



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

May 28, 2024 @ 3:30 p.m.

Parish Hall @ 27 Crawford Street, Cobden and via Zoom

Present (in person): Tom Baumgartner, Carole Devine, Nick Dibdin, Miriam Hunt, Jan Paul Barr, Mary Lou Pratt, Lesley Scharf

Present (on Zoom): Bruce Brough, Kim O'Connor

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

Staff (on Zoom): Leslie Greene, Corrie Stewart

Regrets: Jean Dunning, Kim Groskleg, Tandrae Knapp, David Moat

Program presentation: Leslie Green presented on Respite Services. A discussion on Ontario Autism Program funding for Respite took place, and it was suggested that this might be a good opportunity for advocacy through the new Board committee, and/or by submitting a resolution to the Alliance at next year's AGM.

1. Welcome: Nick welcomed everyone and called the meeting to order at 3:31 p.m. He noted that he would be chairing the meeting in Jean's absence.
 - 1.1. Land acknowledgement statement: Lesley shared her experience familiarizing herself with the local history of Indigenous peoples.
 - 1.2. Confirmation of quorum: Nick confirmed quorum for the meeting.
2. Approval of agenda: Approved as presented. Nick noted the addition of new items in the Finance and Nominating reports; materials were sent out to Board members prior to the meeting.
 - 2.1. Conflict of interest: None declared at this time.
3. Approval of minutes: The minutes of April 23, 2024 were approved as presented. It was noted that item 14 was to come forward for further discussion but was not included in the agenda for this meeting. The Board agreed to add it to the agenda for the next meeting.

4. Business arising from minutes: No business arising identified for this meeting (see item 3).
5. New business:
 - 5.1. June 4 Alliance AGM: The Board authorized Lesley Scharf to vote on ConnectWell's behalf at the Alliance AGM. She was instructed to vote in favour of all the resolutions put forward.
6. Board workplan items for May:
 - Chair reports on CEO performance appraisal as per policy 6.01.09: Tom reported on Jean's behalf that the review took place with very positive feedback from Board and staff regarding Sarah's performance. The Board approved moving Sarah to level 4 on the salary grid.
 - Succession planning: Tom reported on the work of the Nominating Committee. Three applications were received for open Board positions, and the Nominating Committee recommended that the Board approve Wayne Stryde, Michel Vermette, and Gerry Van Loon as the slate of candidates to be presented at the Annual Meeting on June 25. The Board approved the recommended slate of candidates. In addition, Jean Dunning's nomination for her second three-year term was also approved. An additional Board member submitted their resignation this week, so the Nominating Committee is searching for a fourth candidate (preferably in Renfrew County). The committee will extend the search until May 31 and present the fourth candidate at the June 17 joint Finance/Board meeting. There are currently three individuals who have expressed interest in joining the Board. Committee chairs are needed for Advocacy and Governance.
 - Review results of annual Board evaluation survey presented by Governance Committee (deferred): Becky will send the results to Tom this week; the Governance Committee will review at their June 5 meeting and results will be presented to the Board at the next meeting.
 - Board meeting evaluation survey: Board members were reminded to submit their feedback on this meeting online; Becky will send out a reminder email next week.
 - Ensure that governance documents are in place for Annual Meeting (except audited financial statements): Becky and Corrie confirmed that preparations for the Annual Meeting are on track. Any outstanding Annual Reports should be submitted by next week.
 - Schedule joint Finance Committee/Board meeting in June to approve audited financial statements: Given current circumstances, the Board agreed to cancel the June 3 joint Finance/Board meeting and move any urgent items to the June 17 meeting.
 - Ensure Board stewardship by documenting select indicators/targets contained in a variety of funding agreements: The Board confirmed that Sarah has fulfilled this requirement in her monthly reports.
7. Report from the Chief Executive Officer: Sarah presented her report. She noted that the audit by KPMG has concluded, with follow-up being handled by herself and Jude; she also singled out the Finance Team for their incredible work during this difficult time. She invited Board members to join ConnectWell staff in participating in the Perth Pride Parade, scheduled for June 1.

**** BREAK ****



8. Finance Committee report: Kim reported on the work of the committee.
 - 8.1. Approval to update list of staff authorized to sign cheques: Kim asked that the Board approve the following changes to the list of staff authorized to sign cheques: removal of Carol Anne McNeil (due to retirement) and the addition of Leslie Greene, Director of Developmental Services. The Board approved the changes.
9. Governance Committee report: Tom reported on the work of the committee. He presented the May 1 Governance Committee meeting minutes for information and noted that the annual complaints report will be moving to the QRS Committee. Accreditation has been added to the Governance workplan for discussion in the fall.
10. Renfrew County Healthier Community Committee report (Advocacy Committee): Miriam reported on the work of the committee. She plans to send out a thank you to all Healthier Community Committee members and noted that the Advocacy Committee will convene in the fall.
11. Planning & Review Committee report (QRS Committee): Tom shared that the QRS Committee has a Terms of Reference and workplan to get started in the fall.
12. Nominating Committee report: See item 6 above.
13. Alliance Liaison report: See item 5.1 above.
14. Information items: Sarah shared a letter from Carol Anne McNeil on her retirement; the Board thanked Carol Anne for her many years of service and dedication to the organization and wished her well.
15. Availability for cheque signing: Jean, Kim, and Tom all indicated they are available to sign cheques this month.
16. Upcoming meetings:
 - Joint Board/Finance Committee meeting: June 17 @ 1:00 p.m. on Zoom
 - Annual Meeting: June 25 @ 3:00 p.m. at 30 Bennett St., Carleton Place
 - Reminder that the June 3 joint Board/Finance Committee meeting is CANCELLED

The meeting was adjourned at 4:27 p.m.