



Board of Directors Meeting Minutes
June 3, 2016
Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver BC

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	Elizabeth Hunt – Board Member
David Everett – Board Member	Eileen Stewart – Board Member
Dave Babych – Board Member	Onkar Biring – Board Member
Mona Murray – Board Member	Roberta Kjelson – Board Member
Jane Holland – Board Member	

Regret:

Diane Friedman – Board Member
Joanne Curry – Board Member

CLBC Staff

Seonag Macrae – Chief Executive Officer
Richard Hunter – CFO, Vice President, Finance
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 – Manager, Special Project and Risk Management
Lisa Porcellato – Community Relations Specialist
Patricia Hall – External Relations Advisor, Communications
Marilyn Almocera – Executive Assistant to the CEO
Kanapa Pitakpong – Board Liaison (Recorder)

Guests:

Catherine Romanko, Deputy, Public Guardian & Trustee of BC
Sheila Taylor, Deputy Minister, SDSI
Alana and Christopher Murray, members of the public

Call to Order

The Chair called the Public Board Meeting of June 3, 2016 to order at 12:00 p.m. and welcomed guests.

1. Approval of Agenda

Agenda of the June 3, 2016 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

2. Approval of Minutes

The minutes of the March 31, 2016 open meeting of the Board of Directors was reviewed.

Motion

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

CARRIED

3. Strategic Issues/ Board Education:

3.1 Presentation “Public Guardian and Trustee”

Catherine Romanko provided information to the Board on the Public Guardian and Trustee including: the organizational structure, scope of work, current programs being carried out in collaboration with service partners including CLBC, and responded to questions from the Board. The Board thanked Catherine for a valued presentation and discussion with the Board.

Catherine Romanko left the meeting at 12:52p.m.

3.2 Presentation “Adult Guardianship”

Megan Tardif presented to the Board on Adult Guardianship. Megan discussed CLBC’s role and responsibilities as a designated agency in providing support and assistance to eligible adults, discussed work process, current priorities, and responded to questions from the Board.

4. Other Business:

4.1 CEO Report

Seonag Macrae provided a summary of her CEO Report as of May 31, 2016, discussed highlights from the report, and responded to comments and questions from the Board. Tom requested further information be provided on the move to DSM5.

4.2 Provincial Advisory Committee Appointment

Megan Tardif presented the following Provincial Advisory Committee (PAC) nominations for Board approval; Mr. John McCulloch, from Vancouver Coastal Community Council, and Mr. Ross Spina, from Kamloops/Cariboo Community Council.

Motion

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

CARRIED

5. Board Committee Reports:

5.1 Quality & Service Committee Report:

Jane Holland reported that the Committee reviewed and discussed the results and management response to the 2015 Service Satisfaction Survey, the Quarterly Management Information as of March 31, 2016, and the legal & regulatory compliance review.

The Committee reviewed the final draft CLBC 2015/16 Annual Service Plan Report and provided comments to Jack Styan. There were minor amendments made to the revised version. The final draft will be submitted to the Minister for final review after this meeting.

Motion

It was **MOVED** and **SECONDED** that the Board approves the final draft CLBC 2015/16 Annual Service Plan Report as amended and authorizes management to make any final changes resulting from the Minister's review after this meeting, as recommended by the Q&S Committee.

CARRIED

5.2 Governance & Human Resources Committee Report

Eileen Stewart reported the Committee's review on CLBC Philosophy & Guidelines for Management Compensation. Management reported an update on the CLBC Philosophy & Guidelines for Management Compensation. CLBC is still waiting for PSEC to respond to the excluded compensation framework.

The Committee discussed the Quarterly Management Information as of March 31, 2016. Management reported that the HR indicators have been adjusted and revised targets have been developed for 2016-17. Retention metrics of "average sick day per FTE" and "turnover" will continue to be used. The Committee requested that metrics related to training be reviewed.

The Committee reviewed the Board Calendar & Committee Work Plans to ensure that all collective work is noted and appropriately scheduled. During the review, the Committee determined that there should be standardization of work plan calendars for both the Board and the committees including a consistency in the flow of agendas. Management will ensure the consistency of the agenda template.

Motion

It was **MOVED** and **SECONDED** that the Board approve the standardized calendar and agenda formats for the committees and the Board as recommended by the G&HR Committee; and

It was **MOVED** and **SECONDED** that the Board approves the revised Board calendar, revised in alignment with calendars of the three (3) Board Committees: Finance and Audit; Governance and HR; and Quality & Service, as recommended by the G&HR Committee.

CARRIED

5.3 Directors Reports on Community Interactions & External Events

Onkar Biring shared with the Board his experience in attending the Surrey Board of Trade-Top 25 under 25, on May 26, 2016. Tom Christensen attended the Voice of BC interview with Minister Michelle Stilwell on April 4th, 2016. Tom reminded the Board about the upcoming Board tours on June 10th for Kamloops, June 20th in Surrey, and June 29th in Vancouver. Board members will report back on discussions and feedback around these at the next meeting.

Story Telling

Elizabeth Hunt introduced a video titled “Understanding the Disability Trajectory of First Nations Families of Children with Disabilities”, via youtube.com

Volunteers for New Story

David Babych will be presenting new stories in the next meeting on July 27, 2016.

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 2:16 p.m. The next Board meeting is scheduled for July 27, 2016 in Vancouver BC.