



**Board of Directors Meeting Minutes  
January 24, 2018  
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	Dan Smith – Board Member
David Everett – Board Member	David Babych – Board Member
Barbara Carle-Thiesson – Board Member	

**Regret:**

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, HR  
David Toone – Director, Contract and Risk Management  
Alex Afanasev – Manager, Internal Audit  
Marilyn Almocera – Executive Assistant to the CEO  
Kanapa Pitakpong – Board Liaison (Recorder)

**Guests:**

Sheila Adcock, Career Development Services - Trail Association for Community Living  
Gail Pighin, Career Development Services - Trail Association for Community Living

## **Call to Order**

Tom Christensen, Board Chair, called the Public Board Meeting of January 24, 2018 to order at 12:45hrs. and welcomed members of the Board, executives, and guests.

## **Story Telling**

Lynn Davies presented two videos titled “*The Dreamer, AC to Toronto*” and “*Vince, A Better Life*”, on [www.youtube.com](http://www.youtube.com)

### **1. Approval of Agenda**

Agenda of the January 24, 2018 meeting of the Board of Directors was reviewed.

#### **Motion**

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

**CARRIED**

### **2. Business Arising from the Previous Meeting**

#### **2.1 Approval of Minutes of November 22, 2017 Meeting**

The minutes of the November 22, 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 Presentations “Inclusive Housing”**

Jack Styan presented an update on CLBC activities related to advancing access to inclusive housing. Jack responded to questions from the Board and introduced Sheila Adcock and Gail Pighin from Career Development Services - Trail Association for Community Living.

Sheila and Gail provided background on CDS association and its development to date.

Sheila answered questions from the Board. The Board thanked Jack, Sheila, and Gail for their work and the valuable presentations.

### **4. Other Business**

#### **4.1 Final Draft CLBC Service Plan 2018/19 - 2020/21**

##### **4.1.2 Final Draft of the Service Plan**

Jane Holland reported the Quality and Service Committee reviewed and discussed the Final Draft CLBC Service Plan 2018/19 - 2020/21.

#### **Motion**

It was **MOVED** and **SECONDED** that as recommended by the Quality and Service Committee the revised Final Draft CLBC Service Plan 2018/19 - 2020/21 be approved as presented; and authorize the Board Chair to sign off on the final changes after receiving government comments. If there are any substantive changes, the Board will reconvene to approve via a teleconference.

CARRIED

#### **4.1.1 Financial Outlook of the Service Plan**

David Everett reported that the Finance and Audit Committee reviewed the third quarter long term projections and revised financial outlook of CLBC's 2018/19 Service Plan.

#### **Motion**

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee and the Quality Service Committee, the Board approves Final Draft CLBC Service Plan 2018/19 - 2020/21, as presented.

CARRIED

### **5. Other Business:**

#### **5.1 CEO Report**

Seonag Macrae discussed highlights of her CEO Report as of January 31, 2018 and responded to comments and questions from the Board.

#### **5.2. PAC Appointments**

Megan Tardif presented the following re-appointments of Provincial Advisory Committee (PAC) nominations for Board approval; (1) A Mary Bickert for the Central & South Okanagan Council; and (2) Judy Garrett for the Upper Fraser Community Council, effective January 24, 2018, for an additional two (2) years term.

#### **Motion**

It was **MOVED** and **SECONDED** that the Board of Directors approves the re-appointments of A Mary Bickert and Judy Garrett to the Provincial Advisory Committee (PAC) as recommended by Management.

CARRIED

### **6. Board Committee Reports:**

#### **6.1 Finance and Audit Committee Report**

David Everett reported that the Committee reviewed the CLBC's revised 2017/18 third quarter long term projections and the revised Financial Outlook of CLBC's 2018/19 Service Plan.

#### **Motion**

It was **MOVED** and **SECONDED** that as recommended by the Finance & Audit Committee, the Board approves the CLBC's revised 2017/18 third quarter long term projections; and the revised Financial Outlook of CLBC's 2018/19 Service Plan, as presented.

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 conducted an annual review of the Board Charter and the terms of reference of the G&HR Committee. Eileen reminded Directors that the completed annual declaration for conflict of interest for Directors is to be submitted to the Board Liaison in January.

Further, the Committee discussed the proposed 2018 Board Education. Since there will be some significant changes to the Board due to the transition this year, the Committee agrees with the proposed plan. Additional or new items may be identified by the existing and/or new board members as relevant and be added to the plan in the future.

Motion

It was **MOVED** and **SECONDED** that as recommended by the Governance & HR Committee, the Board approves the 2018 Board Education, as presented.

**CARRIED**

The Board requested of Management that the amount of time on Board education be increased this year and that two topics be presented at each meeting. The Board also requested that the “Cultural Competency” presentation/training be provided in 2018.

**6. Directors’ Reports on Community Interactions/ External Events**

Board members reported on attendance at recent conferences and meetings. David Everett attended an ICD’s Risk Management breakfast session in Nov 2017. Tom Christensen shared with the Board that he and Jane Holland met with Minister Shane Simpson in Vancouver on Dec 22, 2017.

**7. Story Telling**

David Everett presented “Jobs for Adults with Autism”, from [youtube.com](http://youtube.com)

**8. Volunteer for New Stories**

Diane Friedman and Barb Carle-Thiesson will be presenting new stories in the next meeting on March 21, 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 2:50 p.m. The next Board meeting is scheduled for March 21, 2018 in Vancouver, BC.