

**THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY
BOARD OF DIRECTOR'S MEETING
Thursday September 15, 2005
5:00 p.m.
1100 Chemong Road, Peterborough, Ontario**

Attendees

Mollie Cartmell
John Merriam
Robin Read
Shelley Matthews
Jack Watkins

Walter Johnstone (Chair)

Andrew Hoggarth
Wayne Thomson
Linda Gendron
Jill Watrich

Bill Wellman
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
Teddi Pappas, Executive Administrative Assistant

Special Guest

Myra Hurst, OACAS - Accreditation

Regrets

Jim McMahon
Garry Herring
Robert Pierson
Faye McGee
Tom Flynn

Recorder – Laura Pemberton

1. **CALL TO ORDER**

Walter Johnstone opened the meeting by welcoming new Board Members Joan Ferguson, Jill Watrich and Lesley McRae.
Walter advised the Board that a couple of Board members have resigned. Bev Cooney resigned due to family health concerns that will take her out of the country for much of the winter. John Merriam resigned. Details were not shared. Directors can approach Walter for details.

2. **CORRESPONDENCE**

All of the correspondence was included in the Board Package.

3. **APPROVAL OF AGENDA**

Accreditation should be listed as a sub-item in the Governance Committee section.

Motion #1

Motion to approve the Agenda as amended.

Moved by Linda Gendron

Seconded by Shelley Matthews

Carried

(b) **CONFLICT OF INTEREST**

Nothing raised.

4. **APPROVAL OF PREVIOUS MINUTES**

Motion #2

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

Moved by Andy Hoggarth

Seconded by Pina Melchionna

Carried

5. **BUSINESS ARISING**

Nothing raised.

6. **EXECUTIVE DIRECTOR'S REPORT**

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

- Linda Merrin passed away this summer. Hugh detailed some details about Linda; she was greatly respected and very active in her community.
- Questions/comments to Hugh regarding his report: Committee asked for details of services that can be shared re Havelock Council. Community feels separate from services and a goal would be to get to know the community and address community needs. Working from a location that can be used by a number of community services.
- Committee asked if YMCA was one of the partners – Hugh advised that they are.
- Ontario works is also involved with this venture.
- Nodes are being set up in smaller communities to bring services to smaller agencies and communities.
- Wayne asked about the joint newsletter information. Hugh advised that this issue would be raised at the FPA Liaison meeting. Hugh will bring examples of other agencies newsletters.

Motion #3

Motion to accept the September 2005 ED Report.

Moved by Jack Watkins

Seconded by Linda Gendron

Carried

7. **ACCREDITATION PRESENTATION BY MYRA HURST**

- Hugh introduced Myra Hurst from OACAS.
- Myra attended to provide the Board with a presentation regarding the Accreditation process.
- Myra complemented Teddi Pappas on her hard work with the accreditation process, stating that Teddi's attention to detail and organizational skills have greatly affected the progress of our accreditation process.

Outline of Accreditation:

- Details of accreditation
- Accreditation means
- Accountability
- Self-regulation
- Establish benchmarks
- Identify best practices
- Increase quality and consistency
- Advocacy

- 11 out of 52 member agencies of OACAS currently are accredited.
- The accreditation process is a voluntary process. There is no legislation that dictates that an agency must be accredited.
- Some of the agencies that originally received accreditation and let that accreditation lapse.
- At this point three agencies have begun to their Phase 2-accreditation process.

8. **FINANCE COMMITTEE REPORT**

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

The Committee did not have a quorum; therefore no motions could be passed. Instead that the Committee reviewed the budget that was submitted to the Ministry on September 6.

a) **Budget**

- The funding formula details were finalized in the last two weeks
 - Deficit 1.5 mil under new funding formula.
 - Finance Committee will meet one week prior to October Board meeting.
 - Hugh will present a deficit-cutting plan to the Committee at the budget meeting.
 - Carolyn distributed a budget comparison of the budget that the Board approved (pending receipt of the funding formula information from the Ministry).
- Andy pointed out the variances involved in the four funding blocks.
 - Budget was due to the Ministry September 6.
 - Carolyn provided details of the variances (see attachment).
 - Deficit is not acceptable to the Board.

Motion #4

Motion to accept the verbal report of the Finance Committee as presented by Andy Hoggarth.

Moved by Andy Hoggarth

Seconded by Robin Read

Carried

Discussion and comments followed.

Mortgage due October 14, 2005. 4.69% interest rate 5-year term - 17-year amortization finance committee recommending that we give approval to sign mortgage. Mortgage value is 2.17 mil to be renewed.

This is a guaranteed rate once it is signed. Bankers acceptance rate is the only variable in the renewal, (at the end of the term).

Motion #5

Motion authorizing the President of the Board and the Secretary Treasurer to sign the mortgage renewal document based on the terms and conditions contained in the memo of information as set out by Carolyn Hagg.

Moved by Andy Hoggarth

Seconded by Linda Gendron

Carried

9. **Agency Governance Committee**

Verbal report of Committee meeting provided by John Connolly

- Board profiles and skills inventory –brief introduction by John Connolly.
John Gerelus – IT Manager is working on a new website design that will contain Board member log in site and Foster Parent log in site. The development of the website will cut down on the necessity to deliver Board packages.
- John will be presenting the new site to the Board at the October Board meeting.
- Procedures of the Appeal Committee were discussed at the Governance Committee meeting.
- New report form has been developed that will provide a monthly report to the Board Hugh has developed a new Orientation manual for Board member Orientation. First orientation session will be held on September 16. The orientation manual will act as a resource for board members.
- Terms of Reference for Board restructuring were reviewed by the Committee .The Governance Committee discussed the need to examine the concept of Board Structure and membership at the June meeting. Timeline would be to implement the new structure prior to the end of this calendar year.

Motion #6

Motion to approve the Terms of Reference “Terms of Reference Review of Board Structure”.

Moved by Jack Watkins

Seconded by Linda Gendron

Carried

Motion #7

Motion to accept the verbal report of the Agency Governance Committee as presented by John Connolly.

Moved by John Connolly

Seconded by Linda Gendron

Carried

10. **Services Committee**

- Jack Watkins provided a presentation entitled Strategic Planning.
- Changing directions for the Board.
- Jack outlined reasons for change. Based on changes of outcome based funding.
- Residential services include a reduction of children in OPRs.
- Ministry wants increase adoption activity.
- Ministry will fund programs that will meet the Ministry objection.
- Our agency is fortunate to have Hugh’s foresight. Hugh has charted a course in the right direction.
- We are changing our focus from psychological based services to behavioural-based treatment service such as 12 Ways Canada.
- Need to increase capability to monitor key areas that fit the Ministry’s objectives.

The new direction:

Ministry will fund programs that will meet the Ministry objection.

This agency is fortunate to have Hugh’s foresight. Hugh has charted a course in the right direction.

We are changing our focus from psychological based services to behavioural-based treatment services such as 12 Ways Canada.

There is a significant shift to an outcome driven system - requiring changes to our Board structure.

Proposal: Services Committee will provide a measuring system for strategic planning outcomes and environmental issues. We need a new name for this committee.

Approval in principle to move forward with this type of a services committee.

Motion #8

Motion to approve in principle the direction/plan for the Services Committee.

Moved by Jack Watkins Seconded by Mollie Cartmell Carried

- This Committee will have to work very closely with the other two committees to keep up to date with trends, pressures and other environmental effects on the agency.
- This committee works with the staff to determine the pressures that this will cause and how we can change the way that we operate.
- This is an attempt to bring the committees together - specifically the finance and service delivery.
- This will help us to discover how we can best position ourselves to meet the challenges of the future.
- This committee's first function will be to determine if the strategic plan from 2002-2003 is still relevant.

Motion #9

Motion to approve the minutes from Services Committee meeting held on May 10, 2005.

Moved by Mollie Cartmell Seconded by John Connolly Carried

11. **Foundation Update**

- Summer camp - \$130,000.00 was spent sending children to camp.
- Record number of children from the community attending camp.
- At least 8 children will receive a \$1000.00 bursary from the Foundation to be used toward their costs of attending college or university.

12. **Other issues**

- Wayne Thomson opened a discussion regarding strategies to attract new foster homes.

13. **Adornment**

Motion #10

Motion to adjourn the meeting.

Moved by John Connolly

**Motions contained in the Board of Directors meeting
September 15, 2005**

Motion #1

Motion to approve the Agenda as amended.

Moved by Linda Gendron Seconded by Shelley Matthews Carried

Motion #2

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

Moved by Andy Hoggarth Seconded by Pina Melchionna Carried

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Motion to accept the September 2005 ED Report.

Moved by Jack Watkins Seconded by Linda Gendron Carried

Motion #4

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Moved by Andy Hoggarth Seconded by Robin Read Carried

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