



## SEPTEMBER BOARD OF DIRECTORS' MEETING

September 9, 2019

## Minutes

Present: Robyn Grigg, President  
 Jo-Anne Welton  
 Shawna Mitchell  
 Bonnie Roynon

Ranjan Rupal  
 Robert Fetterly  
 Drew Mitchell  
 Stella Curtis

Guests: Jason Bourgeault (Manager, IT)  
 Sylvie Thorn Community Participation Supports

Regrets: Ian Kilgour

1.	<p><b>CALL TO ORDER</b></p> <p>The President called the meeting to order at 6:30 p.m. The mission statements were read by all in French and English.</p> <p>Robyn welcomed Shawna and Drew to their first Board meeting and introduced the other board members.</p>	
2.	<p><b>APPROVAL OF AGENDA</b></p> <p>0001-19 It was moved by Robert Fetterly and seconded by Bonnie Roynon</p> <p><b>"that the board approve the agenda presented with the possible changes that might occur before or during the meeting"</b></p> <ul style="list-style-type: none"> <li>• Add Autism Ontario Email received by Jo-Anne Welton to "Other" in business arising.</li> </ul>	<b>CARRIED</b>
3.	<p><b>DECLARATION OF CONFLICT OF INTEREST</b></p> <p>No conflict.</p>	
4.	<p><b>EDUCATION</b></p> <p><b>4.1 New website presentation</b>        Marianne provided a tour of the new website. The website is scheduled to go live September 15 2019.</p> <p><b>4.2 Tablet orientation</b>        Jason provided a tablet orientation and reference guide for all board members. Board members are welcome to email <a href="mailto:support@communitylivingnorthbay.org">support@communitylivingnorthbay.org</a> if they run into any technical difficulties, or require support for their tablet, email or Sharepoint use.</p> <p><b>4.3 Ideas (Robyn)</b>        The board discussed potential educational presentations at board meetings throughout the year. Ideas presented are:</p> <ul style="list-style-type: none"> <li>• MPP</li> <li>• One Kids Place</li> <li>• Inclusion Support Program or DNSSAB</li> <li>• Community Counselling Centre</li> <li>• New Executive Director at Hands <a href="http://thefamilyhelpnetwork.ca">thefamilyhelpnetwork.ca</a></li> <li>• Any other non-traditional community members that will assist with furthering our organizational goals.</li> </ul> <p>As a recommendation, the October education presentation could be Sherry's Strategic Plan so as to present and update to the board members.</p> <p><b>4.4 Board mentorship/tours</b>        Board members might find touring our residences and programs sites helpful especially</p>	

	<p>when these programs are being discussed. Opportunities such as the Christmas teas will be forwarded to the board of directors when they are announced.</p> <p><b>4.5 Online board governance</b> We currently have a monthly subscription to Governance Place, an online database of articles, videos, checklists and other tools to assist boards with Carver Governance. Marianne provided an overview of the site, and it was decided that a collection of articles and links will be compiled and placed in Sharepoint for the board to review.</p>	
5.	<p><b>MINUTES OF JUNE 10, 2019 BOARD OF DIRECTORS' MEETING</b></p> <p>0002-19 It was moved by Robert Fetterly and seconded by Jo-Anne Welton</p> <p><b>“that the minutes of June 10, 2019 Board of Directors’ Meeting approved as presented”.</b></p>	<b>CARRIED</b>
6.	<p><b>BUSINESS ARISING/GENERATIVE DISCUSSION</b></p> <p><b>6.1 Personal/Shared email</b> The board discussed eliminating the use of personal email to reduce the transmission sensitive information. We will work towards only sending board related information to the CLNB email address. Board members can email Jason at <a href="mailto:support@communitylivingnorthbay.org">support@communitylivingnorthbay.org</a> if they would like assistance with setting up the CLNB email on their personal device.</p> <p><b>6.2 Tablet use</b> The board will move to the use of electronic board packages through Sharepoint and email. Marianne will send a reduced package in October that will include the agenda, monitoring reports and the monitoring worksheets. Moving forward, the board package will only be available online, unless otherwise requested by a board member in advance.</p> <p><b>6.3 Director emeritus</b> The board discussed the idea of a Director Emeritus position that would allow for association memory, mentoring and succession through board attrition. This would permit a past board member to act as a mentor and be available for consultation on board history. The discussion also included documentation of education presentations such as the Carver presentation made by Robert and having it accessible to all of the board members as the board changes. Robyn will get more information on how this might impact the bylaws and what any other specific questions and present again in October.</p> <p><b>6.4 Board Annual Evaluation</b> Deferred to October</p> <p><b>6.5 Other</b> Jo-Anne Welton received an Autism Ontario email and it appears that they have provincial positions that include: service navigators and transition specialists. The board discussed that there appears to be a duplication of services in the area. Currently, Hands has the Autism funding for our area. This might be a great partnership to have present at a board meeting.</p> <p>We will also be celebrating 65 years this year, and it would be important for the board to be future thinking.</p>	
7.	<p><b>SELECTION OF EVALUATOR, TREASURER, COMMITTEE CHAIRS</b></p> <p>0003-19 It was moved by Shawna Mitchell and seconded by Drew Mitchell</p> <p><b>“that Bonnie Roynon be our Treasurer and Audit Committee Chair for the year 2019-2020”.</b></p> <hr/> <p>0004-19 It was moved by Bonnie Roynon and seconded by Robert Fetterly</p> <p><b>“that Jo-Anne Welton be our Nominating and Election committee chair for the year 2019-2020”.</b></p> <hr/>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p>

	<p>0005-19 It was moved by Robert Fetterly and seconded by Jo-Anne Welton</p> <p><b>“that the signing authority at the bank will consist of two signatures: Executive Director and Chris Guillemette Director Support Services”.</b></p>	
8.	<p><b>CONSENT AGENDA – ACCEPTED AS PRESENTED</b></p> <p>8.1 Legislation Requirements Board Members handed their Policy Review Calendar, Confidentiality Agreement and Volunteer/Student Event Application Form, which states that they have read, dated and signed. Documentation will be filed at the administration office.</p> <p>8.2 Community Living Ontario Council meeting minutes The meeting minutes from the council were included in the board package</p> <p>8.3 Executive Directors Report</p>	
9.	<p><b>ANNUAL AGENDA</b></p> <p>0006-19 It was moved by Bonnie Roynon and seconded by Robert Fetterly</p> <p><b>“that we approve the Board Annual Agenda 2019-2020 as presented”.</b></p> <p>Monitoring Report Calendar Discussion included that with September being busier meeting, that EL-5 and EL-4 could be sent over the summer months with electronic motions to approve through email.</p> <p>Discussed that the Governance Process review is due in 2019. This is a fall item. Robyn will add a few of the policies to the October meeting agenda and then determine if an additional date is required to review the balance of the policies.</p>	<b>CARRIED</b>
10.	<p><b>MONITORING REPORTS</b></p> <p>0007-19 It was moved by Robert Fetterly and seconded by Drew Mitchell</p> <p><b>“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”.</b></p> <hr/> <p>0008-19 It was moved by Bonnie Roynon and seconded by Robert Fetterly</p> <p><b>“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”.</b></p> <hr/> <p>0009-19 It was moved by Bonnie Roynon and seconded by Drew Mitchell</p> <p><b>“to certify that the Board has read the monitoring report EL-1 General Executive Constraints and assessed it as providing evidence of compliance with a reasonable interpretation of the policy”.</b></p> <hr/> <p>0010-19 It was moved by Shawna Mitchell and seconded by Drew Mitchell</p> <p><b>“to certify that the Board has read the monitoring report EL-6 Emergency Executive Succession and assessed it as providing evidence of compliance with a reasonable interpretation of the policy”.</b></p>	<p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p> <p><b>CARRIED</b></p>

11.	<p><b>EXECUTIVE DIRECTOR'S NEWS</b></p> <ul style="list-style-type: none"> <li>• Sherry would like to send out a newsletter to the membership to maintain engagement. Included in this newsletter will be a short bio from all board members. We would like to send it out by the end of the week. Please send your bio to Marianne.</li> <li>• L'Arche and CLNB have partnered to host an exhibit at the Alex Dufresne Museum in Callander. This exhibits art from individuals supported by L'Arche and Community Living as well as individuals from our community. There is a gala on the 26<sup>th</sup> of October. Tickets are \$50 and you leave with a piece of art. Marianne will forward the gala details to all board members.</li> <li>• The organization has applied for an intern to work in the Home Style Café. We are in the second stage of the application process.</li> <li>• 65<sup>th</sup> anniversary: looking at a family event in January open to the public which could be hosted at a local arena. More details to follow.</li> <li>• The organization has donated to the New Horizons program: we have been approached by several other organizations in the last year for donations and supporting all of these organization in some way big or small is important.</li> </ul>	
12.	<p><b>BOARD EVALUATION</b></p> <p>a) <b>Ends:</b> no ENDS related discussion. Nothing to change for September</p> <p>b) <b>Board Governance:</b> Not a lot of decisions were made and discussion around the board governance role were extensive, other than online education. Add time to discuss monitoring reports</p> <p>c) <b>Order &amp; Decorum:</b> maintained</p> <p>d) <b>Education:</b> There was no discussion about today's educational presentation.</p> <p>e) <b>Participation:</b> Everyone participated proactively and everyone listened to what was being said.</p>	
13.	<p><b>In camera</b> 0011-19 It was moved by Robert Fetterly and seconded by Bonnie Roynon <b>"that we go in camera"</b></p> <p>0012-19 It was moved by Stella Curtis and seconded by Robert Fetterly <b>"that we go out of camera"</b></p>	
14.	<p><b>CONFIRMATION OF NEXT MEETING</b></p> <p>The next Board meeting will be held at 741 Wallace Road on Monday October 21 2019.</p>	
15.	<p><b>ADJOURNMENT</b></p> <p>0013-19 It was moved by Bonnie Roynon <b>"that the meeting be adjourned".</b></p>	<b>CARRIED</b>

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 Robyn Grigg, President

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 Sherry Carnevale, Executive Director