

**Board of Directors Meeting Minutes**  
**August 24, 2021 5:30 p.m.**  
**ZOOM VIRTUAL MEETING**

2020 - 2021	Sep 16	Oct 27	Nov 24	Jan 26	Feb 23	Mar 23	Apr 27	May 25	Jun 22	Aug 24
David James	√	√	√	√	√	√	√	√	√	√
Jen Ford	√	√	√	√	√	√	√	√	√	√
Bekki Grieve	√	√	√	√	√		√	√		√
Nick Wells		√	√	√	√	√	√	√	√	√
Peter Adams	√	√	√	√	√	√		√	√	
Kathy Haehnel									√	√
Merle Massé Ciparis	√	√	√	√	√	√		√	√	
Amarilis Drouillard	√	√	√	√	√	√	√			√
Linda Long	√	√	√	√	√		√	√	√	
Bernie Wiehle		√	√	√	√	√			√	
Geoff Heyland							√	√	√	√

**Present:** David James, Chair  
Geoff Heyland, Vice-Chair  
Jen Ford, Secretary/Treasurer  
Nick Wells, Board Director  
Bekki Grieve, Membership Secretary  
Amarilis Drouillard, Board Director  
Kathy Haehnel, Board Director

**Regrets:** Linda Long, Board Director  
Merle Massé Ciparis, Board Director  
Peter Adams, Board Director  
Bernie Wiehle, Board Director

**Guests:** Kelsey McConnell, Housing Stability Coalition  
Barry Fellingner, Director, Community Health Services

**Staff:** Debra Auterhoff, HROEA, Recorder  
Andy Kroeker, Executive Director

### 1.0 Call to Order - Welcome and Introductions

The Board Chair called the meeting to order at 5:31 p.m.

### 2.0 Land Acknowledgement

David James read a land acknowledgement. The Directors will alternate providing the land acknowledgement at Board meetings going forward.

### 3.0 Declaration of Conflict of Interest

None.

#### 4.0 Approval of August 24, 2021 Meeting Agenda

**MOVED BY:** Nick Wells  
**SECONDED BY:** Amarelis Drouillard

That the Board of Directors meeting agenda for August 24, 2021 be approved as presented. **CARRIED**

#### 5.0 Approval of August 24, 2021 Meeting Consent Agenda

**MOVED BY:** Kathy Haehnel  
**SECONDED BY:** Jen Ford

That the Board of Directors consent agenda for August 24, 2021 be approved as presented. **CARRIED**

Geoff Heyland asked for further information about Ontario Health Team's "learnings" about COVID-19, meeting with the Southwest Ontario Aboriginal Health Access Centre (SOAHAC) and the Ontario Not-for-Profit Corporations Act (ONCA). Responses to the inquiries were provided prior to the Board meeting.

David James referred to the Executive Director's report and upcoming events including the volunteer appreciation event, the food truck event for staff and the Annual General Meeting (AGM) on September 15, 2021. David asked that Board Directors be available for the September 8<sup>th</sup> lunchtime staff event.

#### 6.0 Actions Arising from Previous Minutes

All action items were completed from previous minutes.

#### 7.0 Monitoring / Reporting

##### 7.1 Housing Stability Coalition

Kelsey McConnell joined the meeting to provide information about the housing stability coalition. The document he created was included in the Board package.

Kelsey, chair of the short-term housing committee, confirmed that the coalition's intent is to put a temporary trailer on the north side of Munroe Street as a six month pilot project. He acknowledged the concerns from the community. However, he stressed that the need for short-term housing in our community is a real need and with winter approaching it is a significant challenge. He further advocated that people in need of housing assistance are from the community.

Kelsey acknowledged the initiative's community education could have been better but stated current rumours about the pilot project are false. David James spoke to the misinformation and connecting with the community. David also spoke about the long-term initiatives and the lack of affordable housing in the community.

It was also acknowledged the proactive meetings that have taken place with Karen Vecchio and Jeff Yurek. Barry Fellingner praised the strong advocacy work of a community member as well as our current systems navigator's caseload working with people who are homeless or at risk of homelessness. Barry also shared a recent success story.

Barry Fellingner confirmed that Western students developed a marketing/education presentation.

Kelsey fielded some questions from the Board and a general discussion followed.

David James encouraged Board Directors to join either the short-term or long-term housing coalition committees.

## **7.2 Elgin Ontario Health Team**

Updates were provided including meeting minutes, a media release and key activities of the Elgin OHT council.

## **7.3 COVID-19**

The Centre has deferred 100% return of staff on site until November 2021 due to the uncertainty of the fourth wave of the pandemic. Updates were provided on testing, recent vaccination clinics, virtual visits, and program scheduling. The new vaccination policy, a directive of the government that must be implemented by September 7, 2021, was discussed in detail.

**Action:** The Board is requested to submit their COVID-19 vaccine information to Human Resources.

## **8.0 Governance**

### **8.1 Governance Committee**

#### **8.1.1 Board Recruitment**

*This agenda item was discussed at the beginning of the Board meeting:*

It was acknowledged that Kathy Haehnel has completed the required Board orientation training and documentation. Board voting rights can be granted.

**MOVED BY:** Geoff Heyland  
**SECONDED BY:** Nick Wells

THAT the Board grants voting rights to new Board Director, Kathy Haehnel.

**CARRIED**

Directors are asked to network and bring forward the names of potential candidates to be considered for the upcoming Board Director vacancy.

#### **8.1.2 Board Accreditation Standards**

Board Directors were asked to review the accreditation standards chart and provide feedback.

#### **8.1.3 Board Assessment Checklist**

The Assessment checklist was reviewed. It was proposed that the Board review one page per month until the exercise is complete. Each Director is to review the first page completed by Merle Massé Ciparis for the next Board meeting.

**Action:** Board Directors will send the assessment checklist information to Debra Auterhoff.

#### **8.1.4 Annual General Meeting**

The Annual General Meeting (AGM) is scheduled for September 15, 2021 at 5:30. The agenda and Board Chair report have been prepared.

#### **8.1.5 Board Executive**

Following the AGM, the Board will meet to nominate and vote on the Board Executive positions of Chair, Vice-Chair, Secretary-Treasurer and Membership Secretary.

#### **8.1.6 Strategic Plan**

Seven expressions of interest were received with four moving forward in the strategic planning Request for Proposal.

David James and Andy Kroeker will be on the selection committee. Kathy Haehnel has also expressed interest in joining the selection committee.

A motion that David James and Kathy Haehnel will represent the Board on the strategic planning selection committee was put forward.

**MOVED BY:** Nick Wells  
**SECONDED BY:** Geoff Heyland

THAT the Board approves David James and Kathy Haehnel to represent the Board on the strategic plan selection committee. **CARRIED**

David James, Nick Wells, Kathy Haehnel offered to be part of the Strategic Planning steering committee. The size of the steering committee needs to be confirmed.

**Action:** Andy Kroeker will survey the staff to determine interest in serving on the steering committee.

## **8.2 Finance Committee**

Jen Ford confirmed the Finance Committee meeting was held the previous week. Jen talked about financial systems security passwords, audit proposal acceptance, financial statement review, with the fiduciary statement updated at a future date.

## **8.3 Client and Family Advisory Council**

David James confirmed that the Council met on August 3. The Council is functioning without any large concerns to address at this time. The terms of reference will be reviewed at the next meeting.

## **8.4 Staff Recognition**

The West Lorne Optimist food truck will be at the Centre on September 8, 2021 at noon. David James and Kathy Haehnel will be present to represent the Board.

## **8.5 New Business**

None.

## **9.0 Closed In Camera Session**

David James requested that the Board move in camera to discuss a risk matter. Both Andy Kroeker and Debra Auterhoff were invited to remain in the meeting.

**Motion:** Jen Ford  
**Second:** Kathy Haehnel

That the Board moves in camera at 7:40 p.m. **CARRIED**

**Motion:** Kathy Haehnel  
**Second:** Jen Ford

That the Board moves out of camera at 8:15 p.m. **CARRIED**

**10.0 Next Meeting**

Tuesday, September 15, 5:30 p.m. AGM.

**11.0 Adjournment**

**MOVED BY:           Amarilis Drouillard**

**SECONDED BY:       Nick Wells**

That the Board meeting is adjourned at 8:17 p.m.

**CARRIED**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*David James, Chair*

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Geoff Heyland, Vice-Chair*