



COMMUNITY LIVING  
BRITISH COLUMBIA

## **Board of Directors Meeting Minutes**

**September 22, 2015**

**Marine One Boardroom, CLBC Head Office**

**7<sup>th</sup> floor – 1200 West 73<sup>rd</sup> Ave, Vancouver**

The Board Chair introduced the Board and Management, and 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 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  
David Everett – Board Member  
Dave Babych – Board Member  
Joanne Curry – Board Member  
Mona Murray – Board Member  
Jane Holland – Board Member

Elizabeth Hunt – Board Member  
Eileen Stewart – Board Member  
Onkar Biring – Board Member  
Roberta Kjelson – Board Member  
Diane Friedman – Board Member

### **CLBC Staff**

Seonag Macrae – Chief Executive Officer  
Jack Styan – Vice President, Strategic Initiatives  
Richard Hunter – CFO, Vice President Finance  
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  
Sharon Walker – Manager, Internal Audit  
Andrea Baker – Manager, Quality Service Initiatives  
Marilyn Almocera – Executive Assistant to the CEO  
Kanapa Pitakpong – Board Liaison (Recorder)

### **Guests:**

Dr. Robert Schalock – a presenter of “the Quality of Life”  
Sylvie Zebroff - Provincial Family Partnership Advisor, CLBC

## **Call to Order**

The Chair called the Public Board Meeting of September 22, 2015 to order at 8:30 a.m. and welcomed guests.

## **Story Telling**

Sara Miller introduced a chosen video titled "*The Life of Minnie*" by Incommon.

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

Consent Agenda of the September 22, 2015 open meeting of the Board of Directors was reviewed and approved as presented.

#### **Motion**

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

**CARRIED**

### **2. Approval of Agenda**

The Agenda of the September 22, 2015 open meeting of the Board of Directors was reviewed and approved as presented.

#### **Motion**

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

**CARRIED**

### **3. Strategic Issues/ Board Education**

#### **3.1 Presentation "Quality of Life", Dr. Robert Schalock**

Jack Styan provided the Board an overview of CLBC's Quality of Life framework, the Include Me! survey and its implementation process, a summary of the current initiatives and the plans for 2015-16.

Jack Styan introduced to the Board Dr. Robert Schalock, an academic who has played a key role in the development and implementation of the Quality of Life framework used by CLBC. Dr. Schalock delivered a presentation, "*The Big Picture: Improving the Quality of Life of Service Recipients*" and answered questions from the members. The Board thanked Dr. Schalock for his valued presentation.

#### **3.2 Presentation "The Pathway of the Community Living Movement", Sylvie Zebroff**

Sylvie Zebroff provided a presentation, "*The Pathway of the Community Living Movement*", an evolution of today's developmental services and community living in Canada. The Board discussed and thanked Sylvie for her presentation.

#### **3.3 Provincial Advisory Committee Appointment**

Megan Tardif presented a Provincial Advisory Committee (PAC) nomination; Mr. Mark Skelton, a member of the Central/Upper Island Community Council, to the Provincial Advisory Committee (PAC), for Board approval.

#### **Motion**

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

**CARRIED**

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

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

Seonag Macrae provided highlights of her CEO Report and responded to comments and questions from the Board.

**CARRIED**

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

##### **5.1 Finance and Audit Committee Report**

David Everett reported the committee's review of CLBC's Financial & Operating Report for the four months ended July 31, 2015, the Quarterly Management Information for the three months ended June 30, 2015, a review of the Risk Management Plan and Policy to date, CEO expenses for the year ended March 31, 2015, and CLBC's Financial Information Act Reporting for 2014/15.

The Committee reviewed the information presented by management regarding the Board's delegation of authority for approval of the following documents as stated in the committee's terms of reference. The committee recommended that the Board re-affirm the delegation of approval authority as follows:

The Board's approval be delegated to the Chair of F&A Committee to approve and sign off the following reports on behalf of the Board:

- 1. Financial Information Act (FIA) reporting; and**
- 2. Q1 and Q2 Long-term financial projections for submission to Government.**

Whilst, the Finance and Audit Committee be authorised to approve and sign off on:

- 3. the Q3 Long-term financial projections.**

##### **Motion**

It was **MOVED** and **SECONDED** that the Board delegates authority for the approval and signing off the following reports to the Chair of F&A committee on behalf of the Board:

- 1. Financial Information Act (FIA) reporting; and**
- 2. Q1 and Q2 Long-term financial projections to Government;**

It was **MOVED** and **SECONDED** that the Board delegates to the F&A Committee, the review approval, and sign off on behalf of the Board, of the **Q3 Long-term financial projections**.

**CARRIED**

##### **5.2 Governance & Human Resources Committee Report**

Roberta Kjelson reported the committee's review and discussion of the HR strategy implementation update and the results of the review of the governance information on the CLBC website.

##### **5.3 Quality & Service Committee Report**

Jane Holland reported the committee's review and discussion of the Quality Assurance Framework, and Adult Guardianship.

### **Story Telling**

Joanne Curry presented a video titled "*Business Owner Makes Money by Hiring Disabled Workers*" on *YouTube.com*

### **Volunteers for New Story**

Jane Holland, Director, and Lynn Davies, VP Regional Operations, volunteered to present new stories in the next meeting on November 26, 2015.

### **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 11:30 a.m. The next Board meeting is scheduled for November 26, 2015 in Chilliwack.