

## BOARD OF DIRECTORS MEETING MINUTES

Thursday, October 28, 2021 at 5:30 p.m.  
Zoom - Virtual Meeting

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### CALL TO ORDER

Christopher Yendt called the meeting to order at 5:35 p.m.

### ESTABLISHMENT OF QUORUM

Present: Andrew Bassingthwaighte, Sarah Cacilhas, Leah Jeffery (arrived at 5:59),  
Matthew Mahler, Dawn Shickluna, Chris Ventura, Christopher Yendt, Tara  
McKendrick (ex officio)

Regrets: Lindsey Marois

### DECLARATIONS OF CONFLICT

No conflict of interest was declared.

### AGENDA

Moved by: Andrew Bassingthwaighte

Seconded by: Sarah Cacilhas

**That the Agenda for the Board Meeting of October 28, 2021 be adopted as circulated.**

**Carried.**

### PRESENTATION

The Executive Director welcomed Karen Marazzo, Communications and Revenue Development Coordinator, to the meeting. Karen updated the Board about recent progress that has been made in communication and revenue development activities. Social media platforms are being regularly updated and the number of followers is increasing across all of the four main platforms: Facebook, Twitter, Instagram and LinkedIn. Board Members were invited to like, follow and share the posts. The website has been tweaked and enhancements have been made with, for examples, new biographical information for Board Members, and a new events calendar. Extensive modifications have also been made to the donation part of the website.

The appeal is more emotional and demonstrates the impact of donations, whether they are individual or corporate, in honour, or in memoriam. A third-party event page has also been added with ideas and details about the support that is available.

Karen stated that a strategic communications plan as well as policies about external communications and crisis communications are in development. A fundraising and revenue development strategic plan (including a plan for the recognition of donors) is also in progress. It was noted that some grant proposals require disclosures about the percentage of Board Members making personal donations. The President remarked that a membership fee was collected in prior years, and this could help with the percentage contribution. Karen added that the Board's networks should also be considered.

The President stated that the presentation was very impressive and Karen was thanked for the work that she has done to date. Karen left the meeting at 6:01 p.m.

## **MINUTES OF THE PREVIOUS MEETINGS**

Moved by: Matthew Mahler

Seconded by: Sarah Cacilhas

**That the Minutes of the Board Meeting held Thursday September 23, 2021 be adopted as circulated.**

**Carried.**

## **REPORT FROM THE EXECUTIVE DIRECTOR**

- **October 28, 2021 ED Report**

The Executive Director highlighted a few items from her pre-circulated report. She noted again that the number of staff members with a positive COVID-19 test result is still only five.

The first meeting of the diversity, equity and inclusion working group was held earlier in the week. There will be two more meetings to continue the development of a roadmap for CMHA Niagara. The Truth and Reconciliation Townhall meeting was well-received. The concept of land acknowledgements at internal meetings was introduced at this Townhall. The one that is used at NOHT meetings was read to the Board, with a request that the Board consider how to proceed in this regard for their board meetings. Chris Ventura stated that he believed the introduction to be a good idea. The land acknowledgment is delivered on a rotating basis at the region so that everyone has a chance to say it out loud. He added that not all of Niagara is covered by the Upper Canada treaty, so he would include both. The Vice President agreed and added that the focus should not just be on where the agency sites are located. The Executive Director requested that this matter be brought forward in NOHT discussions. The President encouraged reflection by the reader in order to make it more active than passive. He indicated

that he would like to start this at the next meeting and proposed that it be so adopted. There was no dissention.

There was 93% staff compliance with the COVID-19 vaccination policy. (The deadline of October 15<sup>th</sup> gave individuals time to become compliant.) Human Resources staff are working with the remaining 7%. Also, it was noted that third-party service providers were 100% compliant. There was some discussion about the impact that the 7% non-compliant staff rate had in terms of both client service and health and safety.

Board Members were asked to review the Required Organizational Practices and High Priority Items so that they can be well-prepared for the accreditation discussions at the November meetings.

It was confirmed that Niagara was not chosen to be one of the two Ontario Health West Ontario Structured Psychotherapy sites to be operational by March 31, 2022. It is not known which sites were chosen for Phase 1, but there have been reassurances that Niagara will be ready for Phase 2 (despite the fact that timelines have not been provided).

Moved by: Andrew Bassingthwaighte

Seconded by: Leah Jeffery

**That the ED Report of October 28, 2021 be accepted.**

**Carried.**

## **CONSENT AGENDA**

***2021-06-30 Consolidated Income Statement by Funder***

***2021-06-30 Statement of Financial Position***

***2021-06-30 LHIN Administrative Performance Indicators***

***2021-06-30 LHIN Funded Programs Income Statement***

***Q1 Financial Report Narrative***

***Q1 Client Safety Report***

***Q1 Client Experience Report***

***Minutes from August 20, 2021 Executive Committee Meeting***

***Minutes from the October 12, 2021 Committee of the Whole Meeting***

Moved by: Chris Ventura

Seconded by: Leah Jeffery

**That the Consent Agenda information be received.**

**Carried.**

**NEW BUSINESS**

There was no new business.

**OTHER BUSINESS**

There was no other business.

**ADJOURNMENT**

Andrew Bassingthwaighte moved to adjourn the meeting at 6:34 p.m.

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Recorder Margaret Rankin

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President Christopher Yendt