

**THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY**  
**BOARD OF DIRECTOR'S MEETING**  
**Thursday, May 19, 2005**  
**5:00 p.m.**  
**1100 Chemong Road, Peterborough, Ontario**

Attendees

Walter Johnstone (Chair)  
Mollie Cartmell  
John Merriam  
Robin Read  
Shelley Matthews  
Jack Watkins

Faye McGee  
Andrew Hoggarth  
Wayne Thomson  
Linda Gendron

Tom Flynn  
Bill Wellman  
Pina Melchionna  
John Connolly

Staff

Hugh Nicholson, Executive Director  
Linda Mitchelson, Director of Services  
Carolyn Hagg, Manager of Finance  
Joan Conrad, Director of Resources  
Teddi Pappas, Executive Administrative Assistant

Foster Parents Association  
Arnell Bonner

Regrets

Jim McMahon  
Garry Herring  
Robert Pierson  
Bev Cooney

Recorder – Laura Pemberton

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1. **CALL TO ORDER**

Walter Johnstone called the meeting to order.  
The Chair welcomed Foster Parents, and Rachel from the Peterborough Examiner.

2. **CORRESPONDENCE**

All of the correspondence was included in the Board Package.

3. **APPROVAL OF AGENDA**

**Motion #1**

Motion to approve the Agenda as amended.

Moved by Faye McGee                      Seconded by Bill Wellman                      Carried

(b) **CONFLICT OF INTEREST**

None raised.

4. **APPROVAL OF PREVIOUS MINUTES**

**Motion #2**

Motion to approve the minutes of the meeting held April 21, 2005.

Moved by Jack Watkins                      Seconded by Tom Flynn                      Carried

5. **BUSINESS ARISING**

None

6. **POWERPOINT PRESENTATION OF GOVERNANCE POLICIES**

Hugh and Pina delivered a PowerPoint presentation of the Governance Policies (paper copy of policies attached).

Discussion regarding policies, procedures and practices followed.

The Board discussed the fact that careful monitoring by sub-Committees of the Board will be necessary to ensure the effectiveness of the Policies.

**Motion #3**

Motion to accept the Governance Policies as distributed to the Board at the April 2005 Board meeting.

Moved by Pina Melchionna      Seconded by John Merriam      Carried

**Motion #4**

Motion that the Board agenda include the review of one policy per meeting.

Moved by Andy Hoggarth      Seconded by Bill Wellman      Carried

Discussion regarding establishing the Accreditation Committee as a standing sub-Committee of the Governance Committee

**Motion #5**

Motion to establish the Accreditation Committee as a standing sub-Committee of the Governance Committee.

Moved by Pina Melchionna      Seconded by John Connolly      Carried

The Board has referred to the Governance Committee the task of establishing the criteria that identifies that an item must be heard in caucus.

All future Board meeting Agendas will include a specific time to hear issues that must be dealt with in caucus.

7. **EXECUTIVE DIRECTOR'S REPORT**

In addition to the E.D. Report distributed in the Board package:

Hugh and Dr. Nancie Im-Bolter attended a meeting with Jeff Wright (ROM) to discuss a research grant for Project 12 Ways. The Agency was encouraged to submit proposal quickly. There was some indication that funds could be available. Proposal will be ready by the end of June.

**Role of Secretariat**

Hugh discussed the role of the Secretariat - Responsible to review possible changes to the system to make it more flexible and cost effective for the families that we serve and to promote permanency placement for children.

**Motion #6**

Motion to accept both the written and verbal report as presented by Hugh

Moved by Faye McGee      Seconded by Jack Watkins      Carried

8. **FINANCE AND RESOURCE COMMITTEE REPORT**

**Motion #7**

Motion to accept the minutes of the Finance Committee meeting held on April 21, 2005.

Moved by Andy Hoggarth      Seconded by Bill Wellman      Carried

Andy Hoggarth provided a verbal report of the Finance Committee meeting that took place just prior to the Board Meeting.

#### **Human Resources Update**

HRDC will be funding two student placements for the summer months. The Agency applied for funding for 4 students.

HR has received one new grievance since last month's Board meeting. A job posting issue is the subject of the grievance.

Mediation session is set for September 5, 2005. The agency is confident of its position in all cases.

The Agency staff retreat will be held on June 3, 2005.

EAP (Employee Assistance Program) annual report states that 26.7% of staff took advantage of the service. HR will ask for stats comparing our agency with other CAS agencies.

Recruitment for Project 12 Ways – the Agency has not yet received any applications, however we are still confident that we will be able to fill the positions.

There are no financial statements this month.

Update on Lindsay office renovations- A meeting is scheduled with Mr. Wilcox, the architect, to discuss drawings.

#### **Motion #8**

Motion to accept the verbal report of the Finance Committee update, HR update and Lindsay renovation update as presented by Andy Hoggarth.

Moved by Andy Hoggarth                      Seconded by Robin Read                      Carried

#### **Budget Presentation**

Carolyn Hagg provided verbal overview of the finance budget.

Discussion followed.

#### **Motion #9**

Motion to that the Board approves the 2005 Budget with net expenditures of \$20,506,136.53 subject to the funding formula announcement by the Ministry of Children and Youth Services.

Moved by Andy Hoggarth                      Seconded by Jack Watkins                      Carried

Andy thanked Carolyn and her staff for all of the hard work and dedication that is necessary to prepare the Budget.

### 9. **AGENCY GOVERNANCE COMMITTEE REPORT**

#### **Motion #10**

Motion to accept the minutes of the Agency Governance Committee meeting held April 13, 2005.

Moved by Tom Flynn                      Seconded by Mollie Cartmell                      Carried

Tom Flynn provided a verbal report of the Agency Governance meeting held on May 11, 2005, 2005.

Advertisement for new board members was placed in local newspapers. The applications were reviewed and interviews have been scheduled.

Board structure and Committee structure were discussed.

The Governance Committee amended its Terms of Reference. The Terms will be forwarded to the Accreditation Committee.

#### **Motion #11**

Motion to accept verbal report of the Governance Committee as presented by Tom Flynn.

Moved by Tom Flynn                      Seconded by Mollie Cartmell                      Carried

Report on new Board Member applications

Mollie Cartmell reported that the Board received applications from individuals with an interesting cross section of skills and strengths.

Hugh, Walter and Jack met and prepared a 'short list' of interviewees from the applications received.

The applicants that are being asked to joining subcommittees will be contacted personally.

Those not on the short list will receive a letter from the Walter. The Committee interviewed five applicants.

The two new Board members will be Lesley McRae and Jill Watrich. Lesley McRae is a foster parent and adoptive parent. Jill Watrich has frontline/child protection experience.

The three other candidates had skills that are very valuable. Bryce Harper and Sue Leeson will be asked to join the Finance Committee, Rebecca Partington will be asked to participate on special projects such as Santa's Sleigh.

The recommendation of the Committee is that it be made very clear that service on a sub-Committee of the Board does not necessary guarantee a seat on Board, should a vacancy occur.

**Motion #12**

Motion that the two new Board members, Lesley McRae and Jill Watrich be presented to the Board and approved by the Board at the Annual General meeting on June 16, 2005.

Moved by Mollie Cartmell                      Seconded by Bill Wellman                      Carried

10. **SERVICES COMMITTEE REPORT**

**Motion #11**

Motion to approve the minutes of the Services Committee meeting held on March 8, 2005.

Moved by John Merriam                      Seconded by Shelley Matthews                      Carried

John Merriam presented a verbal report of the Services Committee meeting held on May 10, 2005.

Terms of Reference of the Services Committee were reviewed and revised.

Discussion of the Service Plan was deferred until the June meeting.

Plans for the FPA Summer Picnic are finalized. The picnic will take place at Riverview Zoo and will feature a demonstration from a local reptile zoo.

**Motion #12**

Motion to accept the verbal report of the Services Committee as presented by John Merriam.

Moved by John Merriam                      Seconded by Linda Gendron                      Carried

11. **FOUNDATION REPORT**

The Colours of Hope Gala raised \$25,000.00.

**Motion #13**

Motion to accept the verbal report of the Foundation report as presented by Pina Melchionna.

Moved by Pina Melchionna                      Seconded by Shelley Matthews                      Carried



**MOTIONS CONTAINED IN THE MINUTES TAKEN AT THE MAY 11, 2005  
BOARD OF DIRECTORS MEETING**

Motion #1

Motion to approve the Agenda as amended.

Moved by Faye McGee                      Seconded by Bill Wellman                      Carried

Motion #2

Motion to approve the minutes of the meeting held April 21, 2005.

Moved by Jack Watkins                      Seconded by Tom Flynn                      Carried

Motion #3

Motion to accept the Governance Policies as distributed to the Board at the April 2005 Board meeting.

Moved by Pina Melchionna                      Seconded by John Merriam                      Carried

Motion #4

Motion that the Board agenda include the review of one policy per meeting.

Moved by Andy Hoggarth                      Seconded by Bill Wellman                      Carried

Motion #5

Motion to establish the Accreditation Committee as a standing sub-Committee of the Governance Committee.

Moved by Pina Melchionna                      Seconded by John Connolly                      Carried

Motion #6

Motion to accept both the written and verbal report as presented by Hugh

Moved by Faye McGee                      Seconded by Jack Watkins                      Carried

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Moved by Andy Hoggarth                      Seconded by Bill Wellman                      Carried

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Moved by Tom Flynn                      Seconded by Mollie Cartmell                      Carried

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Moved by Tom Flynn                      Seconded by Mollie Cartmell                      Carried

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Moved by Mollie Cartmell                      Seconded by Bill Wellman                      Carried

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Moved by John Merriam                      Seconded by Shelley Matthews                      Carried

Motion #12

Motion to accept the verbal report of the Services Committee as presented by John Merriam.

Moved by John Merriam                      Seconded by Linda Gendron                      Carried

Motion #13

Motion to accept the verbal report of the Foundation report as presented by Pina Melchionna.

Moved by Pina Melchionna                      Seconded by Shelley Matthews                      Carried

Motion #14

Motion to direct the President of the Board to write a letter to the Ministry requesting that the Ministry investigate the impact of the new Youth Criminal Act on the CAS. The letter will make note of the fact that the motion was unanimously passed by the KHCAS Board.

Moved by Jack Watkins                      Seconded by Mollie Cartmell                      Carried

Motion #15

Motion to adjourn the meeting.

Moved by Mollie Cartmell