



Land Acknowledgement Statement

Although we gather here virtually, we acknowledge that the land where we work and gather is the traditional unceded territories of the Indigenous nations who have lived on these lands since time immemorial.

Board of Directors Meeting Minutes

September 27, 2022 @ 3:00 p.m.

Present: Tom Baumgartner, Stephen Bird, Maddy Dever, Carole Devine, Nicolas Dibdin, Jean Dunning (Chair), William Enright, Tandrae Knapp, David Moat, Kim O'Connor

Staff: Jane Coyle, Leslie Greene, Morgan Hawn, Carol Anne McNeil, Brenda Powers Ross, Sarah Sark

Regrets: Miriam Hunt, Sharon Mousseau, Becky Walker (resource)

1. **Welcome:** Jean welcomed everyone and read the land acknowledgement statement. She confirmed quorum for the meeting.

2. **Approval of agenda:** The agenda approved as presented.

Conflict of interest: No conflict of interest declared.

3. **Approval of minutes from June 21, 2022 (joint Finance Committee/Board meeting):** The minutes were reviewed and accepted as presented. Amy's reserves planning presentation will be brought forward to October's Board meeting.

Approval of minutes from June 28, 2022 (post-Annual Meeting): The minutes were reviewed and accepted as presented.

4. **Business arising from minutes**

4.1. **In-person Board meetings:** Following discussion, it was determined that our current technology would not lead to successful hybrid meetings. Several Directors have expressed a wish to return to in-person meetings. The Board agreed to continue to monitor the COVID situation and make meeting decisions on a monthly basis. The Board recognized a wish to try to meet in person at least once during the year.

- 4.2. Strategic planning update:** Sarah, Kara, Jean and Cynthia met throughout the summer to draft the Request for Proposals (RFP), review applications and set up interviews with selected applicants. Consensus regarding the best candidate to assist with Strategic planning was reached, and the contract was awarded to the Tamarack Institute. Liz Weaver will be our consultant. The co-design team, made up of the CEO, Chair of the Board, Chair of the Planning and Review Committee and Kara Symbolic will be meeting with Liz in October to begin to establish the planning process.
- 4.3. Accreditation update:** Sarah reported that we are on-track with the accreditation process. Our profile to Canadian Centre for Accreditation (CCA) has been submitted and we have been sent our indicators. Becky is the staff resource for accreditation. We are currently at the self-assessment phase. Becky will work closely with Jean and the board accreditation working group, consisting of William (Chair), Sharon and Stephen. Please contact Jean if you would like join the accreditation working group.
- 5. New business:**

 - 5.1. Approval of MOU for Smiths Falls hub:** Deferred until next meeting.
 - 5.2. Communication:** In an effort to streamline communication between staff and board of Directors, Jean proposed that, when board members have questions or concerns that Jean, Sarah or staff may have answers to, that the Directors please send an email to her as the primary point of contact. Recognizing that Directors may have questions that arise between meetings and that Sarah and staff would like to have opportunity to respond to those questions as time allows, Jean will then coordinate with Sarah and plan how best to respond. These questions may form a subject for a generative discussion if many people have the same question or a similar concern.
- 6. Board workplan items for September:**

 - 6.1. Orientation and update for Board members:** Tom reports the orientation is going along quite well. A Governance session and two informative Introduction to ConnectWell sessions have been completed. Amy Vanderspank will be providing a finance orientation in the upcoming week. We are also adding additional training sessions for navigating the new SharePoint (2019) and how to effectively chair committee meetings.
 - 6.2. Confirm commitment to Mission and Belief Statements / Ensure Planning & Review Committee reviews relevancy and effectiveness of mission and belief statements:** Jean read and the Board confirmed a commitment to the Mission and Belief Statements.

6.3. Establish annual Board workplan: The Governance Committee reviewed the Board workplan and presented recommended changes. The Board approved the amended workplan for 2022/23. Please send Jean generative discussion suggestions for February and March.

7. Operations report: Sarah reviewed highlights of the Operations Report to the Board.

8. Governance Committee report: Tom reported on the work of the Governance Committee. The Governance Committee Workplan, recommendations and policies to be deferred to next month.

9. Finance Committee report: Kim reported on the work of the Finance Committee and presented four items:

- 1) The Board received and approved the Q1 Statement as presented.
- 2) The Board received and reviewed the Red Cross grant application for Renfrew: Building community Through Mental Health Protective Programs.
- 3) The Board received and reviewed the Red Cross grant application for Lanark–Enhancing Mental Health Peer Support Post-COVID.
- 4) The Board received and approved the TPAR as reviewed and presented.

10. Healthier Community Committee report: Carole reported on the work of the Healthier Community Committee. The committee updated activities on their Life.School project, which has been a very successful pilot. They are hoping to complete another pilot soon. The committee will be refining the committee Terms of Reference.

11. Nominating Committee report: Jean reported on the work of the Nominating Committee.

The Nominating Committee called a meeting in September following the resignation of Cynthia Carver. The committee presented the following recommendations for Board approval:

- 1) The Board approved appointing someone to fill the seat left vacant by Cynthia.
- 2) The Board approved appointing Bruce Brough as a Director until the next Annual Meeting.
- 3) The Board approved Carol Devine as Chair of the Planning and Review Committee.
- 4) The Board approved that the Chair of the Board and the Chair of the Planning and Review Committee serve on the Co-Design Team for Strategic Planning.
- 5) The Board approved Carol Devine and Miriam Hunt as Co-Chairs of the Healthier Communities Committee.



12. **Alliance Board Liaison report:** Maddy reported on the work of the Alliance Board Liaison. Maddy referenced webinars that are available and upcoming opportunities. Please see Becky's previous email for dates of upcoming opportunities for Directors. Maddy will provide more updates in the fall.
13. **Correspondence:** None cited.
14. **Informational items:** Please see Sarah's email regarding, Ottawa Valley OHT. We will be having a ConnectWell Community Health fundraiser on October 6th from 12:00 PM – 2:00 PM at our Bennett Street location. There will be a pie raffle and other contests. Proceeds will be going to our Therapeutic Riding Program.
15. **Availability for cheque signing:** Jean, Kim and Tom are available to sign cheques.
16. **Next meeting: October 25, 2022**
 - 2:30 p.m.: Program presentation (Autism Services) – attendance is voluntary
 - 3:00 p.m.: Board meeting

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Dunning".

Jean Dunning
Board Chair