



COMMUNITY LIVING
BRITISH COLUMBIA

**Board of Directors Meeting Minutes
September 21, 2016
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
Eileen Stewart – Board Member
Diane Friedman – Board Member
David Everett – Board Member

Jane Holland – Board Member
Onkar Biring – Board Member
Joanne Curry – Board Member
Dan Smith – Board Member

Regret:

David Babych – Board Member
Barbara Carle-Thiesson – Board Member
Mona Murray – 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
Randy Schmidt – Director, Communications
Stacey Lee – Director, Human Resources
David Toone – Director, Contract and Risk Management
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guests:

Blair Mitchell – Executive Director, Advocacy and Youth Engagement, Representative of Children and Youth
Leanne Dospital - Advocate For Service Quality, Adults with Developmental Disabilities, SDSI

Call to Order

Tom Christensen, Board Chair, called the Public Board Meeting of September 21, 2016 to order at 9:00 a.m. and welcomed members of the board, executives, and guests.

Tom introduced Dan Smith, a new Board member. Dan Smith provided a summary of his biography and experience. In addition, Tom Christensen announced the resignation of Mona Murray, from the Board of CLBC. Mona submitted her resignation letter dated Sep 7, 2016 to the Minister and Board Chair.

Story Telling

Diane Friedman introduced a video titled “Wanted - A Runner with Soul, Gai Ben Dor” on Ted.com

1. Approval of Agenda

Agenda of the September 21, 2016 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 July 27, 2016 Meeting

The minutes of the July 27, 2016 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 Panel Education Session “Complaints Process and Interactions between Offices”

Megan Tardif, CLBC’s Director of Quality Assurance, introduced Leanne Dospital, Advocate for Service Quality- Adults with Developmental Disabilities, and Blair Mitchell, Executive Director- Representative of Children and Youth, to the Board. Each office provided an overview presentation of their office’s role, complaints process, and discussed the collaboration and interactions between CLBC and the government agencies and answered questions from the Board. The Chair thanked the panel.

The meeting was paused for a short break during 11:00-11:07a.m. Leanne Dospital and Blair Mitchell left at 11:05a.m.

4. CEO Report

Seonag Macrae discussed highlights of her CEO Report as of September 30, 2016, and responded to comments and questions from the Board.

5. Board Committee Reports

5.1 Finance and Audit Committee Report

David Everett reported on the Committee's review of the financial & operating report as of July 31, 2016, Quarterly Management Information as of June 30, 2016, and internal controls over financial reporting, 2014/15 Financial Information Act reporting, and management's assertions on financial, statutory, and regulatory compliance.

The committee discussed the proposed changes to the Banking Policy, Investment Management Policy, and Risk Management Review policy.

The Committee reviewed the proposed changes on the Investment Management Policy version dated Jan 23, 2012; Banking Policy version dated Aug 23, 2016; and the Risk Management Review policy.

Motion

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

CARRIED

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board approves the revisions to the Investment Management policy as presented.

CARRIED

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board approves the revised Risk Management Review policy as amended.

CARRIED

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board approves the appointment of Price Waterhouse Coopers as CLBC's External Auditor.

CARRIED

5.2 Quality and Service Committee Report

Jane Holland reported that the Committee discussed the changes being proposed for the Terms of Reference of both Provincial Advisory Committee (PAC) and the Community Council. The proposed drafts of changes will be presented to the PAC on Sep 24th for comments and discussion. The final version will be presented for Board's approval in November

5.3 Governance & HR Committee Report

Eileen Stewart reported the Committee's review of Board related information posted on the CLBC website; Governance Disclosure Policies and Practices; compliance to legal and regulatory requirements related to our workforce; and HR metrics on the Quarterly Management Information. As well, the Committee agreed to undertake an evaluation of the Board tour process.

6. Directors' Reports on Community Interactions/ External Events

There were no conferences or events that the Board members participated in during Aug 1 – Sep 20, 2016. An updated list of upcoming conferences and events will be included in the board meeting package each meeting so that board members can choose to participate appropriately.

7. Story Telling

Eileen Stewart presented her chosen video "Extra Ordinary" on Sproutflix.org

8. Volunteer for New Stories

Jane Holland and Dan Smith will be presenting new stories in the next meeting on November 16, 2016.

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 12:00 p.m. The next Board meeting is scheduled for November 16, 2016 in Vancouver, BC.