

**THE KAWARTHA-HALIBURTON CHILDREN'S AID SOCIETY
BOARD OF DIRECTOR'S MEETING**

Thursday, September 18, 2008

5:00 p.m.

1100 Chemong Road, Peterborough, Ontario

Members in attendance

Jonathan Bennett (President)	Jack Watkins	Bill Wellman
Jennifer Broderick	Sharon McKeiver	Linda Gendron
Cory McMullan	Patricia Smith	Lesley McRae
Winsome McLaughlin	Sandra Moore	

Staff

Hugh Nicholson, Executive Director
Leo Cook, Director of Finance

Regrets

Robert Messacar
Robert Pierson
Joan Conrad, Director of Accountability and Management Services

Recorder – Laura Ross

MINUTES

- 1. CALL TO ORDER**
- 2. CORRESPONDENCE**
Included in Board Package (if any)
None
- 3. APPROVAL OF PREVIOUS MINUTES (May 2008)**
Motion #1
Motion to approve the minutes of May 2008
Moved by Jack Watkins Seconded by Linda Gendron
Moved
- 4. APPROVAL OF AGENDA**
(a.) Conflict of Interest
None declared
(b.) Motion to approve the agenda
Motion #2
Motion to approve the agenda.
Moved by Sandra Moore Seconded by Lesley McRae
Moved

5. **BUSINESS ARISING**

- a. Committee Restructuring
- b. Board Recruitment
- c. Project hygiene
- d. Discussion of Committee restructuring.
- e. Resignations

e. Resignations

- Jill Worden and Bill Buys have resigned from the Board
- Jonathan circulated Jill's letter of resignation
- Advised the board that they have both been invited to the board meeting for formal recognition. Appreciation for their years of service and dedication to the board will be expressed through a card to each.

Motion #3

Motion to formally recognize the contributions of Jill and Bill

Moved by Jack Watkins

Seconded by Linda Gendron

Moved

b. Board Recruitment

- Two board members have resigned.
- Initial discussion took place around skill sets that have just left the board. Board was reminded that it still is looking for a member with an accountant designation.
- In order to expedite the filling of these unexpected, mid term vacancies, Jonathan invited board members to connect with their networks for possible Board recruits given the competencies that now need to be filled. Sharon will strike the nominations committee in the next week or two; any applicants forthcoming via Board members will proceed through the established interview and selection process.
- Following discussion, the Board decided against revisiting short listed applicants from the last round of recruitment?
- Governance and Planning Meeting is October 2nd. Interviews will be set prior to this. Recommendations will be brought to the next Governance and Planning Committee meeting.
- New member(s) will be invited to the board retreat on November 8th.
- All agreed that despite the need for a faster, informal call for Board members, i.e., not placing public advertisements in the media as is done each spring, that adhering to the usual selection process is important.

- New members will fill the empty terms, formal recommendation will take place at the next AGM.

ACTION ITEM: Briefing note on length of terms of Board members to be completed by Hugh.

c. Project Hygiene

- Lesley provided an update of Project Hygiene run in the Norwood area.
- Project done in school every second month. Project begins in October
- Lesley asked for donations, items or money.
- Project has a storage unit for storage (donated)
- Lesley invited board members to attend if they can.
- Lesley will provide dates and locations for Laura so that the information can be shared with board members.
- Jonathan thanked Lesley on behalf of the Board for her hard work and for the report.

7. EXECUTIVE DIRECTOR'S REPORT

- Further to the report: Hugh distributed the stat report.
- Discussion occurred around how, and in what format, information needs to be present to the Board.
- A monthly dashboard (at-a-glance) and quarterly indicator report (more detailed) was decided upon.
- Hugh discussed the report. (See hard copy of report for data.)
- Note: OPR's outside of our area will be included in the next month's stats.
- Hugh advised the Board of the two new service directors.
- Note: Provincial targets should be included in the report.
- There was some discussion around whether or not serious occurrences or child death should be included on the template, balancing off it's infrequency with its seriousness. More discussion needs to occur on this matter.
- Monthly dashboard should have colour indicators that can easily distinguish items that require immediate attention.
- The monthly dashboard should have highest level indicators, be formatted as a three column report that can allow for members to quickly reference information and monitor agency activity each month.

- Also included in the quarterly report: special information re. Provincial regional initiatives that should be brought to the board's attention.
- A section entitled agency issues will be included in Hugh's monthly report.
- Hugh's activities will be noted in his monthly report.
- Detailed targets should be in the quarterly report.
- Hugh then presented his quarterly report with included performance indicators. (See Hugh's report in the Board file). **Action Item: Quality and Stewardship will work with Hugh to develop a quality and performance tracking system for the Board to use both as a monthly dashboard and quarterly as a part of Hugh's report.**

Motion #4

Motion to accept the Executive Director's Report.

Moved by Cory McMullan

Seconded by Linda Gendron

Moved

8. STEWARDSHIP AND QUALITY COMMITTEE REPORT

- Jonathan, acting as committee chair, provided a report of the meeting. Work plan to be developed by this committee.
- Human resources update, service director and hr manager positions.
- Current legal suits were discussed in committee.
- Leo provided a financial overview (see file copy for numbers)

Motion #5

Motion to accept the report of the Stewardship and Quality Committee

Moved by Jonathan Bennett

Seconded by Lesley McRae

Moved

9. GOVERNANCE AND PLANNING COMMITTEE

- First meeting held – meeting dates were discussed.
- First Thursday of each month.
- List of what the committee was responsible for with dates for relevancy.
- Work plan to be developed.
- Some matters needed attention: Nominating committee: Sharon and Linda Gendron will facilitate.
- Policy review for committee structure

- ED job description
- Lesley will make arrangements for agm

ACTION ITEM: for Jonathan Bennett: Request from the chair to send letter to OACAS initiatives for the committee, the Governance and Planning Committee last year looked to OACAS for assistance: with provincial or industry trends, training, etc. , OACAS’s response was simply to review the website—which contained little information. A new letter is intended to advocate for them to offer workshops to help guide the work of the committee, and strengthen the Board.

- There is a ministry manual but it is out of date.
- Action item: Hugh is going to resend the community survey to the committee.

Motion #6

Motion to accept the report of the Governance and Planning Committee
 Moved by Cory McMullan Seconded by Linda Gendron
 Moved

ACTION ITEM: In preparation for the Board Retreat: Hugh will distribute the SWOT Analysis and Environmental Scan completed y last sessions Governance Committee.

10. FOUNDATION BOARD REPORT

- Presently, due to Jill’s resignation, there is not a representative serving from our Board on the Foundation’s Board; the position is open for consideration of all Board members.

ACTION ITEM: Laura will ask the foundation to provide invitations to all events, so that they can be passed along to Board members.

11. ADJOURNMENT

Motion #7

Motion to adjourn the meeting.
 Moved by Linda Gendron