov, Recorder

Regrets: Ranil Mendis, Sandy Milakovic, Hanzla Tariq, Keith Ward

1. Board Education:

Youth Net manager, staff and facilitators presented. Presentation attached.

2. Call to Order/Check-In

The Chair, Frank van Nie, called the formal part of the meeting to order at 7:00 p.m.

3. Approval of Agenda

MOTION: 1.3.22.11

On the motion duly moved by Jeanette Schepp and seconded by Karen Murphy.

IT WAS RESOLVED THAT: the Agenda be approved as amended.

Carried.

4. Declaration re: Conflict of Interest

None

5. Approval of Minutes
(Feb 22nd, 2011 Board Meeting Minutes)

MOTION: 2.3.22.11

On the motion duly moved by Kevin Duffy and seconded by Juan Arangote.

IT WAS RESOLVED THAT: the minutes of the Feb 22nd, 2011 Board meeting be approved with the amendment of Janine's name on page #5.

Carried.

6. Board Means

6.1 GP #2C Code of Conduct

The document was reviewed by our lawyer. Discussion was held regarding providing reasons for absences from Board meetings (Point 11). Frank is to revise and bring back to the Board for approval.

6.2 M-SAA

Changes to the CAPS - we were asked to add more around French language support and that we would have a plan prepared by the end of April. The LHIN also asked for clarification regarding the position that we are planning to reduce in 2012/2013 and how we are going to work with other agencies but no changes were required for this.

MOTION: 3.3.22.11

On the motion duly moved by Karen Murphy and seconded by Kevin Duffy.

IT WAS RESOLVED THAT: the Board approved the signing of the M-SAA.

Carried.

6.3 Bylaw Changes

MOTION: 4.3.22.11

On the motion duly moved by Janine Elias Joukema and seconded by Juan Arangote.

IT WAS RESOLVED THAT: the Board approved By-law No. 4 as presented.

Carried.

6.4 Mini Retreat

Frank has asked Ralph Beslin to facilitate at the mini-retreat on April 2nd. He has done a lot of work with strategy mapping and balanced scorecard/dashboards. His proposal has been approved by the CEO. There will be some reading material sent out prior to the mini-retreat.

The mini-retreat is scheduled in the Community Door boardroom from 8:30 am – 3:30 pm.

Breakfast will be available at 8:00 am.

6.5 CEO Performance Appraisal Process

Discussion held in camera at end of meeting.

6.6 Audit Committee Report

a. Audit Plan

At its last meeting, the Audit Committee met with representatives from Deeth and Co. and our auditor. Juan then met one-on-one with Steve Deeth the partner last week. Steve is very impressed with the organization and appreciated that the organization is always open to suggestions.

Succession planning has been identified by Steve as a key risk within the organization.

Juan is to meet with Steve again in May.

b. Signing Authority Limit

The Board agreed that the CEO signing limit should be reviewed. The Board asked for a report showing the description and amount for each request over the past two years to assist with decision-making.

Further, it was agreed that the requirement for a Board member to sign cheques over \$5,000 should be reviewed. This requirement is in the By-Laws. Frank is to work with Sandy to request a review by our lawyer.

c. Review of Statistical Report

The Audit Committee and the auditors are interested in this report because it contextualizes the operations.

6.7 Provincial Budget Presentation

Two invitations have been received to attend the Mar 29th budget speech at the Ontario Legislature. Frank and Sandy are to attend.

6.8 LHIN Request re: integration

The LHIN asked that, prior to the April 12th Governance to Governance session, we complete an integration assessment and identify agencies that we would like to explore integration with. The Board agreed that we do not have time to do this before April 12th. Frank is to respond to the LHIN. Frank, Janine and Sandy will meet to prepare the assessment and discuss possible agencies to meet with and bring a proposal to the April Board meeting.

6.9 Expense Approvals

MOTION: 5.3.22.11

On the motion duly moved by Ron Dabor and seconded by Jeanette Schepp.

IT WAS RESOLVED THAT: the Board approved the blackberry exchange server for up to \$25,000.00 + HST.

Carried.

MOTION: 6.3.22.11

On the motion duly moved by Juan Arangote. and seconded by Janine Elias Joukema.

IT WAS RESOLVED THAT: the Board approved \$6,500.00 for consulting services for implementation of compliance with Bill 168 for the Outreach team.

Carried.

7. Ownership Linkage

N/A

8. EL Policy – Monitoring & Policy Change

N/A

9. Ends

N/A

10. Consent Agenda

10.1 Trillium application

We will be a contributor but not the lead. No action is required.

11. Board Self Evaluation of February meeting

11.1 Form

This will be brought to the next meeting.

12. Next Meeting Agenda – Date: April 26th, 2011 – 7700 Hurontario

- Signing limits and cheque signing authorities
- Board self-evaluation form

- Board member Code of Conduct
- LHIN request re: integration assessment
- CEO Performance Appraisal
- COAST Program Report

13. Volunteer Forms

All Board members present handed in their forms.

14. Meeting Process Review

MOTION: 7.3.22.11

On the motion duly moved by Janine Elias Joukema and Juan Arangote.

IT WAS RESOLVED THAT: the Board move to in camera.

MOTION: 8.3.22.11

On the motion duly moved by Janine Elias Joukema and Juan Arangote.

IT WAS RESOLVED THAT: the Board move out of in camera.

15. Adjournment

MOTION: 9.3.22.11

On the motion duly moved by Juan Arangote.

IT WAS RESOLVED THAT: the Board meeting be adjourned.

Carried.

The meeting was adjourned at 9:00 p.m.

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

Frank van Nie, Chair

Sandy Milakovic, Secretary

Date: _____

Date: _____