



**Board of Directors Meeting Minutes
November 22, 2017
Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver BC**

The Board Chair introduced the Board and Management, and then explained the format of CLBC Board meeting.

Question and Answer Period

In order to improve communication, transparency, and accessibility to the public, the Board of CLBC provides opportunities for the public to schedule presentations and to ask questions from the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

Public Presentations

There were no public presentations.

Attendees:

Tom Christensen – Board Chair	Jane Holland – Board Member
Eileen Stewart – Board Member	Onkar Biring – Board Member
Diane Friedman – Board Member	Joanne Curry – Board Member
David Everett – Board Member	Dan Smith – Board Member
Barbara Carle-Thiesson – Board Member	David Babych – Board Member
Mike Watson – Board Member	

CLBC Staff:

Seonag Macrae – Chief Executive Officer
Richard Hunter – Vice President, Finance and Chief Financial Officer
Jack Styan – Vice President, Strategic Initiatives
Lynn Davies – Vice President, Regional Operations
Sara Miller – Vice President, Corporate Services
Megan Tardif – Director, Quality Assurance
Karen Mackay - Director, People Services & Organization Development
David Toone – Director, Contract and Risk Management
Andrea Baker - Manager, Quality Service Initiatives
Alex Afanasev – Manager, Internal Audit
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guest:

Eileen Howells, Executive Director, Vernon & District Association for Community Living

Call to Order

Tom Christensen, Board Chair, called the Public Board Meeting of November 22, 2017 to order at 9:00 a.m. and welcomed members of the Board, staff, and guests.

Story Telling

Dan Smith presented a video titled “Why It’s Important to Learn Disability Studies” - Catherine Frazee and Norman, on www.ConversationsThatMatter.org

1. Approval of Agenda

Agenda of the November 22, 2017 meeting of the Board of Directors was reviewed.

Motion

It was **MOVED** and **SECONDED** that the Board approves the agenda as amended.

CARRIED

2. Business Arising from the Previous Meeting

2.1 Approval of Minutes of September 27, 2017 Meeting

The minutes of the September 27, 2017 meeting of the Board of Directors was reviewed. There was no business arising from the previous meeting and minutes.

Motion

It was **MOVED** and **SECONDED** that the Board approves the minutes as presented.

CARRIED

3. Strategic Issues/Board Education:

3.1 Presentation “Include Me! 2017 Results”

Jack Styan and Andrea Baker presented an analysis of the five years of data from IncludeMe! Andrea discussed the key survey metrics, quality of life domain scores, and changes in scores for service providers undergoing their second round of surveys. The 2016-17 survey responses were from approximately 900 participants in Vancouver Coastal, South Fraser and Southern interior region. Andrea and Jack responded to questions from the Board.

3.2 Presentation “Include Me! - Vernon & District Association for Community Living

Jack introduced Eileen Howells, Executive Director of Vernon & District Association for Community Living (VDACL) to the Board. Eileen presented some background information and the current work being carried out at VDACL related to the Include Me! and Quality of Life (QoL) initiatives/implementation. Eileen answered questions from the Board. The Board thanked Eileen, Jack, and Andrea, for the joint presentations.

The meeting was paused for a short break during 10:35-10:45 a.m. Eileen Howells left the meeting.

4. Other Business

4.1 CEO Report

Seonag Macrae discussed highlights of her CEO Report as of November 31, 2017 and responded to comments and questions from the Board.

CARRIED

5. Board Committee Reports:

5.1 Finance and Audit Committee Report

David Everett reported that the Committee met with the External Auditor (PwC) - Sarah Marsh and Paulina Prokop. The Committee reviewed the External Audit Plan 2018 for CLBC presented by PwC.

Further, the Committee reviewed and discussed the financial & operating report as of September 31, 2017, Quarterly Management Information as of September 31, 2017, and the CLBC's 2019/20 to 2021/22 Information Resource Management Plan.

Motion

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee, the Board approves the 2019/20 to 2021/22 Information Resource Management Plan, as presented.

CARRIED

Lastly, the Committee reviewed the revised Procurement and Contracting Policy. The Committee accepted the recommended changes as noted *except for the section 3.1 (vi)* with regards to the proposed deletion of the principle related to "Environmental Sustainability" to which the Committee recommended including additional wording "where appropriate".

Motion

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee, the Board approves the revised Procurement and Contracting Policy, as amended with the change recommended to the section 3.1(vi).

CARRIED

5.2 Quality and Service Committee Report

Jane Holland reported the Committee reviewed and discussed the Q2 2017/18 Quality Indicator Report as of September 30, 2017.

5.3 Governance & HR Committee Report

Eileen Stewart reported that the Committee reviewed Quarterly Management Information as of September 31, 2017 – Human Resources indicators.

6. Directors' Reports on Community Interactions/ External Events

Board members reported out on key discussions arising from their meetings with the local communities, service providers' visits, and staff and Community Councils, during their Board tours in Kelowna (Oct 5), Victoria (Oct 10), and Richmond (Oct 17). Further, Eileen and Jane shared with the Board their feedback on the conferences they attended during Sep-Nov 2017.

7. Story Telling

Onkar Biring presented "*Born without Arms - Amazing Young Girl with Determination and Spirit*, from youtube.com

8. Volunteer for New Stories

David Everett and Lynn Davies will be presenting new stories in the next meeting on January 24, 2018.

9. Adjournment

There being no further business to discuss, the Chair asked for a motion to adjourn the meeting.

Motion:

It was **MOVED** and **SECONDED** that the Board meeting be adjourned.

CARRIED

The meeting adjourned at 11:40 a.m. The next Board meeting is scheduled for January 24, 2018 in Vancouver, BC.