



JANUARY BOARD OF DIRECTORS' MEETING

Minutes

January 13 2020

Present: Robyn Grigg, President
Robert Fetterly
Shawna Mitchell
Bonnie Roynon
Ian Kilgour

Stella Curtis
Drew Mitchell
Ranjan Rupal
Jo-Anne Welton

Sherry Carnevale, Executive Director

Guests: Elizabeth Chirico – BDO Dunwoody
Andrew Robinson – Direct Support Professional

1.	<p>CALL TO ORDER</p> <p>The President called the meeting to order at 6:00 p.m. The mission statements were read by all board members.</p>	
2.	<p>BDO DUNWOODY LLP AUDIT PLANNING</p> <p>4.1 Elizabeth Chirico, BDO Dunwoody 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 (came in December); Fees; Engagement Letter.</p> <p>A draft copy of the financial statements ending March 31, 2020 will be sent to the Board one week prior to June 8, 2020 Board of Directors' Meeting.</p> <p>The president thanked Elizabeth for attending the meeting.</p> <p>4.2 Questions & Discussion</p> <p>Dean Decaire will be hired as stated the motion passed in June 2019 to present Financial Literacy to the board. Additionally, he will be asked to review the financial Executive Limitations (EL-3 to EL-5) with the board. Elizabeth will book with Dean and communicate through Kassidy to obtain the documents ahead of the March meeting and to confirm the date.</p>	
3.	<p>DECLARATION OF CONFLICT OF INTEREST</p> <p>No conflict.</p>	
4.	<p>APPROVAL OF AGENDA</p> <p>0001-20 It was moved by Robert Fetterly and seconded by Bonnie Roynon</p> <p>"that the board approve the agenda presented with the possible changes that might occur before or during the meeting"</p>	<p>CARRIED</p>
5.	<p>MINUTES OF December 9, 2019 BOARD OF DIRECTORS' MEETING</p> <p>0002-20 It was moved by Jo-Anne Welton and seconded by Ian Kilgour</p> <p>"that the minutes of December 9, 2019 Board of Directors' Meeting be approved as amended".</p> <ul style="list-style-type: none"> To correct GP 14 1.7 from GP 13 1.7. 	<p>CARRIED</p>

<p>6.</p>	<p>BUSINESS ARISING</p> <p>6.1 Board Succession Planning</p> <ul style="list-style-type: none"> Three board members are up for election at the June 2020 election. At the December meeting, there was discussion regarding if there was a board member that would be willing to run again in order. This would even out the board members up for re-election. At the next meeting, the bylaws will be reviewed in regards to term length. <p>6.2 Carver Training for new board members (2 sessions)</p> <ul style="list-style-type: none"> Robert ran two sessions to help inform board members on the Carver Method. He will volunteer his time again. The board members will communicate with Robert and each other to determine a date and time. Anyone can join in as a refresher as well. 																	
<p>7.</p>	<p>CONSENT AGENDA</p> <p>7.1 Executive Directors Report Accepted as presented</p>																	
<p>8.</p>	<p>BOARD ANNUAL AGENDA</p> <p>8.1 BOARD GOVERNANCE EXPENDITURES: Reviewed year to date actuals as of December 31, 2019. (included in board package). Board members are interested in CLO conference, booking can be done through Marianne. This year, the conference is being held in Richmond Hill. Budget for the next year will be:</p> <table border="1" data-bbox="261 911 1300 1041"> <tr> <td>Travel, Training</td> <td>\$ 4000</td> <td>Public Relations</td> <td>\$ 1500</td> </tr> <tr> <td>Office Expenses</td> <td>\$ 2000</td> <td>Insurance</td> <td>\$ 6000</td> </tr> <tr> <td>External Audit (auditor)</td> <td>\$ 16000</td> <td>Internal Audit</td> <td>\$ 3500</td> </tr> <tr> <td>Annual General Meeting</td> <td>\$ 600</td> <td></td> <td></td> </tr> </table> <p>8.1 MEMBERSHIP REVIEW: The 2020-2021 membership fees will remain at \$5. Membership will be open and the organization's goal is to increase membership once again. Last year was very successful as we tripled our membership. Discussion that the lifetime membership could be increased as it is a donation. After further discussion, the lifetime membership will remain at \$125 The membership drive will commence, and members must have their membership paid 45 days before the Annual General Meeting on June 15 2020 which is May 1 2020. Discussed having a table at the 65th event with memberships and attending Chamber after hours events. The board also discussed having more notice of the upcoming events to facilitate their participation as volunteers.</p>	Travel, Training	\$ 4000	Public Relations	\$ 1500	Office Expenses	\$ 2000	Insurance	\$ 6000	External Audit (auditor)	\$ 16000	Internal Audit	\$ 3500	Annual General Meeting	\$ 600			
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<p>9.</p>	<p>Executive Director's News</p> <ul style="list-style-type: none"> The 65th anniversary event is being held at the Callander Community Centre on January 19 2020. Sherry will be interviewed this week by YourTV(Cogeco) regarding the 65th anniversary. Negotiations are scheduled for Jan 14-16th 2020. Sherry is still waiting on budget confirmation from MCCSS. The North Stars, Shooting Stars, Ice Boltz and True North Chev have partnered together to create a video submission for the Chevrolet Good Deeds Cup Contest. If chosen, they will appear on Hockey Day in Canada with Ron McLean. The Chevrolet Good Deeds Cup seeks to inspire young Canadians to do good by transforming the positive values learned through hockey into Good Deeds within their communities. Along with our partners at Hockey Canada, Chevrolet's goal is to develop hockey players on and off the ice. Spread the Word Campaign (formally the Respect Campaign) would like to come to the Feb board meeting to present their plan for this upcoming event which is scheduled for March 4 2020. CLNB has received a donation from L'Arche after the organization dissolved from the sale of one of their buildings and a trust account. Kingsway program update. 																	

<p>10.</p>	<p>IN CAMERA 0003-20 It was move by Shawna Mitchell and seconded by Robert Fetterly “that we go in camera”</p> <p>0004-20 It was moved by Stella Curtis and seconded by Bonnie Roynon “that we go out of camera”</p>	<p>CARRIED</p> <p>CARRIED</p>
<p>11.</p>	<p>BOARD EVALUATION</p> <p>a) Ends: Audit, yes. Business arising, yes. Consent agenda, yes. Board Annual agenda, yes. Board consistently referred to Ends to ensure operating under Carver. To improve, continue to improve knowledge of Ends for continued application.</p> <p>b) Board Governance: Yes, but because of circumstances discussion varied.</p> <p>c) Order & Decorum: Was not bad for the most part. To improve, keep the topic specific.</p> <p>d) Education: presentation was primarily devoted to Executive Limitations.</p> <p>e) Participation: most members participated fully.</p>	
<p>13.</p>	<p>CONFIRMATION OF NEXT MEETING</p> <p>The next Board meeting will be held at Community Living North Bay – 741 Wallace Road on Monday, February 10, 2020 at 6:00 p.m. preceded by dinner and social time.</p>	
<p>14.</p>	<p>ADJOURNMENT</p> <p>0005-20 It was moved by Robert Fetterly “that the meeting be adjourned”.</p>	<p>CARRIED</p>

 Robyn Curran, President

 Sherry Carnevale, Executive Director