



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

May 23, 2023

Present: Tom Baumgartner, Stephen Bird, Bruce Brough, Carole Devine, Nick Dibdin, Jean Dunning, William Enright, Miriam Hunt, David Moat, Sharon Mousseau

Staff: Sarah Sark, Amy Vanderspank, Becky Walker (resource)

Guests: Leigh Gibson, Maureen Hampton

Regrets: Tabrae Knapp, Kim O'Connor

Staff presentation: Connections staff Leigh Gibson and Maureen Hampton presented.

1. **Welcome:** Jean welcomed everyone, read the land acknowledgement statement, confirmed quorum, and called the meeting to order at 3:07 p.m.
2. **Approval of agenda:** Agenda approved as presented. No conflict of interest declared.
3. **Approval of minutes:** April 25, 2023 meeting minutes approved as presented.
4. **Business arising from minutes:**
 - 4.1. **June 6 2023 Alliance AGM resolutions:** The Governance Committee recommends that the Board directs Sarah to vote yes to all resolutions at the Alliance AGM on June 6. The Board accepted the recommendation and approved Sarah voting in favour of all resolutions.
5. **New business:**
 - 5.1. **Board meeting schedule (time, location) for 2023-24:** Jean proposed rotating meetings at the three main sites for part of the year, with winter meetings conducted via Zoom:

Date	Location
September 2023	Lanark
October 2023	Beachburg
November 2023	Carleton Place

December 2023	No regularly scheduled Board meeting
January 2024	Zoom
February 20234	Zoom
March 2024	Zoom (possibly Lanark – weather dependent)
April 2024	Carleton Place
May 2024	Beachburg
June 2024	Annual Meeting (Carleton Place)

Sarah noted that space is at a premium in Beachburg, so staff will need a lot of lead time to book the Board meetings on site. Jean suggested putting meeting start times on the post-Annual Meeting Board meeting so new Board members can weigh in.

5.2. LLG Board-to-Board Governors’ Forum on June 16 2023: Jean reminded Board members to sign up for this forum; she and Tom have registered and will be attending. Sarah noted that although OHT representatives will be in attendance, this event was not organized by the OHT.

6. Board workplan items for May:

- **Chair reports on CEO performance appraisal as per policy 6.01.09:** Jean confirmed she completed Sarah’s performance review in April. There will be a larger review next year.
- **Review results of annual Board evaluation survey presented by Governance Committee:** Tom noted that the Governance Committee met earlier than usual this month, so there wasn’t enough time to review the survey results before the Board meeting. Deferred to Sept.
- **Board meeting evaluation:** Link included in meeting agenda; Becky will send out a reminder next week.
- **Ensure that Governance documents are in place for Annual Meeting (except audited financial statements):** Becky confirmed documents are in place.
- **Schedule joint Board/Finance Committee meeting in June to approve audited financial statements:** Meetings scheduled for June 1 and June 19.
- **Ensure Board stewardship by documenting select indicators/targets contained in a variety of funding agreements:** Jean noted that this was held over from last year. Jean and Sarah decided that Sarah will report in monthly CEO report so this item can be removed from the workplan.
- **Strategic planning update:** Jean reported on the work of the Co-Design Team. The group will meet on June 2 to review data and discuss priorities. She noted that the initial goal was to have the strategic plan ready for June, but this is not feasible, so work will continue over the summer, with a new deadline for fall. Liz will present priorities to the Board in September. Current Board members who are not returning will be invited to the presentation. Sarah pointed out that this lines up nicely with the relaunch of our redesigned workplan and performance review processes.
- **Accreditation update:** Jean provided an update on accreditation. Becky has reached out to Jane Page Brown to schedule practice interviews for Board members in mid-August; she will send out a Doodle poll to determine availability.

7. Report from the Chief Executive Officer: Sarah highlighted items from her report.

- 8. Governance Committee report:** Tom reported on the work of the committee. He presented the May 2, 2023 meeting minutes and noted that Governance Committee members should be prepared to meet over the summer to prepare for orientation. He asked for Board approval to extend the orientation period into October, as accreditation will be taking place September 12-14, when orientation would typically occur. The Board agreed to schedule orientation in late September and early October.
- 9. Finance Committee report:** Amy presented the Finance policies for approval. All policies were approved, with Amy making minor edits during the discussion.
- 10. Nominating Committee report:** Jean reported on the work of the committee. She presented the May 16, 2023 meeting minutes and the slate of nominees for the 2023-24 Board. Bruce declared a conflict of interest. The Board approved the slate put forward. Jean noted that the makeup of the committees will be finalized after the annual meeting.
- 11. Renfrew County Healthier Communities Committee report:** Carole noted that the committee cancelled the last meeting due to lack of quorum.
- 12. Planning & Review Committee report:** Carole reported on the work of the committee. The last meeting was spent on a generative discussion of the committee terms of reference. This topic is going to Governance for a larger discussion around the nature of the Planning & Review Committee.
- 13. Availability for cheque signing:** Tom and Jean confirmed they are available.
- 14. Upcoming meetings:**

 - June 1, 2023 @ 3:00 p.m. – joint Finance Committee/Board meeting
 - June 19, 2023 @ 2:00 p.m. – joint Finance Committee/Board meeting
 - June 27, 2023 @ 2:30 p.m. – Annual Meeting (Board meeting to follow Annual Meeting)