



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

**Attendees:**

Lois Hollstedt (Chair)	Ken Crump
Amanda Lennard	Darryl Harand
Colleen Hay	Maurice Mourton
Harvey Venier	Rod Gunn
Joan Rush	Teresa Azak

**Regrets:**

Lee Doney

**Presentations:**

Carol Goozh, Vice President, Policy and Program Development  
Richard Hunter, Vice President, Corporate Services  
Brian Salisbury, Director, Strategic Planning  
Sally Greenwood, Director, Communications  
Paul Goldberg, Manager, Contract Services  
Ken Pook, Project Manager, Organization Capacity  
Jacinta Eni, Project Manager  
Jessica Humphrey, Family Leadership Intern

**Staff:**

Rick Mowles (CEO)  
Rena Donald (Recorder)

**Call to Order:**

The Chair called the meeting to order at 11:02 and welcomed the members.

**Agenda:**

The agenda was reviewed and approved.

## **1. Minutes of the Board Meeting – October 28, 2008**

### **Motion**

It was moved by Maurice Mourton, seconded by Joan Rush, to approve the minutes of the Board of Directors meeting held on October 28, 2008.

*Carried Unanimously*

## **2. Organizational Capacity Status Update**

Ken Pook, Paul Goldberg, and Jacinta Eni presented the Organizational Capacity Status update. Some discussion followed.

## **3. Communications Work Plan**

Sally Greenwood presented the Communications Work Plan for November 2008 to December 2010. The plan included an outline of future projects including timing, status, and details of each project.

## **4. Family Leadership Report**

Jessica Humphrey presented her CLBC Family Leadership Intern Report: Year in Review. Some discussion followed. The Board thanked Jessica for her insight and hard work over the last twelve months.

## **5. Advisory Committee Revised Terms of Reference**

Brian Salisbury presented the Revised Terms of Reference for the Advisory Committee. The new structure is based on representation from each Community Council and will enable a direct linkage to their work. After approval in principle the TOR will be circulated to the Councils for feedback. Some discussion followed.

### **Motion**

It was moved by Maurice Mourton, seconded by Ken Crump, that the Board approve in principle the revised Terms of Reference for the Advisory Committee.

*Carried Unanimously*

## **6. Service Delivery Review**

Carol Goozh presented the Service Delivery Model Consultation and Recommendations for November 2008. The report provides an overview of consultation feedback collected about CLBC's Service Delivery Model and will be used to refine the model. Some discussion followed.

### **Motion**

It was moved by Maurice Mourton, seconded by Joan Rush, to approve in principle the recommendations for changes to the service delivery model.

*Carried Unanimously*

## **7. Corporate Services**

### **A) Minutes of the October 24, 2008 Finance & Audit Committee Meeting**

#### **Motion**

It was moved by Rod Gunn, seconded by Colleen Hay, that the Board approve the minutes of the Finance & Audit Committee meeting of October 24, 2008.

*Carried Unanimously*

**B) Financial Statements, Seven Months Ended October 31, 2008**

Ken Crump presented the October 31, 2008 Financial Statements. Two issues that may have an affect on our year end position were the current status on the WCB court case and the Health Benefit Trust.

**Motion**

It was move by Colleen Hay, seconded by Maurice Mourton, to approve the Financial Statements of October 31, 2008 as presented.

*Carried Unanimously*

**C) Performance Monitoring**

Richard Hunter presented four reports: 1) Key Performance Indicators as of October 31, 2008 (The Board agreed that these should be reported quarterly, instead of monthly); 2) Waitlist Report; 3) The Consumer Satisfaction Survey; and 4) The CLBC "Investments in Innovation" which included Individualized Funding, Innovation Grants, Innovation Support Network, and Systematic Information Gathering on Innovation. The value of these reports will grow as the data becomes available.

**8. CEO Report**

Rick Mowles presented the CEO report as follows:

**A) Community Council Nominations**

**Motion**

It was moved by Colleen Hay, seconded by Amanda Lennard, to approve the appointment of Anna Caruso to a 3-year term on the South Okangan Community Council, and Diane Bieber, Russ Keil, and Alexis Samaroden, also to a 3-year term on the North Island Community Council, effective November 25, 2008.

*Carried Unanimously*

**B) Children's Transition**

The transition date has been extended to October, 2009. Staff from MHSD/MCFD/CLBC to meet December 8, 2008 to discuss transition issues.

The Board recessed the Board meeting and moved to a Committee of whole.

**10) Board Governance Committee (Chaired by Joan Rush)**

The Chair called to order the Board Governance Committee.

**A) Board Terms of Appointment**

Lois Hollstedt presented the Board Terms of Appointment expiry list based on discussion with the Board Resourcing and Development Office (BDRO). An interpretation of the board appointment process limits the number of appointments to two. This results in some members who will not serve a full six years because initial appointments were made for less than three years. A meeting has been scheduled for the spring with the BDRO to begin the search for new members. The HR committee and

Governance committee will work on this jointly. Some discussion followed on the upcoming changes and turn over dates for Board Members.

**B) Terms of Reference for Board Committees**

Joan Rush presented the Terms of Reference for Board Committees and reviewed the current Board Manual. She suggested that a number of items be added including but not limited to, Board Assessment form, Director development information, information on the Board committees, brief guidance on the role and responsibilities of Directors, and a schedule of meetings.

**Motion**

It was moved by Lois Hollstedt, seconded by Rod Gunn, that the current Board Manual be updated and modified, pursuant to Joan Rush's recommendations.

*Carried Unanimously*

**C) Board Evaluations**

Joan presented the annual Board evaluations to the Board members and asked that they be completed and returned by January 9, 2008.

**Motion**

It was moved by Lois Hollstedt, seconded by Ken Crump, that henceforth, Board Evaluations should become the responsibility of the Board Governance Committee.

*Carried Unanimously*

**D) New Director Criteria**

Joan presented the criteria for new Board members. It was decided that the Governance Committee should revisit this subject in January or February, 2009, and that nominations for new Directors should be considered starting in March 2009.

**In Camera**

The Board moved into an In Camera session at 3:00 to discuss HR issues.

**Next Meeting and Adjournment**

There being no further business, the meeting was adjourned at 3:18. The Chair announced that the next meeting will be held on Tuesday, January 27, 2009, at 11:00.