



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

October 25, 2022

Board: Tom Baumgartner, Stephen Bird, Carole Devine, Jean Dunning, William Enright, Miriam Hunt, David Moat, Sharon Mousseau, Kim O'Connor

Staff: Jane Coyle, Leslie Greene, Morgan Hawn, Brenda Powers Ross, Sarah Sark, Becky Walker (resource)

Presenters: Anna Goodings, Joanne Guthrie, Andrea Mulder

Regrets: Bruce Brough, Maddy Dever, Nick Dibdin, Tandrae Knapp

Staff program presentation: Autism Services (Anna Goodings, Joanne Guthrie, Andrea Mulder)

1. **Welcome:** Jean welcomed everyone and called the meeting to order. She confirmed quorum and read the land acknowledgement statement. She reminded Board members that questions are welcome during and outside of meetings.
2. **Approval of agenda:** Agenda approved as presented.
 - 2.1. Conflict of interest: None declared.
3. **Approval of minutes:**
 - 3.1. September 27 2022 Board meeting minutes: Minutes approved as presented.
4. **Business arising from minutes**
 - 4.1. **Finance Committee – September 19 meeting minutes:** Minutes presented as informational item, as they were not available for the September 27 Board meeting. Tom pointed out that the Finance Committee Terms of Reference will need to be approved by the Board. Kim confirmed that she will bring the document to a future Board meeting for review and approval. No Board action required at this time.

- 4.2. **Healthier Community Committee – September 22 meeting minutes; June 7 meeting minutes; May 3 meeting minutes:** Minutes presented as informational items; no Board action required.
5. **New business:**
 - 5.1. **Letter of support for the Smiths Falls Integrated Health Hub:** Sarah presented a letter of support for the application being submitted by Rideau Community Health Services on behalf of partners for this initiative. Information regarding ConnectWell’s participation in the project is included in the letter. Jean reminded everyone that this letter reaffirms the commitment already approved by the Board, and ConnectWell’s participation is dependent on funding.
DECISION: The Board approved the letter, which will be signed by Jean and forwarded to RCHS by Becky.
 - 5.2. **Policy 3.01.13 Payment Processing Account:** Kim presented policy 3.01.13, with revisions proposed by Amy. She explained that due to issues with PayPal, it was recommended that the policy be changed to include other payment processing services, rather than focusing solely on PayPal.
DECISION: The Board approved revised policy 3.01.13 Payment Processing Account.
6. **Board workplan items for October:**
 - 6.1. **Board meeting evaluation:** Jean reminded Board members to participate in the online survey. Becky confirmed that a link to the survey is included in the agenda, and she will send out a reminder next week.
 - 6.2. **Operational plan review:** Deferred to November. Sarah will present to Governance at the November 8 meeting and bring the plan to the Board later in the month.
 - 6.3. **Review schedule of required reports for corporate and legal requirements:** Deferred to November. Amy is updating the schedule; document will be presented to Governance and discussed at the November Board meeting.
7. **Report from the Chief Executive Officer:** Sarah presented her report. The group discussed increasing demand for Respite services, inside and outside of our current service area. Sarah confirmed that developmental services programs are stretched thin, province-wide. We are exploring possible expansion in the future, but it is difficult to operationalize with limited staff and funding. She pointed out that replicating what already works may not be possible in different circumstances. Complex high needs clients require most of our resources, so there is no extra time to work on expansion. Kim affirmed the complexity of referrals in the developmental services field. Carole pointed out that strategic planning is taking place this year, which provides an opportunity to consider issues and opportunities such as the pressures on Respite services, and the possibility of expanding our services into other areas.

8. **Planning and Review Committee report:** Carole reported on the work of the committee and presented the October 4 meeting minutes. The focus of the committee will be on strategic planning; Carole will provide regular updates as the work progresses.
9. **Governance Committee report:** Tom reported on the work of the committee and presented the October 17 meeting minutes. He mentioned that the committee had reviewed the by-law in relation to eligibility for Board applicants. The committee determined that based on the wording of the by-law, eligibility was not as limited by geography as previously assumed. He brought two items for approval by the Board: revised policy 6.01.07 and the committee's updated Terms of Reference.
DECISION: The Board approved the following items brought forward by the Governance Committee:
 - Policy 6.01.07 Chief Executive Officer Role and Delegation
 - Governance Committee Terms of Reference
10. **Alliance Board Liaison report:** William and Jean reported on the recent Alliance webinar. Board members were encouraged to review the slides and listen to the recording.
11. **Informational items:** Jean reminded Board members about the informational items included in this month's package. She made special mention of the article titled "Becoming Champions for Change" which outlined Morgan and Brenda's participation in the Alliance's cancer screening learning collaborative. She extended congratulations on behalf of the Board to Morgan, Brenda and staff who worked on this important initiative.
12. **Availability for cheque signing:** Jean, Kim, and Tom confirmed that they are available to sign cheques this month.
13. **Next meeting: November 22, 2022**
 - 2:30 p.m.: Program presentation (Lanark Early Integration Program)
 - 3:00 p.m.: Board meeting
14. **Meeting adjournment:** The meeting was adjourned at 4:02 p.m.