



Board of Directors Meeting Minutes

November 25 Board Meeting at 3p.m.

Lung Health Presentation at 2:30pm (Ellen Fleming-Michaud)

Playroom – 30 Bennett St, Carleton Place

TEAMS

Attendees: Mary Lou Pratt, Wayne Stryde, Michel Vermette, Jean Dunning, Bruce Brough, Carole Devine, Shari Glenn, Jan Paul- Barr, Teri Rheame, Lesley Scharf, Gerry Van Loon

Staff: Sarah Sark, **Resource:** Melanie Webber

Regrets: Nick Dibdin, Miriam Hunt

1. **Welcome:** Mary Lou called the meeting to order at 3:11 p.m. and formally welcomed all those present.
 - 1.1. Land acknowledgement statement: Shari Glenn delivered this month's land acknowledgement.
 - 1.2. Confirmation of quorum: Quorum was confirmed
2. **Approval of agenda:**

Agenda was approved with the addition of "Autism conflict of interest", "Spring Retreat" and the deferral of item 6.3 to January.

 - 2.1. Conflict of interest: No conflict of interest was declared
3. **Approval of minutes:**
 - 3.1 Approval of Board minutes from October 28, 2025
 - Adjustment to Conflict-of-interest summary to read "Gerry identified a possible conflict of interest concerning the Autism agenda item and asked the Board to determine whether it met the criteria for a conflict. The Board voted and concluded that it does".
4. **Business arising from minutes**
 - Performance working group update: Michel reported that Bruce and Miriam will participate in the upcoming working group session later this month. Their focus will be on developing a corporate performance measurement framework.
 - Board meeting evaluation: Mary Lou read the results of last months Board meeting evaluation.



5. New Business

- 5.1 **Board to review/approve Holiday Season schedule:** The Board approved ½ day on Christmas Eve and ½ day on New Years Eve for all staff as their annual thank you.
- 5.2 **Spring retreat:** QRS will create a working group for the upcoming Board Spring Retreat.

6. Board workplan items for November:

- 6.1 Receive and review annual complaints report – update board workplan to indicate that the complaints report is presented at the QRS committee meeting.
- 6.2 Review and sign-off for legislative compliance for MCCSS (Respite Services) Policy 2.01.26 Abuse Responding and Reporting and Say no to Abuse guide: Board members to sign attestation, for those who are virtual or not present can send their attestation via email.
- 6.3 Nominating committee to distribute skills matrix questions to board members.
- Deferred to January
- 6.4 Annual thank-you message to staff from the Board: Jean read a poem, and the Board members conveyed their well wishes through a group video that will be shared with the ConnectWell staff.

7. Report from the Chief Executive Officer

Sarah opened the floor to questions/feedback regarding the CEO report

**** BREAK ****

8. Finance Committee report

- November's meeting rescheduled to January 15 with focus on financial reports as well as the autism program.

9. Governance Committee report

- 9.1 September 3rd follow up item: Board approval of Director's consent policy # - 6.01.22a
The policy was approved
- 9.2 October 1st Approved Meeting minutes
- 9.3 November 5 Draft Meeting minutes

10. QRS Committee report

- 10.1 October 23 Approved Meeting minutes
- 10.2 November 13 Draft Meeting minutes
The Board would like to see a yearly comparison for the noted complaints on next years report.

11. Alliance Liaison report:

Bruce will send Melanie the Job Description for the Alliance liaison position and Melanie will share with the governance committee.

12. Advocacy Committee:

The Board agreed by consensus to disband the standing committee for now. The Governance committee will conduct a review and present their recommendations.

13. Executive Committee meeting update

14. Information items:

- 14.1 Feedback from Queens Park visit
- 14.2 Lanark Era letter of response re: chiropody services
- 15.3 Alliance for Healthier Communities

15. Next meeting: January 27th on TEAMS (Presentation at 2:30p.m., Board meeting 3:00 p.m.)

16. Meeting adjourned: 5:09 p.m.