



FEBRUARY BOARD OF DIRECTORS' MEETING

Minutes

February 8 2021

Present: Bonnie Roynon (President) Harry Fry
 Robert Fetterly Lori Venasse
 Ranjan Rupal Jo-Anne Welton
 Drew Mitchell Shawna Mitchell
 Sharon Fung

Sherry Carnevale, Executive Director

Guests: **Stephanie Beausoleil, MSW** | Gateway Hub Community Development and Engagement Coordinator
Dean Decaire, Engagement Partner | BDO Dunwoody LLP

1.	<p>CALL TO ORDER The President called the meeting to order at 6:00 p.m. The mission and vision statements were read in both French and English. The meeting was held virtually.</p>	
2.	<p>APPROVAL OF AGENDA 0007-21 It was moved by Jo-Anne Welton and seconded by Shawna Mitchell "that the board approve the agenda as presented and that the Board approve the agenda subject to any changes needed before or during the meeting."</p>	CARRIED
3.	<p>DECLARATION OF CONFLICT OF INTEREST No conflict.</p>	
4.	<p>EDUCATION</p> <p>4.1 BDO Dunwoody LLP – Interim Audit Dean reviewed Community Living North Bay Planning Report to the Board of Directors which was sent to the board members in advance. Highlights summarized included: General Purpose Financial Statement, Audit Strategy; Management and Board Responsibilities, Audit Procedures, Risk and Planned Audit Responses; Audit Timing (December & January); Fees; Engagement Letter.</p> <p>A draft copy of the financial statements ending March 31, 2021 will be sent to the Board one week prior to June 14, 2021 Board of Directors' Meeting.</p> <p>The president thanked Dean for attending the meeting.</p> <p>4.2 Gateway Community Hub – Stephanie Beausoleil Stephanie introduced her role and presented about the Gateway Community Hub. Stephanie provided an overview of the mission, goals and plans for the future of the Hub. Stephanie answered questions by board members. The presentation is available on SharePoint.</p> <p>4.3 Committee of the Whole Discussion 0008-21 It was moved by Drew Mitchell and seconded by Lori Venasse "that we go into Committee of the Whole"</p>	CARRIED

	<p>The board discussed the educational topics presented. The information was beneficial and having the information to review as follow up will be helpful. Angel Vibert sits at the Hub table for Community Living North Bay. The presentation was ENDS related (E2 Living in the Community).</p> <p>0009-21 It was moved by Jo-Anne Welton and seconded by Drew Mitchell “that we go out of Committee of the Whole”</p>	CARRIED
5.	<p>Approval of the January 11 2021 Meeting Minutes</p> <p>0010-21 It was moved by Drew Mitchell and seconded by Jo-Anne Welton “that the minutes of January 11 2021 Board of Directors' Meeting be approved as presented”</p>	CARRIED
6.	<p>Consent Agenda</p> <p>6.1 Executive Directors Report</p> <p>The item is accepted as presented.</p> <p>There was a brief discussion related to the Provincial Triage Policy and what is currently being used.</p>	
7.	<p>Business Arising/Generative Discussion from previous minutes</p> <p>7.1 MCCSS Relationship & Role (next steps, policy review)</p> <p>This item will be moved in-camera.</p> <p>7.2 Bylaw Review – Director Length of term</p> <p>Drew presented the following language updates to the Director length of term from</p> <p>3.1.6 Terms of office: Each director shall be elected to hold office for a two (2) year term. Any director....</p> <p>To be replaced with:</p> <p>3.1.6 Terms of office: Each director shall be elected to hold office for a maximum three (3) year term or a minimum two (2) year term. The intent is to have one third (1/3) of board member terms come due for election at each annual AGM. A returning director may be allowed to be elected to hold office for a one (1) year term, on exception, to meet these criteria. Any director....</p> <p>0011-21 It was moved by Drew Mitchell and seconded Harry Fry “that the submitted language be recommended to the changes to the bylaw for vote at the AGM”</p> <p>The board briefly discussed the term limit, and that at this time there is a challenge to recruit board members, there is also an importance to ensure board memory. There will be no changes to term limit at this time.</p> <p>7.3 Public Viewing of Board Meetings</p> <p>Jo-Anne has investigated board meeting public viewings by connecting with other boards. The board discussed what attendance by the public at board meetings would look like. The board has decided to revisit this topic at the next board meeting after additional research.</p>	CARRIED
8.	<p>MONITORING REPORT</p> <p>8.1 EL-4 Financial Condition</p> <p>0012-21 It was moved by Jo-Anne Welton and seconded by Lori Venasse “to certify that the board has read the monitoring report EL-4 Financial Condition and assessed it as providing evidence of compliance with a</p>	CARRIED

	<p>reasonable interpretation of the policy”.</p> <p>8.2 E4 State of Dignity 0013-21 It was moved by Sharon Fung and seconded by Harry Fry “to certify that the board has read the monitoring report E4 State of Dignity and assessed it as providing evidence of compliance with a reasonable interpretation of the policy”.</p>	CARRIED
10.	<p>Executive Director’s News</p> <ul style="list-style-type: none"> • Next board meeting education has been set up. Darren Renaud will present general education and can do a follow up on land acknowledgement. The senior team will attend that education session. • We have successfully downsized Birch’s residence to 4 residents. Banner is the last home to be down sized. • Vaccine preparation has begun, the process is complex without much direction from the province. The ethical framework is difficult and complex but is being developed internally. • The investment account has not been changed, or added to in many years. Sherry provided an update on balance and considerations to move forward. • Signing authorities: 0014-21 It was moved by Bonnie Roynon and seconded by Sharon Fung “that as of March 1 2021, the signing authority at the bank will consist of two (2) signatures: The Executive Director and the Director of Corporate Services, or the Director of Support Services” 	CARRIED
11.	<p>In-Camera 0015-21 It was moved by Shawna Mitchell and seconded by Jo-Anne Welton “that we go in camera”</p> <p>0017-21 It was moved by Lori Venasse and seconded by Drew Mitchell “that we go out of camera”</p>	CARRIED CARRIED
14.	<p>Board Evaluation</p> <p>a) Ends: Yes, no change</p> <p>b) Board Governance: Yes, not sure. Audit certainly & bylaw review. In order to improve, avoid stepping into the Executive Director’s realm.</p> <p>c) Order & Decorum: Okay for the portion of the meeting, no change.</p> <p>d) Education: Yes, Stephanie Beausoleil’s presentation addressed E2 and the auditor’s presentation impacts Ends policy as well. In order to improve, ensure presenter has enough time.</p> <p>e) Participation: Everybody was given an opportunity to speak, though challenges exist with virtual meetings.</p>	
15.	<p>CONFIRMATION OF NEXT MEETING</p> <p>The next Board meeting will be on Monday, March 8, 2021 at 741 Wallace Road at 6:00 p.m. preceded by dinner and social time.</p>	
16.	<p>ADJOURNMENT</p> <p>0018-21 It was moved by Lori Venasse and seconded by Sharon Fung “that the meeting be adjourned”.</p>	CARRIED

 Bonnie Roynon, President

 Sherry Carnevale, Executive Director