

Board of Directors Meeting Minutes Virtual – Friday, February 28, 2025

Present: Jackie Gardner-Nix, Angela Grogan, Sharyl Ann Milligan, Selena Forsyth, Jessica Clarke, Elaine Azzopardi, Stephen Beauchamp, Judy McLean, Tim Miller, Sharron MacDonald, Trish Baird, Tina Stephens, Jordyn Boivin (Financial Analyst, CMH), Adam Kolisnyk (CFO, CMH).

Regrets:

Topic	Discussion	Decision/Action
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Elaine Azzopardi 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: Judy McLean to approve the consent agenda. 2 nd by: Selena Forsyth. Carried.
1.4 Approval of Agenda	Approval of Agenda	Motion by: Judy McLean to approve the agenda. 2 nd by: Stephen Beauchamp. Carried
3. Business Arising from Minutes	3.1 No business arising	
4. Board Business/Committee Matters	<p>4.1 MSAA Extending Letters 2025/2026 Trish presented the 2025/2026 MSAA Extending letter. This is extending the prior year funding agreement for 2025/2026.</p> <p>4.2 Board Declaration – Accreditation 2025 The Hospice Palliative Care Association (HPCO) Accreditation Governance Standards were circulated.</p> <p>4.3 Finance Committee – CCN Q3 Results The Q3 financial results were presented. Financial variances were discussed.</p> <p>4.3.1 – 2025/2026 Consolidated Budget The proposed final Operating & Capital budgets were presented. Revenue and Expense assumptions for the year were outlined and some capital projects for</p>	<p>Motion by: Jessica Clarke to accept the 2025/2026 MSAA Extending letter. 2nd by: Selena Forsyth. Carried.</p> <p>Motion by: Jessica Clarke to certify that CCN is in compliance. 2nd by: Sharron MacDonald. Carried.</p> <p>Motion by: Judy McLean to accept the Q3 results as presented. 2nd by: Jessica Clarke. Carried.</p>

2025/2026 were discussed. If some of the funding does not materialize throughout the year for the projects, leadership is seeking \$25,000 to fund some of these projects internally.

*The CEO informed the Board that there will be an insurance claim put in from Ed's House as a result of a flood due to so much snow on the roof. There may be some additional costs associated with this in the spring.

4.4 Updated BD-90 Conflict of Interest

An updated version of the policy BD-90 Conflict of Interest was shared.

4.4.1 Board Skillset Matrix

The Board Skillset Matrix will be emailed out to all Board members. Please complete it and return it to Tina.

4.5 CEO Recruitment Group

A group has been formed along with the CCN HR generalist to begin plans to recruit for a new CEO. Currently working on building a job summary & description. An Expression of Interest will be sent out to a few Recruitment firms in the next month. Overall costs for the recruitment process are not known at this time.

4.6 CCN/Foundation Working Group

A small working group has been formed to review future plans of the Foundation. Trish has reached out to Sherry Parsley from The Osbourne Group, to arrange for a ½ day facilitated meeting with the small working group. The outcome of that meeting will be brought back to the CCN Board & Eds House Foundation for discussion.

Motion by: Judy McLean to accept the recommendation of the Finance Committee to approve the 2025/2026 Operating Budget of \$6,842,255. 2nd by: Tim Miller. Carried. For Information Purposes

Motion by: Judy McLean to accept the recommendation of the Finance Committee to approve the 25/26 capital request of \$25,000 if it is required. 2nd by: Sharron MacDonald. Carried. For Information Purposes

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	<p>4.7 Foundation Update Q3 financial statements were reviewed, and the 2025/2026 budget has been approved. The upcoming Handbags for Hospice event sold out in 2 hours and there is a waiting list for tickets. Discussed investment accounts and policy with CIBC Investment Advisor Jeremy Hall.</p> <p>4.8 OHT-N/Governance Advisory Committee An Executive Lead update was circulated in the consent agenda items. The slide deck outlined projects that are currently happening. Suggestion for inviting Andrea Groff from the OHT-N, to present at a Board Education session.</p> <p>4.9 In Camera Session</p> <p>*The March Board meeting will be conducted over Zoom instead of in person.</p>	<p>For Information Purposes</p> <p>Motion by: Judy McLean to move into camera. 2nd by: Stephen Beauchamp Carried.</p> <p>Motion by: Tim Miller to move out of camera. 2nd by: Judy McLean. Carried</p>
<p>5. Termination</p>		<p>Motion by: Selena Forsyth</p>

Next Meeting – Friday, March 28, 2025 - Zoom