



## MARCH BOARD OF DIRECTORS' MEETING

Minutes

March 9, 2020

**Present:** Robyn Curran-President  
 Robert Fetterly  
 Shawna Mitchell  
 Ian Kilgour

Stella Curtis  
 Drew Mitchell  
 Jo-Anne Welton

Sherry Carnevale, Executive Director

**Guest** Dean Decaire – BDO Dunwoody

**Regrets** Ranjan Rupal, Bonnie Roynon

1.	<p><b>CALL TO ORDER</b></p> <p>The President called the meeting to order at 6:00 p.m. The mission statements were read in French &amp; English.</p>	
2.	<p><b>APPROVAL OF AGENDA</b></p> <p><b>0015-20</b> It was moved by Robert Fetterly and seconded by Ian Kilgour  <b>“that the agenda be approved as amended and that the Board approve the agenda subject to any changes needed before or during the meeting”</b></p>	<b>CARRIED</b>
3.	<p><b>DECLARATION OF CONFLICT OF INTEREST</b></p> <p>No conflict</p>	
4.	<p><b>BOARD EDUCATION</b></p> <p><b>4.1 Dean Decaire – Executive Limitation Review</b>          Dean Deaire presented “Not-For-Profit Corporate Governance &amp; Strategic Planning. The presentation an introduction and a definition of corporate governance, governance from a legal perspective, “the dream team” – your Board of Directors and driving success (strategic planning for the not-for-profit). Dean’s presentation will be uploaded to Sharepoint.</p> <p><b>4.2 Discussion Following Board Education</b>  <b>0016-20</b> It was moved by Drew Mitchell and seconded by Shawna Mitchell  <b>“that we go into Committee of the Whole”</b></p> <p>The board reviewed the topics discussed in the presentation and how it relates to the ENDS. The discussion considered how the Information Technology policies established by the organization provide safeguards regarding how email and other forms of technology are protected from threats. The Community Living North Bay email addressed set up for board members must be the only email account used for board communication moving forward.</p> <p>It was discussed that the board tablets are coming to the end of their life and should be replaced. Sherry will discuss with Jason options and present them at the next board meeting.</p>	

	<p>The board also discussed recruiting new board members, reviewed the information Dean provided regarding term length and the periods where a board member takes a break from sitting on the board, with an opportunity to return with fresh eyes. Recruiting board members provides an opportunity for renewal and sustainability of the board.</p> <p><b>0017- 20</b> It was moved by Robert Fetterly and seconded by Drew Mitchell  <b>“That we go out of committee of the whole”</b></p>																	
<p>5.</p>	<p><b>MINUTES OF February 10, 2020 BOARD OF DIRECTORS' MEETING</b></p> <p><b>0018-20</b> It was moved by Jo-Anne Welton and seconded by Stella Curtis  <b>“that the minutes of February 10, 2020 Board of Directors’ Meeting be approved as amended.”</b></p>	<p><b>CARRIED</b></p>																
<p>6.</p>	<p><b>CONSENT AGENDA - Accepted as presented</b>  <b>6.1 Executive Director’s Report</b></p>																	
<p>7.</p>	<p><b>BUSINESS ARISING/GENERATIVE DISCUSSION FROM PREVIOUS MINUTES</b></p> <p><b>7.1 Length of term</b>                  Deferred to another meeting</p> <p><b>7.2 Ex-Officio</b>                  Deferred to another meeting</p> <p><b>7.3 BOARD GOVERNANCE EXPENDITURES:</b> Reviewed year to date actuals as of December 31, 2019. (included in Board Package), Governance training, conferences, etc. Discussed sending board members to CLO conference. If Board members are interested in CLO conference, booking can be done through Marianne. OASIS conference is being held in – May 2020.                  Budget for the next year will be:</p> <table border="1" data-bbox="196 1186 1235 1314"> <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>0019-20 It was moved by Drew Mitchell and seconded by Shawna Mitchell  <b>“that we amend EL-3 Financial Planning to read “Omits sufficient funds for the Board’s Governance Functions, \$33,600 for the period ending March 31 2021.”</b></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>8.</p>	<p><b>MONITORING AGENDA</b></p> <p><b>8.1 Monitoring Agenda – Executive Director</b>                  Deferred to another meeting</p>																	
<p>9.</p>	<p><b>MONITORING REPORT</b>  <b>9.1 Monitoring Report – EL-2 Staff Treatment</b></p> <p><b>0020-20</b> It was moved by Robert Fetterly and seconded by Stella Curtis  <b>“to certify that the board has read the monitoring report EL-2 Staff Treatment and assessed it as providing evidence of compliance with a reasonable interpretation of the policy”.</b></p>	<p><b>CARRIED</b></p>																

10.	<p><b>EXECUTIVE DIRECTOR'S NEWS</b></p> <ul style="list-style-type: none"> <li>• Sherry shared the dates for OASIS (May 20<sup>th</sup> -22<sup>nd</sup> in Huntsville) and Community Living Ontario Conference (September 16<sup>th</sup> to 18<sup>th</sup> in Richmond Hill) If you are interested in attending let Sherry know and we will get you registered.</li> <li>• We have given up Ribfest as an awareness event. This event required several hours of manpower and the fundraising totals were minimal.</li> <li>• The CLNB Membership Drive has launched with a contest! We would like to see a huge contingent of people we support become members. Please share the information of becoming a member with your networks.</li> <li>• Ministry of Labour Safety Blitz occurred. Two of our group homes were visited by a representative. There were no orders related to our policies and three recommendations for one of the homes.</li> <li>• Month of May will kick off with a flag raising on May 1 2020 and the Fun Run Walk n' Roll on May 23 2020. More information will become available.</li> </ul>	
11.	<p><b>IN-CAMERA</b></p> <p><b>0021-20</b> it was moved by Jo-Anne Welton and seconded by Robert Fetterly  <b>“that we go in camera”</b></p> <p><b>0022-20</b> It was moved by Stella Curtis and seconded by Drew Mitchell  <b>“that we go out of camera”</b></p>	
12.	<p><b>BOARD EVALUATION</b></p> <p>a) <b>Ends:</b> Yes, no change at this time.  b) <b>Board Governance:</b> Yes  c) <b>Order &amp; Decorum:</b> Yes order &amp; decorum were maintained, no change.  d) <b>Education:</b> The presentation was discussed. The discussion was not relevant to Ends.  e) <b>Participation:</b> Yes, no change</p>	
13.	<p><b>CONFIRMATION OF NEXT MEETING</b></p> <p>The next Board meeting will be held at Community Living North Bay on Monday, April 13, 2019 6:00 p.m. preceded by dinner and social time.</p>	
16.	<p><b>ADJOURNMENT</b></p> <p><b>0023-20</b> It was moved by Drew Mitchell and seconded by Stella Curtis  <b>“that the meeting be adjourned”.</b></p>	<b>CARRIED</b>

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 Robyn Curran - President

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 Sherry Carnevale, Executive Director