



**Board of Directors Meeting Minutes
March 12, 2020
Marine Boardroom, CLBC Head Office,
7th Floor, 1200 West 73rd Avenue, Vancouver BC**

The Board Chair began the meeting with a territorial acknowledgement, 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:

Michael Prince – Board Chair *via call*

Kathy Bright – Board Member

Patti Sullivan – Board Member

Julia Payson – Board Member

Marnie Larson – Board Member

Onkar Biring – Board Member 9:18 a.m.

Barbara Carle-Thiesson – *Vice Chair acting Board Chair*

Joely Viveiros – Board Member

Simon Philp – Board Member *via call*

Regrets

Nelson Chan – Board Member

Jake Anthony – Board Member

CLBC Staff:

Ross Chilton - CEO

Lynn Davies – Vice President, Regional Operations

Henry Chen – Vice President, Finance and Chief Financial Officer

Jack Styan – Vice President, Strategic Initiatives

Sara Miller – Vice President, Corporate Services

Megan Tardif – Executive Director, Quality Assurance

Randy Schmidt – Executive Director, Communications and Stakeholder Relations

Karen Mackay - Director, People Services & Organization Development

Alex Afanasev – Manager, Internal Audit



Rebecca Lim – Executive Assistant to the CEO
Donna Nordmann – Board Liaison (Recorder)

Guests:

Sam Turcott – Accessibility Secretariat

Call to Order

Michael Prince, Board Chair, had earlier emailed Barbara Carle-Thiesson and Kathy Bright to request they act as Chair on his behalf as he wasn't able to attend the Open and Closed board meetings in person. Michael thanked Barb.

Barbara Carle-Thiesson, Vice Chair, called the Public Board Meeting of March 12, 2020 to order at 9:00 a.m. and welcomed members of the Board, executives, and guests. The Vice-Chair reminded attendees that CLBC Directors and Officers are public office holders and thus subject to the provisions of the Conflict of Interest Act. She asked Directors and Officers to declare any Conflicts of Interest, real or perceived they may have. None were declared.

Story Telling

Julia Payson did a presentation on "*Arts and Entrepreneurship*"

1. Approval of Agenda

Agenda of the March 12, 2020 meeting of the Board of Directors was reviewed.

Motion

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

CARRIED

2. Business Arising from the Previous Meeting

2.1 Approval of Minutes of January 21, 2020 Meeting

The minutes of the January 21, 2020 meeting of the Board of Directors was reviewed.

Motion

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

CARRIED

3. Board Education:

Presentation was done by Sam Turcott, Accessibility Secretariat.

There was a break in the meeting from 9:58a.m. to 10:10 a.m.



3. Program Negotiations Overview:

Henry Chen, Joanne Serraf and Eoin Murphy did a presentation on Program Negotiations and answered questions from the board.

4. Other Business:

4.1 CEO Report

Ross Chilton presented and discussed highlights of his CEO Report as of March 2020 and responded to comments and questions from the Board.

5. Board Committee Reports:

5.1 Finance & Audit Committee Report

Barbara Carle-Thiesson reported that the Finance and Audit Committee went over the financial and operating report and that Henry has walked the committee through the revenue, expenditure and balance sheet and reported that there will be a balanced budget this fiscal year. The committee reviewed the Business and Continuity Plans for Finance and IT. The committee had also reviewed CLBC's Compliance Audit Process as well as the 2020/21 Internal Audit Plan.

5.2 Governance & HR Committee Report

Kathy Bright reported that the Committee had a packed agenda and there was a motion for approval on Executive and Director Compensation Disclosure. This is an annual disclosure for the public sector.

Motion: G&HR Committee recommends that the Board authorizes the Board Chair, or another appropriate member of the Board, to approve and sign the attestation statement for the Executive Compensation Disclosure and Board Directors' compensation.

CARRIED

5.3 Quality and Service Committee Report

Patti reported that the Committee reviewed its updated Terms of Reference, updated Risk Review and that the committee now has a new risk under its review and is related to 'Homeshare Model'. Other items discussed at the meeting were the performance report, the February 1st PAC meeting, the service implications of the Budget 2020/21 and the Ombudsperson Report.

6. Directors' Reports on Community Interactions/ External Events

Directors who attended the PAC meeting at the CLBC office on February 1, 2020 reported on the highlights of this meeting. The Inclusion BC conference is being rescheduled from May to fall and about 400-500 people are expected to attend. The directors thanked Ross and Sara on the pandemic update which was a stellar report.



6. Story Telling

Barbara Carle-Thiesson introduced her chosen video "*Jobs Empower Employees with Diverse Abilities*".

8. Volunteer for New Stories

Joely Viveiros and Onkar Biring will be presenting new stories at the next meeting on May 13, 2020.

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 11:45 a.m. The next Board meeting is scheduled for May 13, 2020 in Vancouver, BC.