



Board of Directors Meeting Minutes
September 23, 2014
Vancouver Airport Marriott Hotel
7571 Westminster Highway, Richmond, BC

The Board Chair introduced the Board and Management, and then 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.

Board Meeting

Attendees

Denise Turner – Board Chair
Ernie Malone – Board Member
Arn van Iersel – Board Member
Mark Duncan – Board Member
Norah Flaherty – Board Member

Roberta Kjelson – Board Member
John McCulloch – Board Member
Elizabeth Hunt – Board Member
Diane Friedman – Board Member
Eileen Stewart – Board Member

CLBC Staff

Seonag Macrae – Chief Executive Officer
Doug Woollard – Vice President, Organizational Support
Richard Hunter – Vice President, Corporate Services
Carol Goozh – Vice President, Policy and Program Development
Stacey Lee – Director, Human Resources
Caitlyn Sassaman – Acting Director, Communications
Leah Glick-Stal – Manager, Contract and Procurement Services
Jessica Humphrey – Self-Advocate Advisor
Marilyn Almocera – Acting Corporate Secretary

Guests

Cory Fisher – Self Advocate Motivational Speaker, assisted by Marleah Aitken and Tara Davenport

Call to Order

The Chair called the Public Board Meeting of September 23, 2014 to order at 8:30 a.m. and welcomed guests.

Story Telling

Seonag Macrae introduced her chosen video titled "Prevention: Supporting Parents with Developmental Disabilities".

1. Approval of Consent Agenda

The Board Chair introduced the first time adoption of consent agenda to differentiate between routine matters not needing explanation and more complex issues needing Board examination, thus, promoting good time management for Board proceedings.

Motion

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

CARRIED

2. Approval of Agenda

The agenda was reviewed. Discussion of item 5.2.2 on revised Standards of Conduct was moved prior to item 4.2 on Taxpayer Accountability Principles Addendum to 2014/2015 Government Letter of Expectations.

Motion

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

CARRIED

3. Strategic Issues/Board Education

3.1 Presentation on "Inclusion"

Jessica Humphrey, Self-Advocate Advisor, introduced Cory Fisher, self-advocate motivational speaker from Comox Valley. Cory presented to the Board his life experience view of inclusion for people with developmental disability. The Board thanked Cory for sharing his personal experience and for being an inspiration to others.

3.2 Presentation on "Understanding Individual and/or Family Preference"

Richard Hunter, Vice President, Corporate Services, introduced the next presenter, Leah Glick-Stal, Manager, Contract and Procurement Services. Leah discussed the meaning of individual preference in determining services for CLBC clients, its overview, importance and the five-step process. The Board raised questions and thanked Leah for her presentation.

4. Other Business

4.1 CEO Report

Seonag Macrae, Chief Executive Officer, presented her first report to the Board as CLBC's new CEO. Seonag updated the Board of her various meetings with CLBC staff and important stakeholders. She discussed highlights of her CEO Report and responded to comments and questions from the Board.

5.2.2 Revised Standards of Conduct (reordered item)

Roberta Kjelson, Chair of the Governance and Human Resources Committee, reported that the Governance and Human Resources Committee reviewed CLBC's revised Standards of Conduct to fully comply with the new Standards of Conduct Guidelines for the BC Public Sector, which was released in July.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Governance and Human Resources Committee, the Board approves the revised Standards of Conduct.

CARRIED

4.2 Taxpayer Accountability Principles Addendum to 2014/2015 Government Letter of Expectations

Seonag Macrae discussed that as part of the introduction of the new Taxpayer Accountability Principles, an addendum to the 2014/2015 Government Letter of Expectations has to be signed by all Board members by September 30, 2014. Seonag expressed no issues in achieving the seven additional deliverables or the taxpayer accountability principle actions contained in the addendum for 2014/2015. The Board Chair also highlighted the Board's compliance to the taxpayer accountability principle actions.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors sign the addendum to the 2014/2015 Government Letter of Expectations.

CARRIED

4.3 Revised Strategic Plan Refresh Timetable

Seonag Macrae updated the Board of shifting the timetable for the Strategic Plan Refresh for 2014-15 by one board meeting with a Draft Strategic Plan being presented at the November 2014 Meeting

5. Board Committee Reports

5.1 Finance and Audit Committee Report

Arn van Iersel, Chair of the Finance and Audit Committee, reported on the Committee's review of the Financial Operating Report for the four months ended July 31, 2014 and Quarterly Performance Indicators Report as of June 30, 2014 with Committee recommendation for acceptance by the Board.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board accepts the:

- i. Financial and Operating Report for the four months ended July 31, 2014; and
- ii. Quarterly Performance Indicators as of June 30, 2014.

CARRIED

The Committee also reviewed and suggested amendments to CLBC Information Resource Management Plan for the period 2014/2015 to 2016/2017.

Motion

It was **MOVED** and **SECONDED** that, as recommended by the Finance and Audit Committee, the Board approves the amended CLBC Information Resource Management Plan for the period 2014/2015 to 2016/2017, including capital expenditures, subject to funding availability for fiscal 2015/2016 and 2016/2017.

CARRIED

5.2 Governance and Human Resources Committee Report

The Chair of the Governance and Human Resources Committee reported to the Board that the Committee reviewed the revised draft of the Strategic Planning Process, which incorporated the Committee's proposed amendments in July and operational requirements. The Committee further discussed the development of the Diversity strategy and the required information gathering and assessment of the organization's readiness to embrace diversity.

In addition, the Committee reviewed and accepted the compliance to Governance Disclosures and Policies.

The Governance and HR Committee accepts management's assertion that CLBC is in compliance of Governance Disclosure Requirements and Policies.

5.3 Quality and Service Committee Report

Norah Flaherty, Chair of the Quality and Service Committee, reported to the Board discussions on a variety of issues including updates of the aging initiative, *include me!* initiative, and employment measures and responded to questions and comments from the Board.

Story Telling

Carol Goozh introduced her chosen video titled "Inclusion - The Youth Project of Comox Valley."

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 10:23 a.m. The next Board meeting is scheduled for November 18, 2014 in Vancouver at 8:30 a.m.