

## Board of Directors Meeting Minutes

### Zoom Meeting – Friday, February 23, 2024 – 9:30 am

**Present:** Jackie Gardner-Nix, Elaine Azzopardi, Tim Miller, Angela Grogan, Judy McLean, Cindy Anthony, Sharyl Ann Milligan, Stephen Beauchamp, Selena Forsyth, Sharron MacDonald, Trish Baird, Tina Stephens  
Adam Kolisnyk (CFO, CMH) Meaghan Spencer (Finance Manager, CMH)

Regrets: Jessica Clarke

Topic	Discussion	Decision/Action
Board Education	New CCN "Pen Pal Program". Sarah Higgins, Program Assistant, highlighted the new CCN Pen Pal program.	Presentation available on Board Portal.
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Jackie Gardner-Nix who welcomed everyone. There was a quorum present, and no conflicts of interest were declared.	No conflicts were declared.
1.3. Approval of Consent Agenda	Approval of Consent Agenda	Motion by: Elaine Azzopardi to approve the consent agenda. 2 <sup>nd</sup> by: Cindy Anthony. Carried.
1.4 Approval of Agenda	Approval of Agenda	Motion by: Angela Grogan to approve the agenda. 2 <sup>nd</sup> by: Sharron MacDonald. Carried.
3. Business Arising from Minutes	3.1 Bed Expansion Update Construction has started on time with no hiccups to date. As of today, the project is still within the \$700,000 budget. Completion is on target for April 1, and there has been no construction disruption to the residents of Ed's House.	For Information Purposes
4. Board Business/Committee Matters	4.1 Finance Committee – CCN Q3 Results Judy Mclean shared the CCN Q3 results which were presented at Finance. CCN is sitting in a positive financial position, better than this time last year. This is due in part to strong budgeting.  4.2 Foundation Update Currently there is a lot going on at the Foundation table. The Planned Giving Committee is meeting on a regular basis and working on a plan for long term sustainability for raising funds.  The Foundation is working with SMM Law to review their bylaws to ensure compliance with the Ontario	Motion by: Judy McLean to approve the Q3 Results as presented. 2 <sup>nd</sup> by: Stephen Beauchamp Carried.  For Information Purposes

	<p>Not-for-profit Corporations Act. Trish presented the Board with proposed changes to the bylaws so the Foundation can create some autonomy and no longer be an arm's length entity of CCN. The following suggestions were made:</p> <ol style="list-style-type: none"> <li>1. Directors – Composition – Suggested that the wording read; "A minimum of 1 with a maximum of 3 CCN Board Members". The board felt this would provide the Foundation with some flexibility in this area.</li> <li>2. Directors – Filling Vacancies – The Board felt comfortable with giving the Foundation the ability to fill their own vacancies without CCN Board approval.</li> <li>3. Members – Item 8.1 – The Foundation wishes to have their own Membership, and this will remove the ability of the CCN Board to be part of their membership and have a vote at their AGM. CCN Board felt comfortable with this, although, CCN Board will need to be present at the 1<sup>st</sup> AGM to vote on the changes to the Foundation bylaws.</li> </ol> <p>4.3 OHT-N/Advisory Council Update There hasn't been much movement with the OHT-N as they are still recruiting staff. The Advisory council has not met either.</p> <p>4.4 March Board Meeting It was originally proposed that the March Board meeting be in person, but Trish will be absent for that meeting so the meeting will be held on Friday, March 22, at 10:00 am virtually.</p>	<p>Trish will take these points back to the Foundation for further discussion.</p> <p>For Information Purposes</p> <p>For Information Purposes</p>
5. Termination		Motion by: Selena Forsyth

**Next Meeting – Friday, March 22, 2024 – 10:00 am – Zoom**



## **Fundraising Committee Minutes**

**Date: Monday, February 26, 2024**

**Time: 2:00 pm**

**Location: Via Zoom**

**Attendees:** Selena Forsyth, Dr. Jackie Gardner-Nix, Sarah Turk, Sharron MacDonald

**Staff:** Trish Baird, Joel Scott, Darlene Wood

**Regrets:** Jenny McCaig Lindsay, Sharyl Ann Milligan

**Meeting: called to order at 2:04 pm**

<b>Item</b>	<b>Lead</b>
1. <b>Welcome</b>	Selena
2. <b>Approval of Previous Minutes</b> 2.1 December 18, 2023 – attached <b>motion to approve:</b> Jackie Gardner-Nix <b>Carried by:</b> Sarah Turk	Selena
3. <b>Business Arising from Previous Minutes</b> 3.1) n/a	Selena
4. <b>Donor Relations Recap</b> Joel & Jenny met with a company that would take charge of the event. The company would take the registration fees as their commission for the event. The average cost per boat would be \$1000.00 to participate in the event. The responsibility of the committee would be to fund raise for sponsorships, getting entries for the boats, which would consist of 10 to 20 people per boat. 20 would be best as the boats are heavy and 10 people sharing the work would be hard. We would also need to arrange for manpower to work the event. Joel has already spoken with someone in the community that would like to be the main sponsor for the event. We would have to commit now to getting a date that works for us in 2025. The only date open for 2024 is in May and that would not give us enough time to organize the event. The committee would like Joel to look further into getting this event off the ground and report back to the committee on his findings.	Joel

**CORRECTION/NOTE: date available is July 13, 2024**

**4.1** The golf tournament this year has been booked for June 20, 2024, at Shelter Valley in Grafton again. They have given us a discount on the fees if we committed early and put a \$500.00 deposit down. Selena has already secured two hole sponsors at \$250.00 each. The package for the committee to start recruiting sponsors will be ready by March 4, 2024 at the latest.

## **5. Committee's Roles:**

Trish

Trish went over the Terms of Reference from 2020 and the committee discussed changes that they would like made. Trish will make the changes and present the new Terms of Reference at the next meeting for the committee to vote on. The committee will look at the Work Plan template every meeting to see where we are at and what needs to be done.

## **6. New Business.**

Easter Cookies will go sale March 1 to the 18<sup>th</sup>. They will still be \$20.00 a box for 5 cookies. Darlene has told Roda that we will sell 800 boxes; we will receive \$8.00 a box profit. We have distributed 12 boxes to each CCN office, Ed's House and in the community. Shortly we will be receiving 100 boxes of cookies for pre-sale that will be distributed to the offices. Last year we sold 75 boxes at the presale.

Meeting terminated at 2:55 by Sharon

**Next meeting will be April 22, 2024 at 2 pm by zoom.**

## Governance Committee Meeting Minutes

### Zoom Meeting – Friday, March 1, 2024 – 10:00 am

**Present:** Elaine Azzopardi, Jessica Clarke, Stephen Beauchamp, Cindy Anthony, Trish Baird, Tina Stephens,

Regrets:

Topic	Discussion	Decision/Action
<b>1. Quorum &amp; Approval of Agenda</b>	There was a quorum present.	Motion by: Cindy Anthony to approve the agenda. 2 <sup>nd</sup> by: Stephen Beauchamp. Carried.
<b>2. Approval of Minutes</b>	2.1 Approval of Previous Minutes – Dec. 8, 2023	Motion by: Stephen Beauchamp to approve the minutes of Dec. 8, 2023. 2 <sup>nd</sup> by: Jessica Clarke Carried.
<b>3. Business Arising</b>	No Outstanding Business	
<b>4. New Business/Work Plan Items</b>	<p>4.1 Review Succession Planning Strategy Trish presented the Committee with a draft policy titled "Succession Planning". The first part of succession planning is to create a policy. Senior management has reviewed and has made no recommendations. Committee has made the following wording recommendations:</p> <ol style="list-style-type: none"> <li>1. Under Temporary Change in CEO – add reference that the designation will take place prior to the change.</li> <li>2. Replace "Nominating Successors" with "Identifying &amp; Assessing potential candidates".</li> </ol> <p>4.2 Review Board Member Skills Matrix The Board Member Skill Matrix was circulated. This is a skills matrix nominating committee reviews when in the recruitment process for Board members. The committee felt no changes were needed.</p> <p>4.3 Review Risk Register Trish informed the committee that is currently being worked on by herself and Tina. Trish will keep the committee updated on progress.</p>	<p>Motion by: Jessica Clarke to recommend this policy go to the Board for approval with minor wording changes made. 2<sup>nd</sup> by: Cindy Anthony. Carried.</p> <p>For Discussion</p> <p>For Information Purposes</p>

<b>5. Policy Review</b>	<p>The Committee reviewed the below policies and made the following recommendations:</p> <ol style="list-style-type: none"> <li>1. BD-30 Board Development – no changes needed. Next review – 3 years.</li> <li>2. BD-110 Media Relations – Committee felt this may need to be beefed up a bit. Will be brought back to the next meeting.</li> <li>3. BD-100 Process for Selection of Board Officers – This is a revised version of the former BD-100 Board Chair Selection Process policy. Committee felt this policy was good with a couple of minor wording changes:               <ol style="list-style-type: none"> <li>1. Remove the word “Generally”.</li> <li>2. Add “For Officers” in the title “Selection Criteria – Desirable Attributes”.</li> <li>3. Add reference to policy BD-160 Board of Directors Nomination and Election policy.</li> <li>4. Review every 2 years.</li> </ol> </li> </ol>	<p>Motion by: Cindy Anthony to recommend that policy BD-100 Process for Selection of Board Officers go to the Board for approval.          2<sup>nd</sup> by: Stephen Beauchamp.          Carried.</p>
<b>Terminate</b>		<p>Motion by: Stephen to Terminate</p>

**Next Regular Meeting: Friday, April 5, 2024 – 9:00 am – Zoom.**