

Board of Directors Meeting Minutes

September 28, 2021

Present: Tom Baumgartner, Stephen Bird, Cynthia Carver, Jane Coyle, Maddy Dever, Carole Devine, Deborah Duffy, Jean Dunning, William Enright, Morgan Hawn, Lindsay Jackson Derragh, John Jordan, Carol Anne McNeil, Sharon Mousseau, Brenda Powers Ross, Sarah Sark, Richard Schooley, Thomas Todd, Becky Walker

Regrets: Kim O'Connor

- 1.0 Welcome:** Deborah welcomed everyone and read the land acknowledgement statement.
- 2.0 Mission statement:** Deborah directed Board members to the Mission Statement and explained to new Board members that the mission statement is read at the beginning of the first Board and committee meetings in September after a new Board has been appointed.
- 3.0 Approval of agenda:** The agenda was approved as presented.
- 4.0 Conflict of interest:** No conflict of interest was declared.
- 5.0 Approval of minutes from June 22, 2021 (post-AGM Board meeting):** The minutes were approved as presented.
- 6.0 Business arising from minutes**
 - 6.1 Confirm signing authority for cheques, 2021-2022:** Deborah reviewed the current approved signatories for cheques, including staff members (John Jordan, Amy Vanderspank, Sarah Sark, Carol Anne McNeil, Ray Kamm) and Board members (Deborah Duffy, Tom Baumgartner, Kim O'Connor, Barbara Drake). The Board approved the removal of Barbara Drake, as she is no longer on the Board, and determined that it would not be necessary to replace her with another signing officer. Staff signatories will remain the same.
- 7.0 Board annual workplan**
 - 7.1 Reminder for upcoming Board orientation sessions:** Orientation session #3 (Finance/Operations) will take place on October 8 at 1:00; Amy and John will present. Tom will be presenting for the final session (Skills Training) but has a scheduling conflict; Becky will check with new Board members re: availability and reschedule for a different date.

- 7.2 Corporate and Funder Reporting - Compliance Report: John presented the financial reporting and remittance schedule. He noted that the document is a work in progress, and will be updated regularly by the Finance team.
- 8.0 Operations Report: John reviewed highlights of the Operations Report to the Board.**
- 9.0 CEO Transition Committee report:** Deborah shared recent minutes from the CEO Transition Committee, as well as the workplan. The Board accepted with regrets John's resignation letter, with his final date as March 13, 2022. Becky to send out CEO Transition Committee workplan to the Board, and will forward John the list of local partners/organizations who have received the job posting.
- 10.0 Planning & Review Committee report:** Cynthia reported on the work of the Planning & Review Committee. The Board received the September 1 meeting minutes.
- 11.0 Finance Committee report:** in Kim's absence, Richard reported on the work of the Finance Committee. The Board received the September 13 meeting minutes. The Board approved the revised mileage policy 3.01.11, the Q1 statements, the Finance Committee Terms of Reference, and the Happy Roots funding proposal and draft budget. Following a discussion regarding the funding proposal, it was suggested that staff submitting funding proposals provide more information on potential new funders. It was also suggested that the Governance Committee review the process relating to funding proposal submissions and approval by the Board, to determine if a checklist should be created to assist staff when writing the proposal.
- 12.0 Governance Committee report:** Stephen reported on the work of the Governance Committee. The Board received the September 14 meeting minutes.
- 13.0 Whitewater Bromley Healthier Community Committee report:** Carole reported on the work of the Whitewater Bromley Healthier Community Committee. The Board received the September 22 meeting minutes. Carole indicated that the Terms of Reference is a work in progress and will be brought to the Board at a future meeting for review and approval.
- 14.0 Alliance Board Liaison report:** Deborah proposed that Maddy Dever be appointed Alliance Board liaison and the Board agreed. Maddy attended a recent strategic planning meeting with the alliance and will be attending the Board liaison meeting next week. They will report at the October Board meeting.
- 15.0 Informational items:** Deborah directed Board members to the informational items on the agenda; there were no questions.
- 16.0 Next meeting: October 26 @ 2:00 on Zoom**