



**Board of Directors Meeting Minutes
Tuesday, May 28 2013
Fraser Room, 10720 Cambie Road
Holiday Inn Vancouver Airport Hotel**

The Board Chair introduced the Board and Management, and then explained the format of the 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 of the Board prior to the beginning of every Board meeting.

The Board received no questions from the public.

Presentations

There were no public presentations.

Board Meeting

Attendees:

Denise Turner, Board Chair
Norah Flaherty, Board Member
Ernie Malone, Board Member
John McCulloch, Board Member
Darryl Harand, Board Member

Roberta Kjelson, Board Member
Arn van Iersel, Board Member
Elizabeth Hunt, Board Member
Jan Marston, Board Member

Regrets:

Mark Duncan, Board Member
Stacey Lee, Director Human Resources

Staff:

Doug Woollard (Interim CEO)
Richard Hunter (VP Corporate Services)
Carol Goozh (VP Policy & Program Development)
Jack Styan (VP Strategic Initiatives)
Brian Salisbury (Director of Strategic Planning)
David Hurford (Director of Communications)
Jessica Humphrey, (Self Advocate Advisor)
Margaret Medina (Acting Board Liaison)

Call to Order:

The Chair called the Public Board Meeting of May 28, 2013 to order at 12:37 p.m. and welcomed guests.

1. Agenda

The Agenda was reviewed.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Agenda as presented.

CARRIED

2. Minutes of the April 4, 2013 Meeting of the Board of Directors

The Minutes of the April 4, 2013 Board meeting were reviewed.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Minutes of the April 4, 2013 Board meeting as presented.

CARRIED

3. Strategic Issues/Board Education

a. Centre for Inclusion and Citizenship Presentation

Brian Salisbury introduced Dr. Tim Stainton and Dan Collins from UBC Centre for Inclusion and Citizenship. The UBC CIC is a partnership between the UBC School of Social Work and community living organizations to further the inclusion and full citizenship of people with intellectual disabilities and their families locally, national and globally. Dr Stainton and Mr. Collins presented to the Board the Centre's initiatives and accomplishments. The Board Chair thanked them on behalf of the Board, and congratulated them for their achievements and continuous commitment for inclusion.

b. BC Self Advocate Foundation

Jessica Humphrey introduced BC Self Advocacy Foundation leaders Richard McDonald and Jerry Laidlaw. Mr. McDonald and Mr. Laidlaw presented their organization's initiatives and achievements. On behalf of the Board, The Chair thanked them for the presentation and commended them for their advocacy on behalf of people with developmental disabilities.

c. CEO Report

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

d. Community Council Committee Appointments

Brian Salisbury presented the Provincial Advisory Committee and Community Council Committee Nominations for Board approval.



Motion:

It was **MOVED** and **SECONDED** that the Board approves the Provincial Advisory Committee Nominations.

CARRIED

Motion:

It was **MOVED** and **SECONDED** that the Board approves the Community Council Committee Nominations.

CARRIED

e. Key Change Initiatives Year End Report

Brian Salisbury reported the Key Change Initiatives Year End Report highlighting the key achievements and strategic plan moving forward.

f. Process to refresh CLBC's 2012/13 to 2014/15 Strategic Plan

Jack Styan presented the CLBC 2012/13 to 2014/15 Strategic Plan and responded to the Boards questions.

Motion:

It was **MOVED** and **SECONDED** that the Board refreshes and revises the Strategic Plan in June 2014.

CARRIED

4. Board Committee Reports
Finance & Audit Committee Report

Arn van Iersel reported that the Committee reviewed the 2012/13 Audited Financial Statements and recommends for the Board to approve.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee; the Board approves the 2012/13 Audited Financial Statement.

CARRIED

The Finance and Audit Committee likewise reviewed the Annual Report Management Discussion and Analysis .

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee; the Board approves the Annual Report Management Discussion and Analysis, for the year ending March 31, 2013

CARRIED



Arn van Iersel reported that the Finance and Audit Committee reviewed the 2013/14 Operating Budget. It was noted that due to the possible changes in the government, there may be some changes in the budget which the Committee will review and bring back to the Board for approval.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee; the Board approves the 2013/14 Operating Budget.

CARRIED

The Committee reviewed the Travel Policy which was amended based on the directions received from the government, after reviewing and editorial changes implemented the Committee recommends the Travel Policy for Board Approval.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee; the Board approves the Travel Policy.

CARRIED

Quality & Service Committee Report

Norah Flaherty reported to the Board discussions at the Q&S Committee meeting and advised the Board that Russ Keil, Chair of the Provincial Advisory Committee, joined the Committee and presented his annual report of the PAC, gave highlights of the self-evaluation survey done by the PAC.

The Quality and Service Annual Report was reviewed and the Committee provided feedback to management.

Governance & HR Committee Report

Jan Marston reported on the meeting of the Governance and HR Committee and responded to questions and comments from the Board. The Committee reviewed and made changes to Tab 14 Code of Conduct and Business Ethics of the Governance Manual for the purpose of aligning the language of the manual to the Ethical Reporting Policy.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Governance and HR Committee; the Board approves Tab 14 Code of Conduct and Business Ethics of the Board Governance Manual.

CARRIED



Jan Marston reported to the Board that the G&HR Committee reviewed the Executive and Director Compensation Disclosure and recommends approval after minor editorial changes were included.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Governance and HR Committee; the Board approves the Executive and Director Compensation Disclosure.

CARRIED

Adjournment

The Board Chair thanked Jan Marston for her three (3) years of service to the Board and her leadership. 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 3:30 p.m. The next Board meeting is scheduled for July 24, 2013.