



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

November 28, 2023
30 Bennett St., Carleton Place

Present: Tom Baumgartner, Bruce Brough, Nick Dibdin, Carole Devine (Zoom), Jean Dunning, Kim Groskleg (Zoom), Miriam Hunt (Zoom), Kim O'Connor, Mary Lou Pratt, Jan Paul Barr, Lesley Scharf

Staff: Emily Frizell, Carol Anne McNeil, Brenda Powers Ross (Zoom), Sarah Sark, Corrie Stewart, Becky Walker (resource)

Regrets: Tabrae Knapp, David Moat

Program presentation: Emily Frizell presented on the work of the Lanark Primary Care Team.

1. **Welcome:** Jean welcomed everyone, called the meeting to order at 3:32 p.m. and confirmed quorum. In place of the regular pre-written land acknowledgement statement, she spoke about her gratitude to the Indigenous nations for their stewardship of the lands we work and live on. (For further discussion of land acknowledgement, see item 5.1)
2. **Approval of agenda:** Agenda approved as presented, with one addition: Jean asked that item 5.3 *Accreditation update* be added under "New Business."
 - 2.1. **Conflict of interest:** During Emily's presentation, Carole declared a potential conflict of interest because of her part ownership in Conway's Pharmacy.
3. **Approval of minutes:** The minutes of October 24 were approved as presented.
4. **Business arising from minutes:** No business arising from previous meetings.
5. **New business:**

5.1. **reconciliACTION:** Jean asked Board members to forward suggestions for actions the Board might consider as part of moving forward with reconciliation in addition to the land acknowledgement at the beginning of meetings. To be discussed further at the next Board meeting.

5.2. **Volunteer education grant:** Funds are available for Board education through the volunteer grant recently awarded to ConnectWell; Jean suggested planning a retreat and asked for volunteers to form a working group to coordinate. Tom, Bruce, and Kim G. offered to assist. Doodle poll to go out shortly to determine availability for meeting in January.

5.3. **Accreditation update:** Jean and Sarah reported that ConnectWell received the final report from CCA and we are officially accredited from April 2022 to April 2026 (shortened term due to extension granted in 2022 because of COVID). Jean congratulated everyone involved in the process, and thanked Board members for their contributions. A discussion took place regarding the future of accreditation for ConnectWell; to be added to the January Governance Committee agenda.

6. Board workplan items for November:

- **Receive and review annual complaints report:** Sarah reported that based on feedback from the Governance Committee, she will be revising the content of the complaints report and bringing it to the January committee meeting for review. To be added to the January Board meeting agenda.
- **Review and sign-off for legislative compliance for MCCSS (Respite Services):** Deferred until further notice from MCCSS. Sarah and Carol Anne confirmed that the Ministry has not indicated when they will be conducting compliance visits; Kim noted that due to pandemic restrictions, the Ministry is just now working through the backlog of site visits that were on hold during COVID.
- **Annual thank you message to staff from Board:** The Board recorded their annual thank you message to staff. Sarah will edit and share the link once it's ready.

7. **Report from the Chief Executive Officer:** Sarah presented her report and highlighted items of note. There were no questions.

*****BREAK*****

8. **Finance Committee report:** Kim reported on the work of the committee. She presented the November 13 meeting minutes for information, and the following items for review and approval by the Board: Q2 statement by part; Q2 report by part and program; statement of position as of September 30, 2023; and the Healthcare Excellent Grant application (approval to accept funds). The Board approved all documents.

9. **Governance Committee report:** Tom reported on the work of the committee. He presented the November 1 meeting minutes for information, and policy 6.01.05 Board of Directors Role and Responsibilities for review and approval. The policy was approved, with three minor edits: change review and approval dates, remove blank page, and add "equity" to item 8.2. Becky will make changes and upload revised policy to SharePoint.



10. **Renfrew County Healthier Community Committee report:** Miriam reported that the committee has not met since the last Board meeting; the committee is currently reviewing the Terms of Reference.
11. **Planning & Review Committee report:** Carole reported on the work of the committee. She presented the October 25 meeting minutes for information, and the committee Terms of Reference for review and approval. The Board approved the revised Terms of Reference for the committee. Jean informed the Board members that the generative discussion at the February 2024 Board meeting would focus on the future of the Planning & Review Committee; she asked that Board members consider ideas in advance of the February meeting for discussion.
12. **Alliance Liaison report:** Bruce provided highlights from the recent Health System Changes webinar. He reminded Board members of the Governing for Health Equity training through the Alliance and recommended that everyone take advantage of our access to these materials. He also noted that upon further exploration, he does not see the value in ConnectWell completing the organizational assessment requested by the Alliance and the Board agreed. No further action required at this time. The Alliance has asked its members to share their fundraising policies; the Board approved Bruce sending ConnectWell policies 2.01.07 Fundraising and 3.01.12 Receipting Donations to the Alliance.
13. **Availability for cheque signing:** Tom, Kim, and Jean are all available to sign cheques. Tom asked about process regarding approval of electronic fund transfers by Board signatories. Becky to follow up with Amy.
14. **Next meeting:**
 - January 23, 2024 on Zoom:
 - <https://us06web.zoom.us/j/83247622146?pwd=tfGAFn3aaXLrFal63gBNxBIsamINtA.1>
 - Meeting ID: 832 4762 2146
 - Passcode: 116832
 - Presentation: 3:00 p.m. (Language Development)
 - Board meeting: 3:30 p.m.