



**CMHA/PEEL BRANCH
Board Meeting Minutes**

**June 12th, 2012
6:15 P.M.**

7700 Hurontario

Present: Frank van Nie, Chair
Sandy Milakovic, CEO & Secretary
Ron Dabor
Mark Howarth
Jack Kamrad
Gilles Paquette
Jeanette Schepp
Keith Ward
Bertha Jacov, Recorder

Regrets: Janine Elias Joukema, Karine Morin

1. Call to Order/Check-In

The Chair, Frank van Nie, called the meeting to order at 6:28 p.m.

2. Board Education:

N/A

3. Approval of Agenda

MOTION: 1.6.12.12

On the motion duly moved by Jack Kamrad and seconded by Keith Ward.

IT WAS RESOLVED THAT: the Agenda be approved with the following additions and changes:

Removed:

10.1 United Way Report

Added:

6.5 Communication & Support

10.1 Consent Agenda Items Procedure & Clarification

Carried.

4. Declaration re: Conflict of Interest

None

5. Approval of Minutes

(May 22nd, 2012 Board Meeting Minutes)

MOTION: 2.6.12.12

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

IT WAS RESOLVED THAT: the minutes of the May 22nd, 2012 Board meeting be approved as presented.

Carried.

6. Board Means

6.1 Action Items Review

Action items were reviewed, clarified and updated.

6.2 Audit Committee Report

6.2.1 Surplus/Donations

MOTION: 3.6.12.12

On the motion duly moved by Keith Ward and seconded by Mark Howarth.

IT WAS RESOLVED THAT: the Board approve the internal establishment of a special projects reserve to be used towards activities that promote and enhance client services.

Carried.

Note: CMHA staff will draft the Special Reserve Policy for the Board to review.

6.2.2 Audited Financial Statements

MOTION: 4.6.12.12

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

IT WAS RESOLVED THAT: the Board accept and approve the CMHA/Peel Audited Financial Statements for the year ending March 31st, 2012.

And further, to receive the Audit Committee report from the meeting that occurred June 5th, 2012.

Carried.

6.3 AGM Scripts

The AGM scripts were reviewed and responsibilities clarified.

6.4 Organizational Values

The Board received the report from Ralph Beslin and accepted six (6) organizational values. It was agreed that the Governance Committee would develop descriptive statements for each value for approval by the Board.

6.5 Communication & Support

Management Team Restructure - A decision was made to decrease the size of the Senior Management Team and rename it the Executive Leadership Team (ELT) in order to position the organization for strength, stability and future growth. In addition, Finance & Operations was renamed Corporate Services to better reflect their role in supporting the organization.

CMHA/Halton – Sandy will meet with Radhika Subramanyan, CEO of CMHA Halton to discuss services in Mississauga.

Note: Gilles Paquette arrived at the meeting at 7:34 pm

7. Ownership Linkage Update

N/A

8. EL Policy – Monitoring & Policy Change

It was agreed that no monitoring reports should be brought to the Board between the time of the CEO's performance appraisal and the constitution of a new Board after the AGM. In this way, the new board will have reviewed all monitoring reports leading up to the performance appraisal. Further, it was agreed that BSR #2d would be revised to reflect this. As a result, both **8.1 EL #2i** Fundraising and **8.2 EL #2n** LHIN Reporting were deferred to the September meeting.

9. Ends

N/A

10. Consent Agenda

10.1 Consent Agenda Items Procedure & Clarification

Sandy presented a clarification and proposal on the handling of consent agenda items. The Board agreed with Sandy's recommendations.

11. Board Self Evaluation

- . GP #2g Board Committee Principles – No changes.
- . GP #1 Global Governance Commitment – No changes.
- . BSR #1 Global Board-Staff Relationship – No changes.
- . GP #2n Linkage to Ownership – approved at May meeting.

12. Next Meeting & Upcoming Agenda Items:

June 26th, 2012 ~ immediately following the AGM – Holiday Inn, Brampton

- Election of Officers
- United Way Report
- Lease for 60 West Drive
- Signing Officers
- Board BBQ
- Policies (GB#2b & GP#2c)

13. Volunteer Forms

All Board members present handed in their forms.

14. Meeting Process Review

MOTION: 5.6.12.12

On the motion duly moved by Jack Kamrad and seconded by Jeanette Schepp.

IT WAS RESOLVED THAT: the Board move in camera.

Carried.

MOTION: 6.6.12.12

On the motion duly moved by Jack Kamrad and seconded by Jeanette Schepp.

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

Carried.

15. Adjournment

MOTION: 7.6.12.12

On the motion duly moved by Jack Kamrad and seconded by Jeanette Schepp.

IT WAS RESOLVED THAT: the Board meeting be adjourned.

Carried.

The meeting was adjourned at 8:15 p.m.

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

Frank van Nie, Chair

Sandy Milakovic, Secretary

Date: _____

Date: _____