



**Board of Directors Meeting Minutes**  
**January 25, 2017**  
**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	Jane Holland – Board Member
Eileen Stewart – Board Member	Onkar Biring – Board Member
Diane Friedman – Board Member	Joanne Curry – Board Member
David Everett – Board Member	Dan Smith – Board Member
Barbara Carle-Thiesson – Board Member	

**Regret:**

David Babych – Board Member  
Mike Watson – 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  
Caroline Moore – Aboriginal Project Coordinator (9:00-10:05 a.m.)  
Kanapa Pitakpong – Board Liaison (Recorder)

## **Guests:**

Sherwin Strong - Self Advocate

Doug Barr - Quality Assurance Practice Consultant, CLBC

## **Call to Order**

Tom Christensen, Board Chair, called the Public Board Meeting of January 25, 2017 to order at 9:00 a.m. and welcomed members of the board, executives, and guests.

## **Story Telling**

David Everett introduced a video titled "*About Me*" from Incommon.tv

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

Agenda of the January 25, 2017 meeting of the Board of Directors was reviewed. Item 4.1.1 - Financial Outlook for the Final Draft CLBC Service Plan 2017/18- 2019/20 will be discussed in the closed Board meeting. Agenda was amended.

#### *Motion*

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

**CARRIED**

### **2. Business Arising from the Previous Meeting**

#### **2.1 Approval of Minutes of November 16, 2016 Meeting**

The minutes of the November 16, 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 Presentation "Self Determination"**

Megan Tardif introduced to the Board Caroline Moore -CLBC's Aboriginal Project Coordinator, Sherwin Strong -Self Advocate, and Doug Barr- CLBC's Quality Assurance Practice Consultant.

Sherwin and Doug presented the "Self Determination" presentation and shared with the Board Sherwin's professional development journey and achievements. Doug discussed the roles of staff in supporting Sherwin's goals. The Board expressed their appreciation and thanked both for their presentation.

*The meeting was paused for a short break 10:00-10:15am.*

#### **4. Strategic Issues:**

##### **4.1 Final Draft CLBC Service Plan 2017/18 - 2019/20**

Jane Holland reported on the Committee's review of the final draft of the Service Plan 2017/18 - 2019/20. As suggested by the Committee, Jack Styan provided a summary of changes, discussed those changes, and answered questions from the Board. The financial section of the Service Plan will be reported by the F&A Committee Chair in the Closed Board Meeting.

##### *Motion*

It was **MOVED** and **SECONDED** that as recommended by the Q&S Committee, the Board approves Final Draft of the Service Plan 2017/18-2019/20 as amended.

**CARRIED**

#### **5. Other Business:**

##### **5.1 CEO Report**

Seonag Macrae discussed highlights of her CEO Report as of January 31, 2017, and responded to comments and questions from the Board.

#### **6. Board Committee Reports:**

##### **6.1 Finance and Audit Committee Report**

David Everett introduced Alex Afanasev, Internal Audit Manager, to the Board. David reported that the Committee reviewed and discussed management's suggestions for the F&A Committee's Terms of Reference and review process in preparation for discussion in the March meeting.

##### **5.2 Quality and Service Committee Report**

Jane reported on the Committee's review and discussion of the progress towards developing the Aboriginal Project Plan. The final plan will be presented at the March Quality and Service Committee Meeting following discussion at the Aboriginal Advisory Committee meeting.

##### **5.3 Governance & HR Committee Report**

Eileen Stewart reported that the Committee discussed the timing and process of the bi-annual review of Board Governance Manual, Board Committees' terms of references, and Board Charter. Eileen noted that the Committees had completed a significant review of Committees' ToRs last year. The review of the full Board Governance Manual was conducted in 2015 which resulted in several changes. The Committee is not anticipating significant changes would occur followed the 2015 and 2016 review.

All Board members are encouraged to review all sections of the Board Governance Manual and provide any suggestions for change to the G&HR Committee Chair with a copy to the Board Liaison by February 17<sup>th</sup>. The G&HR Committee will incorporate all suggestions for final review and recommendation to the Board in March.

The Committee noted that Directors are required to submit Director's Declaration regarding Conflict of Interest to the Board Liaison on an annual basis. The completed form must be submitted to Kanapa in January.

Management presented the proposed Board Development and Education plan for 2017. The Committee provided additional suggestions which were incorporated in the revised draft plan circulated to the Board prior to this meeting.

The Board reviewed the revised draft plan and provided additional suggestions.

For the March meeting, Elder Larry Grant from the Musqueam First Nation and territory will present to the Board.

With regards to Cyber Security - Board's role and responsibility on information technology and IT risks, the Board discussed the scope of the presentation and that the presentation will be provided in May by PwC, External Auditor.

The Board agreed that, with respect to additional ideas discussed in this meeting, the Board Liaison will compile all suggestions in a *Board Education Survey* and circulate it to the Board to obtain further feedback and suggestions. The survey will include a ranking mechanism to help identify priority and timing in the 2017 plan. The results of the survey along with the revised 2017 Board Education Plan will be presented to the G&HR Committee in the March meeting for recommendation to the Board for approval.

*Dan Smith joined the meeting at 11:00a.m.*

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

Eileen Stewart, Diane Friedman, Barbara Carle-Thiesson, and Joanne Curry shared with the Board their experiences and feedback on attending the Annual Public Sector Board Governance Professional Development Forum on Dec 13, 2016, in Vancouver.

## **7. Story Telling**

Tom Christensen presented his chosen video "Jamie's Story" from Incommon.tv.

## **8. Volunteer for New Stories**

Diane Friedman and Dave Babych will be presenting new stories in the next meeting on March 22, 2017.

## **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 11:20 a.m. The next Board meeting is scheduled for March 22, 2017 in Vancouver, BC.