



Board of Directors Meeting Minutes

Wednesday, July 27, 2011

Airport Square – 7th Floor, 1200 West 73rd Avenue

Attendees:

Denise Turner
Ken Crump
Mark Duncan
Norah Flaherty
Darryl Harand
Elizabeth Hunt

Arn van Iersel
Roberta Kjelson
Ernie Malone
Jan Marston
Don Rowlatt

Staff:

Rick Mowles (CEO)
Andrea Baker (Manager, Operational Development)
Carol Goozh (VP, Policy & Program Development)
Richard Hunter (VP, Corporate Services)
Doug Woollard (VP, Organizational Development)
Penny Johnson (Recorder)

Call to Order:

The Chair called the meeting to order at 12:35 p.m., and welcomed the Members and Management.

1. Agenda

The Agenda was reviewed,

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Agenda as presented.

CARRIED

2. Minutes of the May 25th Meeting of the Board of Directors

The Minutes of the May 25th meeting were reviewed. The motion to approve the Executive and Director Compensation Disclosure (Item 7e) should be added.

Motion:

It was **MOVED** and **SECONDED** that the Board approve the Minutes of the May 25th meeting of the Board of Directors as revised.

CARRIED

3. Strategic Issues/Board Education

a. Quality of Life Project: Status on Plans to Implement the My Life: Personal Outcomes Index™

Andrea Baker presented the Quality of Life update to the Board, and answered questions from the Board. Over the next five years CLBC will continue to build on its monitoring framework project. Part of the next phase will be a multi-stakeholder steering committee of 15 members which will meet quarterly.

The Chair thanked Andrea Baker for updating the Board, and Andrea left the meeting at 1:10 p.m.

b. Draft Strategic Plan

The Chair asked for input from the Board regarding the strategic planning session which was held on July 25th with Michael Shoop, the Board, Management, and Deputy Minister Mark Sieben.

The Members agreed that the session was very productive. The first draft of the final Strategic Plan will be sent to the Board with the September Board Meeting package. The Strategic Plan will provide a very good tool to CLBC and the Board which will flow into an operational plan against which CLBC will measure itself. The Chair encouraged management to review the strategic plans of other organizations for inspiration in terms of what comprises a well written plan, and offered to direct them to three different organizations which may be useful.

c. Q1 Operational Plan Status Report

The Members reviewed the Q1 Operational Plan Status Report and Rick Mowles indicated that CLBC is on track with the Operational Plan.

The Board made particular note of the positive progress in connection with Community Living Month, and a discussion took place about the Board's interest in seeing the organization leverage opportunities to enhance existing community partnerships as well as build new ones. Suggestions were tabled and the Board offered to play a support role, at the direction of management, as appropriate. It was agreed that the new strategic plan will assist the organization by more clearly defining the broader strategy with respect to the role of external partnerships.

4. Other Business

a. Board Composition and Development

The Chair advised the Members that Ken Crump's term has been extended by six months, and Darryl Harand has been reappointed for a period of three years. The vacancy which will be left by Ken Crump has been posted on the Board Resourcing and Development Office (BRDO) website, and the Chair encouraged the members to let her know if they have anyone in mind who could fill the required matrices.

b. Community Council Appointments

Rick Mowles presented biographical information and the names of nine individuals for re-appointment and two individuals for appointment to Community Councils.

Motion:

It was **MOVED** and **SECONDED** that the Board re-appoint nine individuals and appoint two new individuals to the Community Council for a term of two years, as presented and recommended by Management.

CARRIED

5. Finance & Audit Issues

Report of the F&A Committee

Ken Crump gave a verbal report on the Finance & Audit Committee and responded to questions and comments raised by the Board.

6. Governance & Human Resources Issues

Report of the G&HR Committee

Jan Marston gave a verbal report on the Governance & HR Committee and responded to questions and comments raised by the Board.

As updated criminal record checks are an organization- and sector-wide requirement, it is appropriate that the CLBC Board of Directors and Community Council members also complete a criminal record check.

Motion:

As recommended by the Governance & HR Committee, it was **MOVED** and **SECONDED** that the Board approves the completion of Criminal Records Checks for all volunteers, including Board and Community Council Members.

CARRIED

The Board directed management to implement the Checks for the Board immediately, but to make inquiries as to the most effective way to implement Checks for volunteers, including Community Council Members, and to report back to the Governance & HR Committee as soon as reasonably possible.

7. Quality & Service Issues

Report of the Q&S Committee

Norah Flaherty gave a verbal report on the Quality & Service Committee and responded to questions and comments raised by the Board.

8. CEO Report

Rick Mowles presented his bi-monthly CEO Report and responded to questions and comments raised by the Board.

Rick Mowles announced that Nurses bargaining has concluded and the new agreement will go to vote by CLBC Nurses Union members. In due course, the agreement will be provided to the G&HR Committee for approval and recommendation to the Board.

9. Correspondence

Correspondence was reviewed by the Board. The Board made particular note of the impressive work of the Family Support Institute (as evidenced by its newsletter) and suggested that FSI be invited to present to the Board at a future meeting.

10. In Camera

The Board moved the meeting In Camera at 4:00 p.m. to discuss human resource issues.

Adjournment

There being no further business to discuss, the meeting was adjourned at 4:55 p.m. The next meeting of the Board is scheduled for September 28, 2011 at 12:00 p.m.