



OCTOBER BOARD OF DIRECTORS' MEETING

Minutes

October 19 2020

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

Sherry Carnevale, Executive Director

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| 1. | <p>CALL TO ORDER</p> <p>The President called the meeting to order at 5:58 p.m. The mission & vision statements were read in French and English.</p> | |
| 2. | <p>APPROVAL OF AGENDA</p> <p>0017-20 It was moved by Lori Venasse and seconded by Drew Mitchell "that the board approve the agenda presented with the possible changes that might occur before or during the meeting"</p> | CARRIED |
| 3. | <p>DECLARATION OF CONFLICT OF INTEREST</p> <p>No conflict.</p> | |
| 4. | <p>EDUCATION</p> <p>4.1 GROUP LIVING VIDEO</p> <p>A video capturing the residential locations along with the staffing complement and number of individuals that live at each location was presented. There was a discussion related to each of the programs and trends relating to what might be required in the future. The video has been uploaded to SharePoint.</p> | |
| 5. | <p>MINUTES OF SEPTEMBER 28, 2020 BOARD OF DIRECTORS' MEETING</p> <p>0018-20 It was moved by Robert Fetterly and seconded by Sharon Fung "that the minutes of September 28 2020 Board of Directors' Meeting approved as presented".</p> | CARRIED |
| 6. | <p>BUSINESS ARISING/GENERATIVE DISCUSSION</p> <p>0019-20 It was moved by Drew Mitchell and seconded by Shawna Mitchell "that we go into Committee of the Whole"</p> <p>6.1 Retreat (Bylaw Review, Legal Advice, Director Length of Term)</p> <p>The board will meet on Saturday October 24 2020 from 9AM to 2PM for Carver Governance training. The next retreat will require the discussion of Bylaw review related to definitions of arm's length, Board member attendance at Board Meetings via internet connection and an overall review of the bylaws in relation to the ONCA legislation. The retreat will be scheduled for January 16th 2021 from 1PM to 4PM.</p> <p>The board discussed the board length of term. The intent is to have the board of director term length at 3 years. It was discussed that it would take a few years to</p> | CARRIED |

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| | <p>migrate from our cycle to the cycle where board members are being elected every three years. Drew will draft language and present the motion at the next board meeting in November 2020.</p> <p>0020-20 It was moved by Lori Venasse and seconded by Robert Fetterly "that we go out of Committee of the Whole"</p> | CARRIED |
| 7. | <p>CONSENT AGENDA – ACCEPTED AS PRESENTED</p> <p>7.1 Executive Directors Report</p> | |
| 8. | <p>MONITORING REPORTS</p> <p>0021-20 It was moved by Jo-Anne Welton and seconded by Shawna Mitchell "to certify that the Board has read the monitoring report EL-4 Financial Condition and assessed it as providing evidence with a reasonable interpretation of the policy".</p> <hr/> <p>0022-20 It was moved by Robert Fetterly and seconded by Drew Mitchell</p> <p>"to certify that the Board has read the monitoring report EL-5 Asset Protection and assessed it as providing evidence of compliance with a reasonable interpretation of the policy".</p> <hr/> <p>0023-20 It was moved by Robert Fetterly and seconded by Lori Venasse "to certify that the Board has read the monitoring report EL-8 Compensation & Benefits and assessed it as providing evidence of compliance with a reasonable interpretation of the policy".</p> <hr/> <p>0024-20 It was moved by Drew Mitchell and seconded by Sharon Fung "to certify that the board has read the monitoring report E2 Living in the Community and assessed it as providing evidence of compliance with a reasonable interpretation of the policy"</p> <hr/> | <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> |
| 9. | <p>EXECUTIVE DIRECTOR'S NEWS</p> <ul style="list-style-type: none"> • Sherry has included a copy of the organization's strategic plan for 2018-2022. Sherry is working on a report for the board with updates of accomplishments. • Sherry presented an updated Organizational Chart. All board members have received a copy. • Sherry has included a tender package for audit services, it is time for the board to go to tender for audit services. <p>0025-20 It was moved by Lori Venasse and seconded by Drew Mitchell "to move to request for proposal for external audit services for the year 2021-2022."</p> <ul style="list-style-type: none"> • The organization is also going to tender for insurance services. Sherry will provide updates when they are available. • Sherry provided some information on micro boards. This information includes training sessions. • December board meeting education will be a member from the Gateway Hub (city initiative with the police, mental health services, etc.). • CLNB has paused community participation with the 5 cases of COVID-19 in our area. Families will continue to receive updates as they become available. | CARRIED |

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| | <ul style="list-style-type: none"> The board was informed that CLNB was selected as the “Non-Profit of the Year” at the Chamber Evening of Excellence Awards. | |
| 10. | <p>IN CAMERA</p> <p>0026-20 It was moved by Harry Fry and seconded by Shawna Mitchell “that we go in camera”</p> <p>0027-20 It was moved by Robert Fetterly and seconded by Jo-Anne Welton “that we go out of camera”</p> | <p>CARRIED</p> <p>CARRIED</p> |
| 11. | <p>BOARD EVALUATION</p> <p>a) Ends: While not primarily devoted to Ends, there was discussion about the residential services. Change for improvement should include more time for Ends discussions.</p> <p>b) Board Governance: Yes, no change.</p> <p>c) Order & Decorum: Yes.</p> <p>d) Education: Yes, regarding the residential services.</p> <p>e) Participation: Yes.</p> | |
| 12. | <p>CONFIRMATION OF NEXT MEETING</p> <p>The next Board meeting will be held at 741 Wallace Road on Monday November 9 2020 at 6PM.</p> | |
| 15. | <p>ADJOURNMENT</p> <p>0028-20 It was moved by Shawna Mitchell and seconded by Sharon Fung “that the meeting be adjourned at 8:20PM”.</p> | <p>CARRIED</p> |

 Bonnie Roynon, President

 Sherry Carnevale, Executive Director