

**THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY  
BOARD OF DIRECTOR'S MEETING  
Thursday October 20, 2005  
5:00 p.m.  
1100 Chemong Road, Peterborough, Ontario**

**Attendees**

Mollie Cartmell  
Robin Read  
Shelley Matthews  
Jack Watkins  
Faye McGee

Walter Johnstone (Chair)  
Andrew Hoggarth  
Wayne Thomson  
Linda Gendron  
Jill Watrich  
Tom Flynn

Pina Melchionna  
John Connolly  
Lesley McRae

**Staff**

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

**Regrets**

Jim McMahon  
Garry Herring  
Robert Pierson  
Bill Wellman

Recorder – Laura Pemberton

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1. **CALL TO ORDER**

Walter Johnstone called the meeting to order.

2. **CORRESPONDENCE**

All of the correspondence was included in the Board Package.

3. **APPROVAL OF AGENDA**

**Motion #1**

Motion to approve agenda.

Moved by Pina Melchionna

Seconded by John Connolly

Carried

(b) **CONFLICT OF INTEREST**

Nothing raised.

4. **APPROVAL OF PREVIOUS MINUTES**

**Motion #2**

Motion to approve the draft minutes from the September 15, 2005 Board meeting.

Moved by Andy Hoggarth

Seconded by Jack Watkins

Carried

5. **BUSINESS ARISING**

Nothing raised.

6. **EXECUTIVE DIRECTOR'S REPORT**

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

- Consultation was scheduled for November 1 and 2. Representatives from the agency will attend the Consultation.
- Hugh advised the Board of a contravention to Governance policy:  
Recordings are overdue  
Case notes are done within 24 hours. These case notes are used in Court  
There could be some performance issues.  
The agency is approximately 4 workers above the benchmark. This is creating tension and pressure for family service workers.
- Adoption finalization numbers are down.

Currently there are 28 children placed on adoption probation. Due to a backlog in the completion of paperwork, the actual finalization numbers are not reflected in our reports. Joan explained that we have made great gains but that some of the issue is with the finalizations of the adoptions.

There are some performance issues involved, however there are also some complex interagency issues.

- Graphic presentation of agency statistics will be available by next month.
- PPREP Program document was distributed to the Board. Hugh asked that the Board to review the document and provide questions or comments at the next Board meeting.
- A Trent University student is doing a formal report on the PPREP Program as a part of her thesis.

**Motion #3**

Motion to accept the verbal portion of the Executive Directors report as presented by Hugh Nicholson.

Moved by John Connolly

Seconded by Jill Watrich

Carried

7. **Finance Committee Report**

Andy Hoggarth reported that the Finance Committee is looking for the Board to approve the Budget submission.

Andy provided a verbal review of the Budget submission document.

**Motion #4**

Motion to move into caucus.

Moved by Andy Hoggarth

Seconded by Jack Watkins

Carried

**Motion #5**

Motion to move out of caucus

Moved by Mollie Cartmell

Seconded by Linda Gendron

Carried

9. **Agency Governance Committee**

3. **Business Arising**

The new website will be introduced to the Board at the next meeting.

Andy provided a review of the HR Report that was presented in the Finance Committee meeting.

Mortgage renewal document  
Resolution regarding the mortgage document.

**Motion**

that it be signed by the pres and sec treasurer and submitted to the bank  
Andy john

4<sup>th</sup> quarter 2004 2005 year requires a sign off – which says that we approval to cover deficit, but by the end of the year we were actually 100 under u

gthzg that the chair and sec be authorized to sign the 2004 05 quarterly report final report  
andy jack

financial statement for to September 30<sup>th</sup>.

This report will be changing its format for the next meeting  
Carolyn mentioned that this form will undergo some changes and then discussed some of the figures contained in the form.

**Motion**

to accept the verbal financial report as presented by Andy Hoggarth and Carolyn Hagg.

Moved by Andy Hoggarth seconded by jill carried

Minutes june 8

Motion to approve min  
John Linda

Verbal report

October 19<sup>th</sup> meeting did not happen. We did not have a quorum.  
This committee may be somewhat underpopulated  
President asked for volunteers and to let the president know.  
Accreditation committee report  
Nothing other than Myrna and staff are working on accreditation

Moved by John            Linda

Services committee report

Verbal report by Jack minutes of services committee June 14 2005  
Jack Mollie

Verbal report by Jack as Mollie was absent.  
Committee discussed what the committee would get involved in.  
Proposed terms of reference. This month will be reviewed and brought back to the committee for review and amendments.

7 main areas that are to be focused on

Monitoring responsibility to monitoring the agency (what do we need to know)  
Committee will determine key areas of monitoring how often to we need – currently 1/4ly.  
Researching – overseeing research of other agencies. Perhaps we should see what other agencies are doing, research from OACAS.  
Researching other funding alternatives through grants bursaries both federal and provincial.  
Independent fundraising. Exploring what is happening on the federal level in terms of services to children (this ties in with external examination)

Client sampling – at the user end, how well are we doing to serve our clients. We do not seem to be sampling enough to determine how well we are doing.

Board construct – particular skills of individual on the board. This committee will work with governance to determine skill inventory that we have and that we need. When we have vacancies, we can do some targeted recruitment

Strategic monitoring and planning. This will also be a main focus of this committee, the committee will look the function of the agency on a broader base.

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could take 3 years to get committee in full swing.

Concern of criss crossing into governance areas, when to we take run and when do we hold back.

Committee created direction and structure .

Motion to acceptance

Jack Lesley

Subcommittee struck to look at board structure at last committee how do these overlap – services and the comitee that was struck?

Services committee will provide guaance and direction regarding the recruitment process.

The governance committee is reallkyt in charge of doing the job, services will guide.

Foundation Board report

Dymanics of board looking to spend unlike out board

Foundation work is fenominal, ours pay for many extras,

Rely on gala and dream ball

Foster parent Christmas party is in a deficit again this year. Jack asked if perhaps the foundation would be interested in funding.

Have corporate sponsers been looked ta?

November 19<sup>th</sup> is the dream ball in Lindsay. This is one of the biggest fundraiser.

Laura

Motion t approve pina jill

Other issues

Foster parent survey

Mollie will look at this at next services meeting.

Discussion of the fp appreciation dinner

Award went to barb and allen bell.

Kudos to barry rodman and his team for their work.

- chairs of committees to meet after themeeeting
- hugh nicholsons performance appraisal dcoming up sosen,

governance committee to do john to speak to tom to et that process started.

Accountability for hugh on some of the new directions.

Adjourment

John carried