

**Board of Directors Meeting Minutes**  
**In-Person – Wednesday, Jan. 28, 2026 – 10:30 am – Ed’s House**

**Present:** Elaine Azzopardi, Stephen Beauchamp, Angela Grogan, Nadine Lee, Nora Jones, Janet Burn, Tim Miller, Sharron MacDonald, Jessica Clarke, Jordan Prosper, Tina Stephens

Regrets: Judy McLean

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
Call to Order	The meeting was called to order by Elaine Azzopardi.	
1.1 Confirmation of Quorum	A Quorum was confirmed.	
1.2 Land Acknowledgement	Elaine Azzopardi offered a Land Acknowledgement	Sharron MacDonald will offer in February.
1.3 Declaration of Conflict of Interest	No conflicts were declared.	
1.4 Approval of Agenda	Approval of Agenda *Addition of a Fundraising update to be added after Foundation update.	Motion by: Angela Grogan to approve the amended agenda. 2 <sup>nd</sup> by: Tim Miller. Carried.
3. Business Arising from Minutes	3.1 Governance Strategy Session Briefing Note Jordan informed the Board that the Governance Strategy Committee met on Monday, Jan. 26 <sup>th</sup> with representation from both CCN and Foundation Boards to discuss next steps of the alignment of both boards. Discussion took place regarding reviewing and updating the current Relationship agreement. Jordan will work collaboratively with Pam Went on this in early February. A communication plan is being discussed and will be shared with both boards.  3.2 CEO Onboarding Elaine met with Jordan to discuss a 3-month work plan. Jordan identified 5 key areas he would like to focus on during the first 3 months. Not all points will be completed in 3 months but there is road maps with timeframes indicated.	A formal communication plan will be put together to be presented at the March Board meeting.  Work plan will be reviewed at the end of 3 months and updates provided to the Board.
4. Board/Committee Business	4.1 Finance Committee – Elaine provided a Finance Committee update on behalf of Judy McLean. The	For Information Purposes

	<p>2026/2027 draft budget was reviewed by the Finance Committee. The final budget will be presented to Finance in March and will be brought to the March Board meeting for final approval.</p> <p>4.2 Governance Committee – no update</p> <p>4.3 Foundation Update – Policy work being completed. Working towards obtaining more monthly donors, and many 3<sup>rd</sup> party fundraisers happening. Handbags for Hospice event scheduled for April 9, 2026.</p> <p>4.4 Fundraising Update Casino Royale event shaping up well. Hoping to raise \$30,000. Elaine hosted a “Food for Thought” event, and it was well received. If any other members are interested in hosting, please reach out to the Donor Relations/Nutrition teams for more information.</p>	<p>For Information Purposes</p> <p>For Information Purposes</p>
5. Termination		Motion by: Sharron MacDonald

**Next Meeting – Wednesday, Feb. 25, 2026 – 9:00 am - Virtual**