



**Board of Directors Meeting Minutes
September 27, 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
Ian Scott - Director, Information Technology
David Toone – Director, Contract and Risk Management
Sonia Hall - Manager, Quality Assurance
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guest:

Linda Perry - Executive Director, Vela Microboard Association of BC

Call to Order

Tom Christensen, Board Chair, called the Public Board Meeting of September 27, 2017 to order at 9:15 a.m. and welcomed members of the Board, executives, and guests.

Story Telling

Jane Holland presented a video titled “Iceland’s Down Syndrome Dilemma” from cbsnews.com

1. Approval of Agenda

Agenda of the September 27, 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 May 18, 2017 Meeting

The minutes of the May 18, 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 “Safeguards and Monitoring Overview – CLBC”

Sonia Hall and Megan Tardif presented CLBC’s safeguards & monitoring activities.

3.2 Presentation “Safeguards and Monitoring Overview- Vela Canada”

Megan Tardif, Jack Styan, and Sonia Hall introduced to the Board Linda Perry, Executive Director, Vela Microboard Association of BC. Linda Perry presented Vela’s work in collaboration with CLBC, the organization’s role in supporting the informal community-level safeguards, and discussed challenges and successes Vela has experienced through their work to facilitate Microboards and access to Individualized Funding. The Board thanked the presenters for their valuable presentation.

The meeting was paused for a short break 10:35-10:45 a.m. Linda Perry left the meeting.

4. Other Business

4.1 CLBC’s Mandate Letter dated Aug 11, 2017

Tom Christensen presented to the Board the CLBC’s mandate letter dated August 11, 2017. On behalf of the Board, the letter was signed by Board Chair for submission to the Ministry on September 7, 2017.

4.2 CEO Report

Seonag Macrae discussed highlights of her CEO Report as of September 27, 2017 and responded to comments and questions from the Board.

4.2 PAC Appointments

Megan Tardif presented the following re-appointments of Provincial Advisory Committee (PAC) nominations for Board approval; Mark Skelton for the Central Upper Island Council; and Victoria Stratton for Surrey/Delta/White Rock Community Council, effective Sep 27, 2017, for an additional two (2) years term.

Motion

It was **MOVED and SECONDED** that the Board of Directors approves the re-appointments of Mark Skelton and Victoria Stratton to the Provincial Advisory Committee (PAC) as recommended by Management.

CARRIED

5. Board Committee Reports:

5.1 Finance and Audit Committee Report

David Everett reported that the Committee reviewed and discussed the financial & operating Report as of July 31, 2017, Quarterly Management Information as of June 30, 2017, Financial Information Act Reporting 2016/17, internal controls over financial reporting, the investment management policy, CEO Expenses, and 2017 grants and sponsorships.

Management proposed revisions to the Banking & Borrowing policy to reflect changes in the finance department organization. The Committee reviewed those changes.

Motion

It was **MOVED and SECONDED** that, as recommended by the Finance & Audit Committee, the Board approves the revised Banking & Borrowing policy as presented.

CARRIED

5.2 Quality and Service Committee Report

Jane Holland reported the Committee reviewed and discussed Q1 2017/18 Quality Indicator Report as of June 30, 2017, CLBC's monitoring framework update, and correspondences.

Further, Jane reported on the PAC meeting held on September 23, 2017. Randy and Chris, CLBC Communications, presented to the PAC the re designed website and collected feedback from the PAC. Input and recommendations will be applied for next steps planning. There was great interest from the participants including PAC and Councils at the community mapping session workshop held Sep 22nd-23rd.

5.3 Governance & HR Committee Report

Eileen Stewart reported that the Committee reviewed CLBC's corporate governance resources on the CLBC website. The current structure and content was developed to meet government disclosure standards and to ensure transparency and accountability. Resource and stories are being updated on a regular basis. Board members are encouraged to review governance information on the CLBC website. The Committee is satisfied with management's review and not recommending any changes at this time. The committee reviewed the quarterly HR information for fiscal 2017-2018 and noted that the organization continues to be ahead of target regarding use of sick time.

6. Directors' Reports on Community Interactions/ External Events

Directors reported on the highlights of their Board tour & visits during May-June 2017; in Vernon (May 23), Prince George (May 31), and North Vancouver (June 1) and discussed key discussion/ feedback resulting from their site visits, meetings with service providers, staff, and the community councils, with the Board.

The Board provided suggestions for the next tour planning which include; adding more time for conversations with staff on the agenda, sharing Board's comments and feedback in the Board tour report with the Directors of Regional Operations and their offices for any follow-up as needed. In addition, Board Liaison will coordinate with the local office to send out a thank-you note on behalf of the Board to the meeting participants after each visit.

Lastly, Tom Christensen thanked the Board members and staff who attended the networking reception between the Indigenous Advisory Committee (IAC) and the Board on September 25th at CLBC office.

It was further suggested that, when planning special meetings and events which require attendance of the full Board, Management may consider incorporating the event as part of the Board meeting agenda, on the same day to maximize Directors visibility and that the out-of-town members could also attend. Alternatively, an invitation from the Board to the IAC to join an informal conversation with the Board and Management for lunch at the open board meeting could be valuable.

Megan thanked that the Board for the suggestions and added it is in the plan, as part of the PAC's Terms of Reference and membership requirement review, to include one member from the IAC to be appointed on the PAC. Thus, a representative from IAC will also be attending the annual joint PAC/Board meeting and connecting the IAC with the PAC and the Board.

7. Story Telling

Barb Carle-Thiesson presented "*Chatal's Story*" from youtube.com

8. Volunteer for New Stories

Dan Smith and Onkar Biring will be presenting new stories in the next meeting on November 22, 2017.

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 11:44 a.m. The next Board meeting is scheduled for November 22, 2017 in Vancouver, BC.