



Board of Directors Meeting Minutes
January 21, 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.

A mother and daughter attended the meeting but did not ask questions or participate in the meeting.

Attendees:

Michael Prince – Board Chair	Jake Anthony – Board Member
Kathy Bright – Board Member	Onkar Biring – Board Member 9:18 a.m.
Patti Sullivan – Board Member	Nelson Chan – Board Member
Julia Payson – Board Member 10:45 a.m.	Barbara Carle-Thiesson – Board Member
Marnie Larson – Board Member	Simon Philp – Board Member
Joely Viveiros – Board Member 9:21 a.m.	

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:

Brenda Gillette – CEO Network

Karyn Santiago – CEO Network

Rick FitzZaland – The Federation of Community Social Services of BC

David Young - The Federation of Community Social Services of BC

Call to Order

Michael Prince, Board Chair, called the Public Board Meeting of January 21, 2020 to order at 9:06 a.m. and welcomed members of the Board, executives, and guests. The Chair reminded attendees that CLBC Directors and Officers are public office holders and thus subject to the provisions of the Conflict of Interest Act. He asked Directors and Officers to declare any Conflicts of Interest, real or perceived they may have. None were declared.

Story Telling

Simon Philp did a presentation on *“I May Not Speak, But I Have Much to Say”*

1. Approval of Agenda

Agenda of the January 21, 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 November September 17, 2019 Meeting

The minutes of the November 20, 2019 meeting of the Board of Directors was reviewed. Patti Sullivan requested that all minutes include the territorial acknowledgement. She also requested to amend these minutes under the Q&S section 5.3 by adding the word ‘partnership’ in front of the word Ecosystem. She further requested that the first sentence of the motion pertaining to standing invitation to the PAC Chair be amended as follows ‘Patti reported that the Committee requests that the Board offer a standing invitation to the PAC Chair to attend and participate in open sessions of CLBC’s board meetings’.

Motion

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

CARRIED

3. Board Education:

Presentations were done by Brenda Gillette and Karyn Santiago - CEO Network and Rick FitzZaland and David Young - The Federation of Community Social Services of BC.



There was a break in the meeting from 10:30am to 10:45am

The board Chair welcomed Joely Viveiros who has joined the board and CLBC now has a full board of 11 members.

4. Other Business:

4.1 CEO Report

Ross Chilton presented and discussed highlights of his CEO Report as of January 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 CLBC continues to be faced with budget constraints and the Committee is monitoring the situation closely. She reported that we have not yet received confirmation from the Ministry on our submission of the Long-Term projections for 2020/21 and the financial outlook section of the service plan. A special Committee meeting will be held once we hear back from the Ministry for the board's approval of these two documents.

5.2 Governance & HR Committee Report

Kathy Bright reported that the Committee reviewed the Committee's Terms of Reference and the Committee would like Board's approval to include oversight of organizational culture to its TORs in alignment with CABRO training guidance.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the G&HR Committee's Terms of Reference as amended.

CARRIED

Kathy further reported that the Committee did the annual review of the Board Charter and recommended changes relating to role clarification, the inclusion of Citizen-Centered Governance Principles from CABRO's Governing in the Public Interest and would like Board's approval.

Motion

It was **MOVED** and **SECONDED** that the Board of Directors approves the Board Charter as amended.

CARRIED



Kathy reported that the Committee received the Conflict of Interests declarations from all the Directors and that there were several COIs. The Committee now has a summary table showing the COIs that can be verified when relevant matters are discussed.

Kathy also reported that the Board Development and Education Plan 2020 included the areas of interest that came out of the board survey last year. Many of the topics were completed in 2019 and some were carried to 2020. The Committee will be amending the Plan to include more strategic level topics and will bring the Plan back to the March meetings. The March topic that was already on the plan on Program Negotiations will continue but the Cyber Security that was also on the Plan will be dropped from the list and another topic may be added for the March meeting.

5.3 Quality and Service Committee Report

Patti reported that the Committee is aligning its Terms of Reference with their calendar for review at its March meeting. Patti also reported that she circulated the user-friendly document 30 Elements of Service Quality by Michael Kendrick.

6. Directors' Reports on Community Interactions/ External Events

Directors reported on the highlights of their Board tour to Abbotsford on November 25, 2019 and discussed key discussion/feedback resulting from their site visits, meetings with service providers, self advocates, staff and the community councils.

6. Presentation by Accessibility Secretariat

Sam Turcott who was to do the presentation was held up and could not make it to the meeting and will now be presenting at the March meeting.

6. Story Telling

Patti Sullivan introduced her chosen video "*The Greatest Poverty*". The volume on the video was not working and could not be shown at the meeting. The Board Liaison was asked to email the video to all attendees later.

8. Volunteer for New Stories

Barbara Carle-Thiesson and Julia Payson will be presenting new stories in the next meeting on January 21, 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 1:12pm. The next Board meeting is scheduled for March 12, 2020 in Vancouver, BC.