



Board of Directors Meeting Minutes

May 25, 2021 @ 2:00 p.m.

Present: Tom Baumgartner, Gwen Bennett, Stephen Bird, Cynthia Carver, Maddy Dever, Carole Devine, Barbara Drake, Deborah Duffy, Bonny Johnson, Sharon Mousseau, Kim O'Connor, Richard Schooley

Staff: Jane Coyle, John Jordan, Carol Anne McNeil, Brenda Powers Ross, Sarah Sark, Kara Symbolic, Becky Walker (resource)

1.0 Welcome: Deborah welcomed everyone.

2.0 Program Presentation: Kara Symbolic presented on Health Promotion, Community Development and Volunteer Engagement.

3.0 Approval of agenda

3.1 Conflict of interest: None declared.

4.0 Approval of minutes from April 27, 2021: The draft minutes circulated were revised following feedback from Board members to provide clarity. Minutes were updated during the discussion and will be posted to SharePoint by Becky. Following the agreed-upon changes, the minutes were approved.

5.0 Business arising from minutes

5.1 Strategic Plan 2017-2022 process: Kara provided background on the previous strategic planning process. The main steps were the following:

- Formed strategic planning sub-committee comprised of Planning & Review Committee members, any interested members of Board committees, and staff from the Operations Committee
- Sub-committee developed a terms of reference and workplan; it took a lot of time to determine the scope of the workplan
- Identify available and required resources
- Prepared request for proposal for consultant. Identified key areas of focus for consultant (for example, applying consistent thinking throughout the process).
- Started consulting and assembling input from different sources, including: Be Well Survey (about 650 Lanark County residents); Vital Signs Lanark County survey



(about 300 Lanark County residents); planning day summit (about 60 participants across organization)

Cynthia asked whether data could be shared. Kara said raw data may be saved somewhere; she will look for it and forward to Cynthia.

5.2 Network 24 OHT: John presented the final application and the internal communique for Network 24 OHT in Renfrew County. He has been contacted by Pembroke Hospital to contribute to the collaborative decision making agreement (CDMA) for Network 24. He has notified them that our signature page and name is missing in the application and asked that it be added moving forward.

6.0 Board workplan for May: Deborah reviewed items on the May workplan. She indicated that some items will be added to the agenda for the June 14 meeting.

- **Report on CEO performance appraisal as per policy 6.01.09:** Deborah reported that this is in progress.
- **Ensure the organization conforms to by-laws:** Tom suggested that the Governance Committee confirms that as far as they can determine, we have operated according to the by-law. "Review workplan" will be added to Business Arising for the next meeting to discuss re-wording this item to make it clearer.
- **Succession planning:** To be discussed in the Nominating Committee report later in the agenda.
- **Review results of annual Board evaluation survey:** These will reported with the results of the May Board meeting evaluation survey at the June 14 meeting.
- **Board meeting evaluation:** Becky asked everyone to submit their survey for this month's meeting. There is a link in the meeting agenda, and she will send out a reminder as well.
- **Ensure that governance documents are in place for AGM (except audited financial statements):** Becky confirmed that all non-financial documents for the AGM will be ready for the meeting.
- **Funding accountability review:** John has compiled a list of accountabilities and confirmed that all reporting has been done. He will present the revised list at the June 14 Board meeting.

7.0 Operations Report: John presented his report to the Board.

8.0 Executive Committee report: Deborah presented the May 19 meeting minutes of the committee.

9.0 Planning & Review Committee report: Cynthia presented the May 5 meeting minutes of the committee.



- 10.0 Whitewater Bromley Healthier Community Committee report:** Bonny presented the May 7 meeting minutes of the committee.
- 11.0 Nominating Committee report:** Barbara presented the May 12 meeting minutes of the committee. She confirmed the slate of four candidates to be approved for their first three-year term: Lindsay Jackson Derragh, Jean Dunning, William Enright, and Thomas Todd. She also shared that Kim O'Connor will be put forward for her second three-year term. The Board approved the slate of candidates to be presented to the membership for election at the AGM. **DECISION: The Board approved the slate of candidates for election at the AGM.**
- 12.0 Governance Committee report:** Stephen presented the May 14 minutes of the committee and the following items for Board review and approval:
- **Alliance resolutions for June AGM:** The Board discussed the resolutions and agreed that the voting designate should vote yes on all resolutions put forward.
 - **Alliance voting designation:** The Board approved Deborah Duffy as the voting designate, with Bonny Johnson as the alternate.
 - **Land acknowledgement statement:** The Board approved the land acknowledgement statements drafted by Sarah.
 - **Changes to policy 6.01.08 Guidelines for the Recruitment of the CEO:** The Board approved the changes proposed by the Governance Committee.
- 13.0 Alliance Board Liaison report:** Bonny presented the Alliance report and encouraged Board members to access the Alliance's webinars.
- 14.0 Informational items:** John reviewed the informational items. No questions or action required at this time.
- 15.0 Correspondence**
- 15.1** CCA letter: John shared that our accreditation deferral request has been approved. He pointed out that even though our site visit is now scheduled for 2023, the accreditation schedule will remain the same. After the next accreditation, the time period between will be shorter.
- 16.0 New Business**
- 16.1 In-camera session:** The Board went in-camera to discuss an ongoing legal matter. No action required by the Board at this time; John will keep the Board informed of any developments. The Board came out of camera and continued the meeting.
- 17.0 Availability for cheque signing:** Signing officers confirmed they were available.



18.0 Next meeting(s):

June 14, 2021 @ 10:30 a.m.

- Joint Finance Committee/Board meeting

June 22, 2021 @ 4:00 p.m.

- Annual General Meeting
- Post-AGM Board meeting

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Deborah Duffy", written in a cursive style.

Deborah Duffy
Board Chair