



### Land Acknowledgement Statement

*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. In particular, we acknowledge the Anishnaabeg (Ah-nish-in-a-bek), Huron-Wendat, Haudenosaunee (Ho-den-no-show-nee), Oneida, and Algonquin peoples. We are grateful to live and work on this land, and to work in allyship with Indigenous communities. Let us learn from the Indigenous caretakers of this land about the sacred relationships and responsibilities that we have to each other and to these beautiful lands that give us what we need to live a healthy life.*

### Board of Directors Meeting Minutes

October 24, 2023

#### Hybrid meeting in person at 27 Crawford St., Cobden and on Zoom

**Present (in person):** Tom Baumgartner, Kim Groskleg, Kim O'Connor, Jan Paul-Barr, Mary Lou Pratt, Lesley Scharf

**Present (on Zoom):** Bruce Brough, Carole Devine, Jean Dunning, Miriam Hunt, Tandrae Knapp, David Moat

**Staff (in person):** Brenda Powers Ross, Sarah Sark, Becky Walker (resource)

**Staff (on Zoom):** Leslie Greene, Joanne Guthrie, Carol Anne McNeil

**Regrets:** Nick Dibdin

**Presentation:** Joanne Guthrie presented on the work of the Behaviour Development Program.

1. **Welcome:** Tom welcomed everyone, read the land acknowledgement statement, and confirmed quorum.
2. **Approval of agenda:** The agenda was approved with no additions; Tom asked that some of the items in #6 be moved around and the Board agreed. No conflict of interest was declared.
3. **Approval of minutes:** The minutes of September 26, 2023, were approved as presented.
4. **Business arising from minutes:** No business carried over from previous meetings.
5. **New business:**
  - 5.1. **Christmas holiday closures:** Sarah explained that the Board approves early closure on December 24 and 31 each year as an expression of appreciate to staff. The Board approved.
  - 5.2. **Finance policies:**



5.2.1. 3.01.02 Accounts Payable: The Board reviewed and approved this policy.

5.2.2. 3.01.0x Accounts Receivable: The Board reviewed and approved this policy. To be revisited at Finance Committee to determine if clarification on collection procedures is required in section 4.

## 6. Board workplan items for October:

- Board meeting evaluation: Tom reminded Board members to complete the meeting evaluation survey online. Becky noted that turnaround time is quick, as results will be discussed at next week's Governance Committee meeting. She asked everyone to submit by this Friday (Oct. 27)
- Operational plan review: Sarah presented the operational plan for the organization, with strategic directions from the new strategic plan. A column will be added to the worksheet with status updates, and the document will be saved on SharePoint for Board members to review. The Board also approved changing the workplan, with the following item added in September: ***Review of the operational workplan and strategic plan summary report.***
- Review schedule of required reports for corporate and legal requirements: The group agreed to changed wording for this item: ***CEO attestation of conformation to legislative requirements for the organization.*** Update to the Board workplan approved.
- Approve strategic plan: The strategic plan was approved. Sarah will follow up with Liz regarding an error on the front page of the document, as well as correcting the name of the Planning & Review Committee.
- Review and discuss accreditation report: Sarah provided an update on accreditation; she and staff have reviewed the preliminary report and are working on gathering documents to submit for the November 10 deadline.

7. **Report from the Chief Executive Officer**: Sarah presented her report.

**\*\*\*BREAK\*\*\***

8. **Governance Committee report**: Prior to the break, Tom asked Board members attending in-person to complete the 2023 Board orientation evaluation form (Becky offered to email a Word version to those who attended virtually). Following the break, there was a brief discussion with some feedback provided (also included in the surveys). Tom will review the results and bring a summary to the Governance Committee meeting next week. Tom also presented the October 4 Governance Committee meeting minutes for the Board's information, as well as the list of acronyms which were updated by the committee. Becky will upload to SharePoint and send a link to Board members. Three Governance policies were brought to the Board for approval: 6.01.03 Annual Budgets; 6.01.06 Board of Directors and Board Committee Member Conflict of Interest; and 6.01.16 Policy Review. The Board reviewed and approved the policies.



- 9. Renfrew County Healthier Community Committee report:** Miriam presented the October 5 meeting minutes for information only. The committee will be meeting to discuss its purpose and Miriam will report back to the Board with an updated Terms of Reference and workplan at a future meeting.
- 10. Planning & Review Committee report:** Carole reported that the committee will be meeting tomorrow to discuss the Terms of Reference and workplan; she will provide an update at the November meeting.
- 11. Alliance Liaison report:** Bruce reported on the Alliance. He attended the October 11 Board liaison orientation and noted that the Alliance is calling for nominations for their Board of Directors. He also reviewed some items of interest included in the October 2023 Board to Board issue. The group agreed it would be helpful to include a link to the “Alliance 101” presentation in the Board orientation materials. Becky will follow up with the Alliance re: registering new Board members for the Health Equity Training and checking to see when our three-year license will expire.
- 12. Availability for cheque signing:** Tom, Jean, and Kim O. indicated they were all available for cheque signing this month.
- 13. Next meeting:**

  - November 28, 2023 @ 30 Bennett St., Carleton Place
    - Presentation: 3:00 p.m. (Primary Care – Lanark)
    - Board meeting: 3:30 p.m.