



**CMHA/PEEL BRANCH  
Board Meeting Minutes**

**Jan 24<sup>th</sup>, 2012  
7:30 P.M.**

**7700 Hurontario**

**Present:** Frank van Nie, Chair  
Sandy Milakovic, CEO & Secretary  
Janine Elias Jookema  
Ron Dabor  
Mark Howarth  
Hanzla Tariq  
Jeanette Schepp  
Karine Morin  
Jack Kamrad  
Bertha Jacov, Recorder

**Regrets:** Keith Ward, Gilles Paquette

---

**1. Call to Order/Check-In**

The Chair, Frank van Nie, called the meeting to order at 7:40 p.m.

**2. Board Education:**

N/A

**3. Approval of Agenda**

**MOTION: 1.1.24.12**

**On the motion duly moved by Janine Elias Jookema and seconded by Hanzla Tariq.**

**IT WAS RESOLVED THAT: the Agenda be approved with the addition of in camera session at the end of the meeting.**

**Carried.**

**4. Declaration re: Conflict of Interest**

None

## 5. Approval of Minutes

(Dec 6th, 2011 Board Meeting Minutes)

(Dec 21st, 2011 Board Teleconference Meeting Minutes)

(Jan 10th, 2012 Board Teleconference Meeting Minutes)

**MOTION:** 2.1.24.12

On the motion duly moved by Jack Kamrad and seconded by Mark Howarth.

**IT WAS RESOLVED THAT:** the minutes of the Dec 6th, 2011 Board meeting be approved with the change that Hanzla was on a leave of absence.

Carried.

**MOTION:** 3.1.24.12

On the motion duly moved by Jack Kamrad and seconded by Mark Howarth.

**IT WAS RESOLVED THAT:** the minutes of the Dec 21st, 2011 Board Teleconference meeting be approved as presented.

Carried.

**MOTION:** 4.1.24.12

On the motion duly moved by Jack Kamrad and seconded by Mark Howarth.

**IT WAS RESOLVED THAT:** the minutes of the Jan 10th, 2012 Board Teleconference meeting be approved with the change of the year from 2011 to 2012.

Carried.

## 6. Board Means

### 6.1 Action Items Review

Action items were reviewed, clarified and updated.

### 6.2 CMHA National Strategic Plan Input

We were asked to provide input on the Strategic Plan. The deadline for submitting feedback has been extended to Jan 27<sup>th</sup>.

Suggested changes:

- Goal #1 – Key performance indicators should be expanded from web site only to all social media.
- Goal #2 – Under 2.4 - Change to ensure electronic inventory (it was felt if there were already electronic inventories that could be accessed, this was a partnership opportunity).
- Goal #3 – Under 2.5 - Support a quality environment and endorse a continuous quality improvement philosophy.
- Goal #4 – Under 2.6 - Broaden beyond substance use to include all addictions.

Not reflected:

- Bullying
- Research

CMHA National does not provide services. They provide policy development, brand definition and pilot projects to support provincial and local branches.

The board generally agreed with the mission, vision and values and on the implementation framework. Sandy will respond reflecting the above comments on Survey Monkey.

### 6.3 Revised Surplus approval

|  |
|--|
| <p><b>MOTION:</b>      5.1.24.12</p> <p><b>On the motion duly moved by Janine Elias Joukema and seconded by Jack Kamrad.</b></p> <p><b>IT WAS RESOLVED THAT: the Board approve the suggested use of the surplus projected at \$331,422.00</b></p> <p><b>Carried.</b></p> |
|--|

### 6.4 Additional Dell approval

|  |
|--|
| <p><b>MOTION:</b>      6.1.24.12</p> <p><b>On the motion duly moved by Hanzla Tariq and seconded by Karine Morin.</b></p> <p><b>IT WAS RESOLVED THAT: the Board approve the additional cost of up to \$2,000.00 for 14 laptops for Outreach and carrying cases.</b></p> <p><b>Carried.</b></p> |
|--|

## 6.5 Additional Leasehold expenses

**MOTION: 7.1.24.12**

**On the motion duly moved by Jeanette Schepp and seconded by Mark Howarth.**

**IT WAS RESOLVED THAT: the Board approve leaseholds of \$19,208.71 based on remeasured space at 7700 Hurontario (to be reimbursed by Community Door to acknowledge CMHA's additional contribution to the HVAC system).**

**Carried.**

## 6.6 Communication & Support

### 50<sup>th</sup> Anniversary Celebration

Habitat for Humanity Event - Board and family volunteers were encouraged to confirm interest.

City South has donated \$3,000.000 towards the Habitat for Humanity event.

Information on other events will be coming shortly.

### Donor Development Event – Open Minds, Open Doors – Feb 9th

If \$1,000.00 donation is reached Scotiabank and Scotia McLeod will match the donation. Board attendance is encouraged.

## 6.7 Governance Committee

In order to have Bylaw changes completed in time for the AGM the Governance Committee, Ownership Linkage and Audit Committees are to establish Terms of Reference to be brought to the March meeting for approval.

Work plan was attached – no questions/comments.

## 6.8 EL #2d Financial Condition and Activities

**MOTION:** 8.1.24.12

**On the motion duly moved by Ron Dabor and seconded by Mark Howarth.**

**IT WAS RESOLVED THAT: the Board approve the revised EL # 2d, Financial Condition and Activities as presented.**

**Carried.**

## 6.9 Membership Task Force

A discussion was held on the document provided by CMHA Ontario. It was generally felt that membership must result in a value for branches and under the control of the branches. Further, Ontario Division activities not related to CMHA should be managed as independently as possible from CMHA related activities.

Frank and Sandy will be attending the Provincial Branch Forum on Feb 10<sup>th</sup> and will bring feedback as discussed.

## 6.10 Fees Task Force

A discussion was held on the paper provided by CMHA Ontario. It was agreed that branches should cover their costs and pay a realistic fee. This will also be addressed at the Branch Forum.

## 7. Ownership Linkage

N/A

## 8. EL Policy – Monitoring & Policy Change

N/A

## 9. Ends

N/A

## 10. Consent Agenda

N/A

## 11. Board Self Evaluation

N/A

## 12. Next Meeting & Upcoming Agenda Items:

Feb 28th, 2012 ~ 7700 Hurontario, Community Door Boardroom

## 13. Volunteer Forms

All Board members that were present handed in their forms.

## 14. Meeting Process Review

**MOTION:** 9.1.24.12

**On the motion duly moved by Jack Kamrad and Mark Howarth.**

**IT WAS RESOLVED THAT: the Board move in camera.**

**Carried.**

**MOTION:** 10.1.24.12

**On the motion duly moved by Karine Morin and Mark Howarth.**

**IT WAS RESOLVED THAT: the Board move out of in camera.**

**Carried.**

**MOTION:** 11.1.24.12

**On the motion duly moved by Janine Elias Joukema and Karine Morin.**

**IT WAS RESOLVED THAT: the Board approve the salary package as presented and detailed in attached in camera minutes.**

**Carried.**

## 15. Adjournment

**MOTION:** 12.1.24.12

**On the motion duly moved by Karin Morin and Jack Kamrad.**

**IT WAS RESOLVED THAT: the Board meeting be adjourned.**

**Carried.**

**The meeting was adjourned at 9:50 p.m.**

**Signatures below indicate the final, approved copy of the minutes:**

\_\_\_\_\_  
**Frank van Nie, Chair**

\_\_\_\_\_  
**Sandy Milakovic, Secretary**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Action Item List

| NUMBER<br>MM.YY.NN | ITEM  | WHO                                      | DUE<br>DATE | STATUS      |
|--------------------|---|--|-------------|-------------|
| 02.11.9            | To create a monitoring report model to use going forward.   | Governance Committee                     |             |             |
| 09.11.8            | Meet with Sandy and Helen to review the Davidson scholarship.   | Mark                                     |             |             |
| 09.11.10           | Discuss fundraising ideas.  | Karine & Sandy                           |             |             |
| 09.11.11           | Develop a Task Group meeting schedule.  | Sandy & Janine                           |             |             |
| 09.11.15           | Meet re: Board Education schedule for 2011/12.  | Sandy & Ron                              |             |             |
| 09.11.16           | Board sign-off on donation receipts over \$10,000.00 to be added to policy EL#2d.   | Governance Committee                     | Jan/12      | Completed   |
| 10.11.18           | Work on differentiating action items going forward.   | Frank, Sandy and Bertha                  |             | Completed   |
| 10.11.19           | Initiate inaugural meeting of Ownership Linkage Committee   | Jeanette                                 |             |             |
| 10.11.21           | Submit the United Way contributions as soon as possible.  | Board members                            |             | Completed   |
| 12.11.1            | Audit Committee Role to be reviewed. Mark to contact Catherine Raso for input. Audit Committee to prepare a report for discussion by/with the Governance Committee. | Audit Committee/<br>Governance Committee |             | In Progress |
| 12.11.2            | Look at the policy for dealing with year-end surpluses and the requirements of the M-SAA.   | Governance Committee                     |             |             |
| 12.11.3            | Look at EL #2e Financial Planning & Budgeting and EL #2d Financial Condition and Activities.  | Governance Committee                     |             | In Progress |
| 12.11.4            | Forward CSSPH (Centre de service de santé Peel et Halton) email/contact information to Board members.   | Gilles                                   |             | Completed   |
| 12.11.5            | Orientation package (Overview of the accreditation process and the accreditation framework) to be provided to Board members prior to interviews.                    |  |             | Completed   |
| 12.11.6            | Contact Catherine Raso to get the history, background and role.   | Mark                                     |             | Completed   |
| 12.11.7            | To investigate the implementation of more formal, statistically valid employee satisfaction surveys.  | Sandy                                    |             | In Progress |
| 12.11.8            | Update GP #2k In Camera Meetings policy adding "except when discussing matters related to board meeting process"  | Bertha                                   |             | Completed   |
| 12.11.9            | Review GP #2d Chairperson's Role.   | Governance Committee                     |             | In Progress |
| 12.11.10           | Follow-up with Sandy re: Board education for Jan.   | Frank                                    |             | Completed   |
| 01.12.1            | Complete survey monkey questionnaire re: CMHA National Strategic Plan Input.  | Sandy                                    |             |             |
| 02.12.1            | Email re: Habitat for Humanity to be sent to board members.   | Bertha                                   |             |             |
| 03.12.1            | Ideas for sponsorship for 50 <sup>th</sup> Anniversary events to forward to Sandy.  | Board members                            |             |             |
| 04.12.1            | RSVP if attending Donor Development event on Feb 9 <sup>th</sup> .  | Board members                            |             |             |
| 05.12.1            | Establish Terms of Reference - Needs to be done for Governance Committee, Ownership Linkage Committee and Audit Committee.  | Governance Committee                     | Mar 2012    |             |



|         |   |     |  |  |
|---------|---|-----|--|--|
| 06.12.1 | To let Bertha know if interested in attending the Provincial Branch meeting on Feb 10 <sup>th</sup> . | Ron |  |  |
|---------|---|-----|--|--|