



### 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

April 23, 2024 @ 3:30 p.m.

Lanark site – Jordan Room

**Present (in person):** Tom Baumgartner, Bruce Brough, Jean Dunning, Miriam Hunt, Kim O’Connor, Jan Paul Barr, Mary Lou Pratt, Lesley Scharf

**Present (on Zoom):** Carole Devine, Nick Dibdin, Kim Groskleg

**Staff (in person):** Jane Coyle, Sarah Sark, Corrie Stewart, Becky Walker (resource)

**Guests (in person):** Wayne Stryde, Gerry Van Loon, Michel Vermette

**Presentation:** Jane Coyle, Director of Mental Health Services and Connections, presented on the work of the Connections program. During discussion following the presentation, Board members noted that the Connections team is highly respected by peers and clients alike.

1. **Welcome:** Jean called the meeting to order and extended a special welcome to guests and Board applicants Wayne Stryde, Gerry Van Loon, and Michel Vermette. Brief introductions of current Board members and staff went around the table.
  - 1.1. **Land acknowledgement statement:** Bruce Brough led the land acknowledgement statement by sharing his experiences working on an Indigenous Justice project with members of the Walpole Island First Nation; he offered insight shared by one of the elders in the community, who pointed out that Indigenous peoples functioned well with an established justice system prior to contact with European colonizers.
  - 1.2. **Confirmation of quorum:** Jean confirmed quorum for the meeting.
2. **Approval of agenda:** The agenda was approved as presented.
  - 2.1. **Conflict of interest:** Jean reminded attendees to declare a conflict of interest at any time during the meeting.



3. **Approval of minutes:** The minutes of March 26, 2024, were approved as presented.
4. **Business arising from minutes:** There was no business carried over from previous meetings.
5. **New business:** There was no new business this month.
6. **Board workplan items for April:**
  - **Board succession planning:** Jean reported that she has met with all current Board members to determine their interest in committees and announced that the following Executive slate would be presented for Board approval (at the post-Annual Meeting Board meeting): Jean Dunning (Chair), Tom Baumgartner (Past Chair), Nick Dibdin (Vice Chair), Mary Lou Pratt (Secretary/Treasurer).
  - **Request Committee Chairs to submit their annual reports:** Becky asked that all Committee Chairs please forward their reports to her by mid-May; she will send out samples of last year's reports for reference.
  - **Receive by-laws report from Governance Committee:** Tom reported that no changes to the by-laws are required at this time, but some wording from the Alliance by-laws may be adapted for ConnectWell's by-laws for membership approval at next year's Annual Meeting.
  - **Initiate annual Board evaluation survey:** Becky will send out a link to the annual survey; she noted that based on feedback from Board members, we have switched to Zoom as our survey tool, rather than LimeSurvey.
7. **Report from the Chief Executive Officer:** Sarah presented her report, highlighting the DO IT Working Group, which focused on developing a central intake process to make the client journey easier and more efficient. She thanked all staff who worked on this initiative, noting that their efforts were so successful, she is using this as an example for other working groups in the organization.
8. **Finance Committee report:** Kim O. reported on the work of the committee and presented the following updated policy for review and approval: 3.01.10 Cheque Signing and Electronic Funds Transfers. The Board approved the proposed changes to the policy. Becky will format and post on SharePoint. The Board also approved the appointment of Jude Anuebunwa as a cheque signing authority as per the Finance Committee's recommendation.
9. **Governance Committee report:** Tom reported on the work of the committee. He presented the April 1 meeting minutes for information, and the following updated policies for review and approval:
  - 6.01.09 Chief Executive Officer Performance Review
  - 6.01.11 Corporate Obligations
  - 6.01.15 Disposal of Client-Corporate Records
  - 6.01.23 Exit Interview of Board and Community Members
  - 6.01.24 Board Member Self-AssessmentThe Board approved all policies as presented. Becky will format and post on SharePoint.

- 10. Renfrew County Healthier Community Committee report:** Miriam reported on the work of the committee. She presented the April 9 meeting minutes for information, and the revised Terms of Reference for the Advocacy Committee (formerly the RCHCC). The Board discussed and approved the ToR with the following change: under “Membership” change the first sentence to read, “*The committee will be composed of up to four Directors.*” Jean thanked Miriam for chairing the committee, and committee members Kim G. and Carole for their work to revamp the committee.
- 11. Planning & Review Committee (Committee X) report:** Carole reported on the work of the committee and presented the revised Terms of Reference for the Q(uality) R(isk) and S(trategic Planning) Committee. The Board approved the revised Terms of Reference and thanked Carole for guiding the committee through the process. Carole thanked committee members, Tom, and Board members for their valuable input.
- 12. Nominating Committee report:** Jean reported on the work of the committee and noted that applicants present at this meeting would be participating in interviews with Nominating Committee members on May 10.
- 13. Alliance Liaison report:** Jean reported on behalf of Bruce, who left the Board meeting early to attend an Alliance webinar. She noted that Bruce will be unable to attend the Alliance AGM and Conference June 4-6, and asked that anyone interested in taking his spot should contact her.
- 14. Information items:** Jean reviewed the information items. Kim G. introduced the [50-30 Challenge](#) to the group; this is an initiative between the Government of Canada, Canadian business, and diversity organizations. It asks participating organizations to increase representation and inclusion of diverse groups within the workplace. The group agreed that further discussion of this item should be added to the May Board meeting agenda.
- 15. Availability for cheque signing:** All signers are available this month.
- 16. Next meeting:** May 28, 2024 at the Parish Hall @ [27 Crawford St., Cobden](#)

  - Presentation @ 3:00 p.m. (Respite)
  - Board meeting @ 3:30 p.m.