

**SEPTEMBER BOARD OF DIRECTORS' MEETING**

Minutes

September 12 2022

Present: Bonnie Roynon, President Casey Phillips
Jo-Anne Welton Derek Morris
Shawna Mitchell Drew Mitchell
Lori Venasse

Peter Fitzpatrick, Executive Director

Regrets: Ranjan Rupal

Guests: Dan Lachance, Manager Transitions and Employment First
April Porter, Manager of Strategic Priorities
Stella Curtis Self Advocate and candidate for the Board

1.	CALL TO ORDER The Vice President called the meeting to order at 6 p.m. The mission and vision statements were read in French by Shawna Mitchell and English by Lori Venasse. The Board welcomes guests Dan Lachance, April Porter and Stella Curtis.	
2.	APPROVAL OF AGENDA 0061-22 It was moved by Derek Morris and seconded by Casey Phillips "that the board approve the agenda presented with the possible changes that might occur before or during the meeting" -add signing authority motion to 6.4	CARRIED
3.	DECLARATION OF CONFLICT OF INTEREST No conflicts of interest.	
4.	EDUCATION/PRESENTATIONS 4.1 Employment First Dan Lachance presented the CLNB Employment First Summer Jobs Program to the Board. Dan reviewed the program, participants and outcomes of the program as well as updated the Board on October's National Disability Employment Awareness Month. CLNB/Employment First are hosting a Battalion Game in support of this important message on October 20 th 2022. 4.2 CLNB's DSP Certificate Program April Porter updated the Board on the progress of the CLNB DSP Certificate Program. Highlights from April's presentation include: <ul style="list-style-type: none">• CLNB's approach to recruitment, training, and retention• Partnerships with Yes Employment and the Multicultural Centre• Updates on exit interviews and current attrition numbers 4.3 Ideas for presentation This item was moved to 6.2 as part of the deliverables for the Sustainment & Development Committee.	

5.	<p>MINUTES OF JUNE 13 2022 BOARD OF DIRECTORS' MEETING</p> <p>0063-22 It was moved by Derek Morris and seconded by Jo-Anne Welton</p> <p>“that the minutes of JUNE 13 2022 Board of Directors’ Meeting approved as amended”.</p> <p>A small typo was noted and updated minutes have been uploaded to the Board’s SharePoint.</p>	CARRIED
6.	<p>BUSINESS ARISING/GENERATIVE DISCUSSION</p> <p>0064-22 It was moved by Shawna Mitchell and seconded by Jo-Anne Welton</p> <p>“that we go into Committee of the Whole”</p> <p>6.1 Audit Committee/Governance & Finance/Treasurer</p> <p>Lori, Chair of the Audit/Governance & Finance Committee provided an update on the process for the revision of the Bylaws and Articles of Amendments for compliance with ONCA.</p> <p>The Board needs to consider: the type of membership/membership conditions. They are as follows:</p> <ol style="list-style-type: none"> 1) Closed membership 2) Open membership (open to the community) 3) Open membership and describe terms of membership that would include voting and non-voting members. <p>An additional consideration for terms of office and maximum terms. The recommendation for term limits of 3 or 4 terms maximum.</p> <p>Feedback and decisions by October. The committee will meet with Pooran Law to finalize and report back.</p> <p>The meeting schedule for the committees must be set out by the committee chairs for the year. Meetings must have minutes and be included in the Board packages.</p> <p>Each chair will schedule committee meetings and provide the dates to all Board members. Reminder that Board Packages are sent out 10 days prior to Board meetings.</p> <p>6.2 Sustainment & Development Committee</p> <p>Recognized that there is a vacancy on the Board. As such, the Board can appoint a board member until the next AGM. Stella Curtis has expressed an interest in sitting on the board as a self-advocate. Stella is a former board member. Stella has participated as a CLO Council member. The committee can share a motion to vote at the next meeting to fill the position.</p> <p>Topics for education:</p> <ul style="list-style-type: none"> - Paddle program - Special Olympics North Bay and school-aged participants (Rob Saunders) - University/College <p>Further discussion by the committee with a recommendation for Education at the October meeting will be sent prior to the agenda preparations.</p>	CARRIED

	<p>0064-22 It was moved by Casey Phillips and seconded by Derek Morris “that we go out of Committee of the Whole”</p> <p>6.3 CLNB Investment Fund 0065-22 It was moved by Bonnie Roynon and seconded by Casey Phillips “that we go in-camera”</p> <p>0066-22 It was moved by Lori Venasse and seconded by Shawna Mitchell “that we go out of camera”</p> <p>6.4 SIGNING AUTHORITY 0067-22 It was moved by Lori Venasse and seconded by Jo-Anne Welton “that the signing authority at the bank will consist of two signatures: Executive Director and Director of Corporate Services or Director Support Services”</p>	<p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p> <p>CARRIED</p>
7.	<p>CONSENT AGENDA</p> <p>7.1 Legislation Requirements Board Members handed in their Policy Review Calendar, Confidentiality Agreement and Volunteer/Student Event Application Form, which states that they have read, dated and signed the required policies. The policies (1.1 Mission & Vision, 10.2 Criminal Record Check, 5.1 Abuse, 5.3 Abuse Children, 6.1 Feedback, Complaints & Appeal Process, 6.2 Serious Occurrence Reporting Guidelines, 6.4 Police Protocol, 7.1 Privacy & Confidentiality) are available for review in SharePoint. Documentation will be filed at the administration office.</p> <p>7.2 Executive Directors Report Accepted as presented</p>	
8.	<p>MONITORING AGENDA</p> <p>8.1 Monitoring Calendar 0068-22 It was moved by Lori Venasse and seconded by Derek Morris “that we approve the 2022/2023 Monitoring Calendar as presented”.</p> <p>8.2 Board Annual Agenda 0069-22 It was moved by Casey Phillips and seconded by Shawna “that we approve the 2022/2023 Board Annual Agenda as presented”</p>	<p>CARRIED</p> <p>CARRIED</p>
9.	<p>MONITORING REPORTS</p> <p>0070-22 It was moved by Casey Phillips and seconded by Lori Venasse “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”.</p> <hr/> <p>0071-22 It was moved by Derek M and seconded by Bonnie Roynon “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> <hr/>	<p>CARRIED</p> <p>CARRIED</p>

	<p>0072-22 It was moved by Shawna Mitchell and seconded by Lori Venasse</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>0073-22 It was moved by Lori Venasse and seconded by Jo-Anne Welton</p> <p>“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”.</p>	<p>CARRIED</p> <p>CARRIED</p>
10.	<p>EXECUTIVE DIRECTORS NEWS</p> <p>Peter provided an update on the senior leadership mandates and organizational changes. Peter’s presentation will be available in SharePoint.</p>	
11.	<p>IN CAMERA</p> <p>0074-22 It was moved by Shawna Mitchell and seconded by Casey Phillips</p> <p>“that we go in camera”</p> <p>0075-22 It was moved by Derek Morris and seconded by Bonnie Roynon</p> <p>“that we go out of camera”</p>	<p>CARRIED</p> <p>CARRIED</p>
12.	<p>BOARD EVALUATION</p> <ul style="list-style-type: none"> a) Ends: We did devote our time to be spent of Ends Policy – nothing for improvement did well b) Board Governance: Wide variety of discussions but all good discussions – none for improvement. c) Order & Decorum: We absolutely maintained decorum, respectful, listened & hands up – none for improvement. d) Education: Not a lot of discussion from Educational Presentations, but presentations were related to E3 and E5 – none for improvement. e) Participation: Yes, all board members proactively participated - as we move toward improvement using Roberts Rules of Order we were at times still speaking casually back and forth, items that weren't on the agenda don't request to add mid-way add them at the start of the meeting at the proper time. 	
13.	<p>CONFIRMATION OF NEXT MEETING</p> <p>The next Board meeting will be held at 741 Wallace Road on Monday, October 10 2022.</p>	
14.	<p>ADJOURNMENT</p> <p>0076-22 It was moved by Shawna Mitchell and seconded by Jo-Anne Welton</p> <p>“that the meeting be adjourned”.</p>	<p>CARRIED</p>

 Bonnie Roynon, President

 Kathy Paynter, Interim Executive Director