



## Board of Directors Meeting Minutes May 13, 2020 Conference Call Meeting

The Board Chair began the meeting with a territorial acknowledgement on the lands from which we were calling-in from, 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 in advance and no members of the public were in attendance.

### **Public Presentations**

There were no public presentations.

### **Attendees:**

Michael Prince – Board Chair  
Kathy Bright – Board Member  
Patti Sullivan – Board Member  
Julia Payson – Board Member  
Marnie Larson – Board Member

Onkar Biring – Board Member  
Barbara Carle-Thiesson – Board Member  
Joely Viveiros – Board Member  
Simon Philp – Board Member  
Jake Anthony – Board Member

### **Regrets**

Nelson Chan – Board Member

### **CLBC Staff:**

Ross Chilton - CEO  
Lynn Davies – Vice President, Regional Operations  
Henry Chen – Vice President, Finance and Chief Financial Officer  
Jack Styán – Vice President, Strategic Initiatives  
Sara Miller – Vice President, Corporate Services  
Megan Tardif – Executive Director, Quality Assurance  
Randy Schmidt – Executive Director, Communications and Stakeholder Relations  
Karen Mackay - Director, People Services & Organization Development  
Alex Afanasev – Manager, Internal Audit  
Rebecca Lim – Executive Assistant to the CEO  
Donna Nordmann – Board Liaison (Recorder)



## **Call to Order**

Michael Prince, Board Chair, called the Public Board Meeting of May 13, 2020 to order at 9:00 a.m. and welcomed members of the Board, executives, and guests. The Chair reminded attendees that CLBC Directors and Officers are public office holders and thus subject to the provisions of the Conflict of Interest Act. He asked Directors and Officers to declare any Conflicts of Interest, real or perceived they may have. None were declared.

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

Agenda of the May 13, 2020 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 March 12, 2020 Meeting**

The minutes of the March 12, 2020 meeting of the Board of Directors was reviewed.

#### **Motion**

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

**CARRIED**

### **4. Other Business:**

#### **4.1 CEO Report**

Ross Chilton presented and discussed highlights of his CEO Report as of May 2020 and responded to comments and questions from the Board. Ross reported that he has been having weekly calls with the Board to keep them apprised on how things are going for self-advocates, families, providers and CLBC during the pandemic.

#### **4.2 PAC Report by PAC Chair – Debbie Moore**

Debbie Moore, Chair of Provincial Advisory Committee (PAC) introduced herself and appreciated the way CLBC maintained communications during these months and said that CLBC was very proactive. Michael noted that the reason why we formally extended the invitation to the PAC chair at the Open Board meetings was to strengthen the relationship with PAC. We have 3 of our board members who attend the PAC meetings regularly. Debbie responded to comments and questions from the Board.

#### **4.3 PAC Appointment**

Randy Schmidt, Patti Sullivan and Debbie Moore put forward a recommendation to appoint Tim Windle who is from the Upper Fraser region to the PAC for a term of 2 years. Tim's appointment was reviewed at the Quality & Service Committee meeting.



Motion

It was **MOVED** and **SECONDED** that the Board approves the PAC appointment of Tim Windle as presented.

**CARRIED**

**5. Board Committee Reports:**

**5.1 Finance & Audit Committee Report**

Barbara Carle-Thiesson reported that the Committee reviewed Audited Financial Statements – March 31, 2020. The Auditor, PWC, attended via conference call and presented an unqualified Independent Auditor’s Report and met with the Committee.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the F&A Committee, the Board of Directors approves the Audited Financial Statements as of March 31, 2020 as presented.

**CARRIED**

**5.2 Governance & HR Committee Report**

Kathy Bright reported that the Committee did the annual review of the Code of Conduct and Conflict of Interest and that no changes were proposed at this time.

**5.3 Quality and Service Committee Report**

Patti reported that the Committee reviewed the Draft Proposal for the Annual Board/PAC/IAC call which will be held on May 30<sup>th</sup> from 10:00am – 12:00 noon. Patti reported the agenda was drafted in consultation with PAC.

Motion

It was **MOVED** and **SECONDED** that the Board approves the Draft Agenda for the Annual Board/PAC/IAC call on May 30<sup>th</sup> as presented.

**CARRIED**

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

Directors reported that since they are unable to go out due to the pandemic, they have been interacting in different ways such as webinars and online seminars to keep engaged.

**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 10:11 a.m. The next Board meeting is scheduled for September 23, 2020 in Vancouver, BC.