



**Board of Directors Meeting Minutes  
November 20, 2019  
Marine Boardroom, CLBC Head Office,  
7th Floor, 1200 West 73rd Avenue, Vancouver BC**

The Board Chair began the meeting with a territorial acknowledgement, 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.

An individual member of the public attended the meeting but did not ask questions or participate in the meeting – *9:40am*.

**Attendees:**

Michael Prince – Board Chair	Jake Anthony – Board Member
Kathy Bright – Board Member	Onkar Biring – Board Member
Patti Sullivan – Board Member	Nelson Chan – Board Member
Julia Payson – Board Member	Barbara Carle-Thiesson – Board Member - <i>9:35am</i>
Marnie Larson – Board Member	Simon Philp – Board Member

**CLBC Staff:**

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



**Guests:**

Sarah Marsh – PWC  
Paulina Prokop – PWC  
Karla Verschoor – Inclusion BC  
Angela Clancy – Family Support Institute  
Bronwyn Armstrong – Representative of Children and Youth  
Leanne Dospital – Advocate for Service Quality

**Call to Order**

Michael Prince, Board Chair, called the Public Board Meeting of November 20, 2019 to order at 9:02 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.

**Story Telling**

Nelson Chan did a presentation on “*The Power of 1%*”

**1. Approval of Agenda**

Agenda of the November 20, 2019 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 September 17, 2019 Meeting**

The minutes of the September 17, 2019 meeting of the Board of Directors was reviewed.

**Motion**

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

**CARRIED**

**3. Board Education:**

There were presentations done by Karla Verschoor - Inclusion BC, Angela Clancy - Family Support Institute, Bronwyn Armstrong - Representative of Children and Youth and Leanne Dospital - Advocate for Service Quality.

*There was a break in the meeting from 10:30am to 10:40am*



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

##### **4.1 CEO Report**

Ross Chilton presented a video provided Community Living Society that was shown at the Housing Central Conference on November 18, 2019. Ross discussed highlights of his CEO Report as of November 2019 and responded to comments and questions from the Board.

##### **5. Board Committee Reports:**

Barbara Carle-Thiesson reported that the Committee met with the external auditors PWC and discussed the audit plan, and that audits will begin in December. The committee also reviewed the Financial and Operating Report for the period ended September 30, 2019 and expects to have a balanced budget by fiscal year end. Barb further reported that Capital spending is on budget. The Committee reviewed the Procurement and Contracting Policy, the Risk Management Planning, Insurance Coverage and the Financial, Statutory and Regulatory Compliance and is pleased to report everything is in order and no changes are recommended. Lastly Barb reported that payroll deductions, GST and WCB are all current and nothing is outstanding.

##### **5.2 Governance & HR Committee Report**

Kathy Bright reported that the Committee discussed the bi-annual review of the Board Governance Manual. The committee suggested that we do the bi-annual review of the board manual over the course of 2020 so that as each item comes up in the Work Plan the committee can delve deep into it and recommend changes if needed which will be incorporated into the Board Governance Manual. Hence there was no need to get Board approval on the Bi-Annual Review of the Board Governance Manual. The Committee also reviewed the Appendix for the Service Plan Report and noted that there is one vacancy of a Director, but this has been filled and the Ministry will be sending out the Order by January 1, 2020.

##### **5.3 Quality and Service Committee Report**

Patti reported that the Committee reviewed the Community Consultation Processes as well as the Partnership Ecosystem. The Committee discussed the report from the PAC meeting of October 5, 2019. The next PAC meeting is on Saturday, February 1, 2020.

Patti Sullivan reported that the Committee had appointments for Provincial Advisory Committee (PAC) nominations for board approval.

##### **Motion**

It was **MOVED and SECONDED** that the Board of Directors approves the Provincial Advisory Committee (PAC) appointments by Management.

**CARRIED**



Patti reported that the Committee requests that the Board offer a standing invitation to the PAC Chair to attend and participate in open sessions of CLBC's board meetings. There would be a standing item on the Open Board agenda to accommodate this participation.

Motion

It was **MOVED and SECONDED** that the Board of Directors offer a standing invitation to the PAC Chair to attend and participate in open sessions of CLBC Board meetings.

**CARRIED**

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

Directors reported on the highlights of their Board tour to Nanaimo on October 10, 2019 and discussed key discussion/feedback resulting from their site visits, meetings with service providers, staff and the community councils.

**6. Story Telling**

Marnie Larson introduced her chosen video "*Presidents Group – Gabi and Jules*"

**8. Volunteer for New Stories**

Simon Philp and Patti Sullivan will be presenting new stories in the next meeting on January 21, 2020.

**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 1:30pm. The next Board meeting is scheduled for January 21, 2020 in Vancouver, BC.