



JUNE BOARD OF DIRECTORS' MEETING

Minutes

June 10, 2019

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| Present: | Hélène Morin-Chain President | Ranjan Rupal |
| | Robert Fetterly | Bonnie Roynon |
| | Jo-Anne Welton | Jeannie Boissonneault |
| | Stella Curtis | Robyn Grigg |

Sherry Carnevale, Executive Director

Guests: Renée Hacquard, Director – Corporate Services;
Dean Decaire - BDO;
Kassidy Carnevale-Meecham Manager-Financial Services,
Sylvie Thorn – Direct Support Professional, Community Participation Services.

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| 1. | <p>CALL TO ORDER</p> <p>The President called the meeting to order at 6:00 p.m. The vision statements were read by all in English & French. The President welcomed our guests.</p> | |
| 2. | <p>APPROVAL OF AGENDA</p> <p>0031-19 It was moved by Bonnie Roynon and seconded by Stella Curtis</p> <p>"that the board approve the agenda presented with the possible changes that might occur before or during the meeting"</p> <ul style="list-style-type: none"> • Add Motion for the Transfer Payment Annual Reconciliation • Review Motion for Third Party Audit • Add "Other" to every agenda moving forward | CARRIED |
| 3. | <p>DECLARATION OF CONFLICT OF INTEREST</p> <p>No conflict.</p> | |
| 4. | <p>REVIEW OF ANNUAL FINANCIAL STATEMENT</p> <p>A copy of the two Financial Statements (GAAP and Ministry which includes program codes) and Final report to the Board of Directors was sent in advance to board members. Dean Decaire, BDO Dunwoody LLP reviewed and explained the GAAP draft Financial Statement and the Final Report. The auditor has issued clean audit opinions on both sets of statements with good controls in place and no uncorrected misstatements. Dean provided a document which listed the history to 2016 that indicates some of the changes over the past 4 years. Dean recommended a financial literacy seminar for board members.</p> <p>0032-19 It was moved by Robert Fetterly and seconded by Bonnie Roynon</p> <p>"to accept the audited financial statements 2018-2019 as presented by Dean Decaire, BDO Dunwoody LLP and to be presented to the membership at the Annual General Meeting, June 17, 2019".</p> | CARRIED |

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| | <p>4.2 Discussion Following Education Discussion with Renee regarding questions of the financial statements including, questions about program expenses, training and contingency.</p> <p>0033-19 It was moved by Robert Fetterly and seconded by Robyn Grigg</p> <p>“that the board hire Dean Decaire to provide Financial Literacy training in the year 2019-2020”</p> <p>4.3 Transfer Payment Annual Reconciliation Report Renee presented the Transfer Payment Annual Reconciliation Report and answered questions from board members.</p> <p>0034-19 It was moved by Robert Fetterly and seconded by Jeannie Boissonneault</p> <p>“to accept and approve 2018 – 2019 Ministry of Community and Social Services (MCSS) and Ministry of Children and Youth Services (MCYS) Transfer Payment Annual Reconciliations (TPARs) as presented”.</p> | <p>CARRIED</p> <p>CARRIED</p> |
| 5. | <p>MINUTES OF May 13, 2019, BOARD OF DIRECTORS' MEETING</p> <p>0035-19 It was moved by Stella and seconded by Bonnie</p> <p>“that the minutes of May 13, 2019, Board of Directors’ Meeting be approved as amended”.</p> <ul style="list-style-type: none"> • Include guests | <p>CARRIED</p> |
| 6. | <p>CONSENT AGENDA Accepted as presented</p> <p>6.1 Executive Director’s Report</p> | |
| 7. | <p>CLO UPDATE – Hélène Morin-Chain</p> <p>Two directors are retiring from Community Living Ontario. It is unsure if they will be replaced.</p> <p>Hélène ’s term on the Board of CLO terminates in September 2019</p> | |
| 8. | <p>COMMITTEE OF THE WHOLE</p> <p>No items this meeting.</p> | |
| 9. | <p>BOARD ANNUAL AGENDA</p> <p>9.1 Completion of the Community Living Ontario Voting Credential</p> <p>Hélène will be chief delegate and Stella as a self-advocate will be attending.</p> <p>The board discussed that it would be great to have a youth delegate. We can keep it in mind for next year and look at connecting with Best Buddies.</p> <p>Board members can still sign up to attend the CLO Conference – it is being held in Thunder Bay in September 2019.</p> | |

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| | <p>9.2 Board Annual Evaluation Marianne will compile the results in one document and include in the September board package for discussion.</p> <p>9.3 Third Party Financial review motion 0036-19 It was moved by Stella Curtis and Robert Fetterly “that Sherry Carnevale, Executive Director has provided a copy of the June 2019 Report on Third Party Financial Review. Hélène Morin-Chain, President signed the report which will be filed at the administration office”.</p> | CARRIED |
| 10. | <p>ANNUAL GENERAL MEETING</p> <p>We have received nomination forms for all members that are interested in running for a seat on the board of directors. We have 6 candidates. Nomination forms must be submitted at least 5 days before the AGM.</p> | |
| 11. | <p>MONITORING REPORTS</p> <p>11.1 DISCUSSION OF MONITORING REPORT This monitoring report provided great information with nothing noteworthy.</p> <p>11.2 EL-4 FINANCIAL CONDITION – 4TH QUARTER</p> <p>0037-19 It was moved by Robyn Grigg and seconded by Stella Curtis “to certify that the board has read the monitoring report EL-4 Financial Condition and assessed it as providing evidence of compliance with a reasonable interpretation of the policy”.</p> | CARRIED |
| 12. | <p>EXECUTIVE DIRECTOR'S NEWS</p> <ul style="list-style-type: none"> • Sherry provided the Home Style Café financial statement. The month of May was very successful with less than \$2500 deficit. This is a positive sign. • Capacity Campaign: no new pledges at this time, we are still working towards reaching \$500,000. • \$107,000 will be applied to the mortgage and the mortgage will be renewed until the end of March 2020. • Golf tournament being hosted by the Battalion has been cancelled, but they will be donating to the Community Living North Bay and Northstars Hockey Team. • Safety Day at the EarlyON Child and Family Centre had 500-600 people attend. • We will be recognizing Mrs. Saya at the Annual Meeting, we purchased a bench and will affix a plaque. • Kelly our program supervisor has been seconded to another position and is leaving July 2nd. It is unknown who the new program supervisor will be. • J.C. Doyle Manager – Employment Services has resigned and has taken a position with ODEN. Renee Hacquard Director – Corporate Services has taken a position with Nipissing University. | |
| 13. | <p>In-Camera No items</p> | |

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| 14. | <p>BOARD EVALUATION</p> <p>a) Ends: No, due to the need of the financial review however the discussion was rich.</p> <p>b) Board Governance: Presentation was relevant due to our fiduciary responsibility.</p> <p>c) Order & Decorum: All good</p> <p>d) Education: No discussion as to how it affects the ends</p> <p>e) Participation: It was good.</p> | |
| 15. | <p>CONFIRMATION OF NEXT MEETING</p> <p>0038-19 It was moved by Robert Fetterly and seconded by Stella Curtis “that we go on summer hiatus until September 2019”.</p> <p>The next Board meeting will be held at 741 Wallace Road on Monday, September 10, 2018 at 6 pm preceded by supper and social time.</p> | CARRIED |
| 16. | <p>ADJOURNMENT</p> <p>0039-19 It was moved by Ranjan Rupal (8:30PM) “that the meeting be adjourned”.</p> | CARRIED |

 Robyn Grigg, President

 Sherry Carnevale, Executive Director