



**Minutes of the Board of Directors Meeting  
Community Living British Columbia  
Tuesday, March 25, 2008**

**Attendees:**

Lois Hollstedt (Chair)	Ken Crump
Amanda Lennard	M. Lynn Rolko
Colleen Hay	Maurice Mourton
Harvey Venier	Rod Gunn
Joan Rush	Teresa Azak

**Presentations**

Elaine Murray, VP Quality Services  
Carol Goozh, VP Policy and Program Development  
Brian Berglund, CIO  
Brian Salisbury, Director of Strategic Plan

**Guests:**

Minister Tom Christensen

**Staff:**

Rick Mowles (CEO)  
Josefina Marchetti (Recorder)

**Call to Order:**

The Chair called the meeting to order at 10:15 and welcomed the members.

**Agenda:**

The agenda was reviewed and accepted as submitted.

**1. Minutes of the Board Meeting – February 26, 2008**

**Motion**

It was moved by Joan Rush, seconded by Rod Gunn, to approve the minutes of the meeting of the Board of Directors held on February 26, 2007.

*Carried Unanimously*

## **2. In-Camera**

The Board moved into an in-camera at 10:20 to discuss Eligibility Expansion and CLBC Review – Terms of Reference.

**Minister Tom Christensen joined the in-camera meeting at 11:00. The Minister and the Board members emerged from the in-camera at 12:00.**

## **3. Performance Objectives**

Elaine Murray, Carol Goozh, Brian Salisbury and Brian Berglund, senior management members, presented individual highlight reports outlining their key achievements in Year 2 (2007/08) of the CLBC Operational Plan and the areas that will be the major focus during Year 3 (2008/09).

Other senior management members will present their reports at future Board meetings.

## **4. Human Resources Committee**

### **Board of Directors Vacancies**

Maurice Mourton informed that 6 applications have been received for the self-advocate position and 15 applications for the family and community representative position. Interviews will take place on April 3, 2008.

### **Board Education**

Maurice Mourton informed of a Board education session during its May 9 meeting. Molly Harrington, CAS CEO and Assistant Deputy Minister, will facilitate the session.

## **5. Finance and Audit Committee**

### **Finance and Audit Committee Meeting Minutes – February 22, 2008**

#### **Motion**

It was moved by Harvey Venier, seconded by Colleen Hay, to approve the minutes of the Finance and Audit Committee meeting held on February 22, 2008.

*Carried Unanimously*

#### **Internal Audit Plan**

Ken Crump presented the Audit Plan 2008/09 in accordance with the Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.

This is a risk-based plan and is consistent with the overall goals of CLBC.

As the CLBC internal audit department does not have adequate staffed resources, it is intended to use a mix of independent contractors and external auditing firms. The costs of these services would be \$50,000 for internal resources and \$225,000 for external resources. Five projects have been identified for the 2008/09 audit plan. Along with the Audit Plan, Ken Crump presented an amended Internal Audit Policy. This policy was

approved by the Board in November 2007 but was recently amended after feedback from the Finance & Audit Committee.

**Motion**

It was moved by Ken Crump, seconded by Maurice Mourton, to approve the Internal Audit Plan and the Internal Audit Policy, as presented. *Carried Unanimously*

**Capital Assets Policy**

Ken Crump presented this policy that will establish a framework for the administration of all the capital assets owned or held under a capital lease by CLBC.

**Motion**

It was moved by M. Lynn Rolko, seconded by Rod Gunn, to approve the Capital Assets Policy, as presented. *Carried Unanimously*

**Financial Statements**

Ken Crump presented the CLBC financial statements for the period ending February 29, 2008. The Board was informed that CLBC has a small surplus but it is projected to have a balanced budget at the end of the year.

The statements included the statement of operations, the statement of financial position, the statement of changes in net assets and the statement of cash flows.

**Risk Management**

Ken Crump reported that on January 22, 2008 all members of the Finance and Audit committee attended two presentations on risk management. One of the presentations was provided by Risk Management Branch of the Province of British Columbia and the other by a major accounting and consulting firm. The presentations informed the committee on risk management best practices including contrasting the approach of the BC Government as based on the Australian New Zealand standard with the now widely accepted COSO framework.

The Finance and Audit committee recommended that an approach similar to that used by the BC Government should be adopted.

Ken Crump also presented the Risk Management Policy which will establish the framework for CLBC's Risk Management.

**Motion**

It was moved by Lois Hollstedt, seconded by M. Lynn Rolko, to approve the Risk Management Policy. *Carried Unanimously*

## **5. CEO Report**

### **Corporate Council**

As recommended by CAS and MCFD, Senior Management representatives from MCFD and CLBC will establish a Corporate Council to discuss ongoing issues. The first meeting will take place on April 25, 2008, in Victoria.

### **CLBC Staff Conference**

The 2008 Staff Conference will take place from April 19 to April 23. The opening reception for Sunday evening and a pancake breakfast on Tuesday morning will be hosted by Board members and Senior Management staff. The Board members to attend the 2008 Conference are Amanda Lennard, M. Lynn Rolko and Rod Gunn.

### **Next Meeting**

The next meeting will be held on Friday, May 9, 2008, at 12:00.

### **Adjournment**

There being no further items to discuss, the Chair adjourned the meeting at 15:00.