



**Board of Directors Meeting Minutes
November 20, 2013
Executive Suites Hotel
4201 Lougheed Highway, Burnaby BC**

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 of the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

Presentations

Annette Delaplace who works for the British Columbia Association for Community Living along with a group of community stakeholders with children and family members with developmental disabilities gave a 10 minute presentation to the Board of Directors. The presentation focused on funding reductions. The presenters included Si Stainton, Resource parent for FSI, Randi Belvilaqua, a sibling from Vancouver, Catriona Johnson, a parent from Victoria and Tanis Reimer, President of the Richmond Society of Community Living.

On behalf of the Board of Directors, the Board Chair thanked the presenters and informed the panel of presenters that CLBC's Board takes their stories very seriously.

Attendees:

Board Members:

Denise Turner, Chair
Mark Duncan
Elizabeth Hunt
Darryl Harand
Arn van Iersel
Roberta Kjelson
Ernie Malone
John McCulloch
Diane Friedman

Regrets:

Norah Flaherty
Eileen Stewart



Staff:

Doug Woollard, Interim CEO
Brian Salisbury, Director, Individual, Family and Volunteer Engagement
Richard Hunter, VP, Corporate Services
Tamara Kulusic, Acting VP Policy & Program Development
David Hurford, Director, Communications
Jack Styan, VP Strategic Initiatives
Jai Birdi, Director, Regional Operations – Fraser Region
Soheila Ghodsieh, Community Planning & Development Manager, Simon Fraser Region
Shelly Alexander, Corporate Secretary

Call to Order:

The Chair called the Public Board Meeting to order at 8:50 am.

Storytelling:

At this time, the Chair provided an introduction to *Marcella Harrington's Story*, the video which had been provided to the Board by Ms. Harrington via Sylvie Zebroff, Family Partnership Advisor, Community Living BC. Due to the length of the video, it was noted that only one storytelling session was included on today's agenda. The videos chosen by CLBC Board members for sharing at the start and end of each meeting are meant to provide an example of inclusion for the adults that CLBC supports around the province.

1. Approval of Agenda

The Agenda was reviewed.

Motion:

It was MOVED and SECONDED that the Board approves the Agenda, as amended taking into consideration Brian Salisbury's presentation on Quality of Life was moved up on the agenda following item no. 3a.

CARRIED

2. Approval of Minutes

The Minutes of the September 24, 2013 Board meeting were reviewed.

Motion:

It was MOVED and SECONDED that the Board approves the Minutes of the September 24, 2013 Board meeting.

CARRIED

Strategic Issues/Board Education

a. Presentation – Social Innovation

Jana Svedova - Manager, Social Economy and Innovation at ISIS Research Centre at the Sauder School of Business presented information on the efforts being made by businesses that are developing business plans that encompass the principles of social innovation. Ms. Svedova referred to an article entitled *The Rise of the Radical Mainstreamers* written by Owen Jarvis & Ruth Marvel which was published in the electronic version of the Stanford Social Innovation Review on November 18, 2013.

Following Ms. Svedova's presentation, which was well received, Mr. Styan and Ms. Svedova responded to comments and questions from Board members.

During discussion, Board members requested a copy of the aforementioned article and Mr. Styan offered to provide the Corporate Secretary with a link to the article which would be distributed electronically to Board members for their review.

b. Quality of Life Progress Update - Debriefing

The Board Chair advised those present that item number 5a. of the agenda would be moved up at this point in the meeting to allow for scheduling considerations of Mr. Salisbury.

Brian Salisbury, Director – Individual, Family and Volunteer Engagement provided the Board members and members of the public with a debriefing of the Quality of Life Conference held in the lower mainland on October 17 & 18, 2013 at which Dr. Robert Schalock was the keynote speaker.

During discussion, Board members agreed that *Community Living BC* has made a commitment to shift how we operate as an organization.

Doug Woollard, Interim CEO thanked Mr. Salisbury and expressed his gratitude for his leadership and vision whilst putting together and organizing the Quality of Life Conference which was well attended by Board members.

c. Community Council Appointments

Brian Salisbury presented the Community Council and Provincial Advisory Committee Nominations for Board approval. It was noted that the Upper and Central Island Community Council appointed one individual for a term of two (2) years; Surry/Delta/White Rock and South Island Community Councils each respectively reappointed individual(s) for a term of two (2) years; and Upper and Central Island Community Council appointed one individual to the Provincial Advisory Committee for a term of two (2) years.

Motion:

It was MOVED and SECONDED that the Board approves the Community Council and Provincial Advisory Committee appointments and reappointments as recommended by Management.

CARRIED

d. CEO Report

Doug Woollard presented his CEO Report and responded to comments and questions from the Board.

e. Key Performance Indicators

Richard Hunter referenced the briefing note provided to the Board noting that CLBC senior management will continue to push for timely progression through the KPI implementation planning and execution framework.

During discussion, Board members were advised that KPIs listed in the 2014/15 Service Plan will be reported out in the 2013/14 Annual Report which is scheduled to be approved by the Quality & Service Committee on May 1, 2014 and thereafter recommended to the Board for approval at the May 22, 2014 Board meeting.

f. Key Change Initiatives Plan – Q2 Status Update

Jack Styan referenced the document provided to the Board, noting that 25 initiatives remain on track for completion within this fiscal year.

During discussion, David Hurford, Director of Communications, noted that CLBC's Commitment Document will be presented to the Board at the January 2014 meetings.

3. Board Committee Reports:

Finance & Audit Committee

After reporting on several routine information items, the Chair of the Finance and Audit Committee presented an item for approval as follows:

The Committee reviewed the Travel Expense Policy, and noted that it is in line with core government policy in regards to incidentals.

Motion

It was MOVED and SECONDED:

As recommended by the Finance and Audit Committee, that the Board approves the Travel Expense Policy, as amended.

CARRIED

The Committee reviewed the Interim Financial Statements to September 30 2013, noting that a balanced budget is expected by the end of the current fiscal year, and also reviewed the Quarterly Performance Indicators to September 30 2013.

The Committee reviewed internal controls over financial reporting.

The Committee reviewed the Financial Authority Policy – Delegation to Management and advised that management has approved some administrative changes related to new positions and/or titles within the Financial Authority – Delegation to Management Policy.

Governance &HR Committee

The Chair of the Governance & HR Committee verbally reported on the Committee’s review of several information items including ongoing work on CLBC’s CEO succession plan that identifies the field of recruitment agencies currently being utilized by CLBC Human Resources and their specialized areas. The Committee provided suggestions for consideration in future Multicultural Reports and an update on the Diversity project and policy.

In addition, the Committee proposed some options for the Board’s acknowledgement of long service employees’ considerable contributions to CLBC. After discussion, the Committee decided that the Board Chair will write a card or letter to these employees as identified by the Human Resources Department.

The Committee added three facets to director’s orientation: (i) risk framework, (ii) board peer-to-peer support and communications role including policy on speaking publicly, and lastly (iii) the Corporate Secretary will meet with new board members to go over administrative functions.

The Committee reviewed the Board Competency Matrix dated September 2013 and agreed upon some further amendments.

The Committee reviewed the Code of Conduct & Conflict of Interest Policies and agreed that employees provide sign off by the end of our current fiscal year.

The Committee reviewed the 2014 Board Education Plan.

Motion

It was MOVED and SECONDED:

As recommended by the Governance and HR Committee, that the Board approves the revised 2014 Board Education Plan, as amended.

CARRIED



Quality & Service Committee

In the absence of Norah Flaherty, the Chair of the Q&S Committee, John McCulloch reported on discussions held at the Committee meeting and put forward the Committee's recommendations concerning additional PAC meetings to be held on the evening prior to each quarterly PAC meeting including the evening prior to the annual joint meeting with the Board and Community Councils and to expand the role of the Councils in the Terms of Reference (TOR) to include the provision of information to self-advocates and families. Mr. McCulloch noted that the Draft TOR may undergo further revisions as a result of feedback from Councils between November 2013 and March 2014 therefore the aforementioned recommendations are presented by the Committee for approval in principle, subject to further review.

Motion

It was MOVED and SECONDED:

As recommended by the Quality and Service Committee, that the Board approves the proposed changes to PAC's meeting schedule and expand the role of the Councils in the Terms of Reference (TOR) to include the provision of information to self-advocates and families.

CARRIED

Correspondence

The Chair referenced correspondence that was circulated with the agenda.

Adjournment:

Motion:

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

CARRIED

The meeting adjourned at 11:00 am. Board meetings are next scheduled for January 9 & 17, 2014 in Vancouver, and January 28, 2014 in North Vancouver.