

## DRAFT AGENDA

### Board of Directors Meeting

**Date/Time:** January 25, 2023, 2:00-3:30 via Microsoft Teams

**Attendees:** Jennifer Foster (Chair), Dr. Kim Morrison, Brian Devlin, Pytor Hodgson Marie-Line Jobin, Betty Jo Dean, Carol Ravnaas, Jill Dupuis

**Regrets:** Scott Semple, Emily Leslie, Randy Mitchell, Dr. David Messenger

**Guests:** Bhavana Varma, Executive Director, KFLA United Way

Item	Topic	Action/MRP
1.	<b>Welcome</b> <b>Declaration of Conflict of Interest</b> J. Foster welcomed Board members to the meeting. No conflicts of interest were declared.	
2.	<b>Consent Agenda Items</b> a) Approval of the Agenda b) Minutes of December 21, 2022, Board Meeting c) Minutes of the November 2, 2022, Governance Working Committee Meeting  <b>Moved by B. Devlin, seconded by M. Jobin</b> <b>MOTION: That the Consent Agenda Items, be approved.</b> <b>Carried</b>	
3.	<b>EDI Board Thinktank &amp; Generative Discussion –</b> B. Varma gave a presentation on EDI. She reflected on the work the United Way board went through in their process. The key highlights of her presentation were: <ol style="list-style-type: none"> <li>1. We need to think about our goals and purpose.</li> <li>2. Even though we work with a marginalized population, there are many stumbling blocks to gathering good information about the diversity of this population.</li> <li>3. Need to educate all staff on why this is important. Why this work needs to be done.</li> <li>4. Don't let the fear of making a mistake stop you from doing this work. Learn from the mistakes and move forward.</li> <li>5. Indigenous reconciliation is its own distinct exercise, trust building will take time with this community.</li> </ol>	

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	<ol style="list-style-type: none"> <li>6. All this work takes time. There is no one right way to do it, it is life-long, and there is no end.</li> <li>7. We need to acknowledge that we can go backward as well as forward at times.</li> <li>8. It will be uncomfortable at times, it should be uncomfortable, it means you're doing the hard work.</li> <li>9. Requires more change than you anticipate.</li> <li>10. All about building trust, taking your time, and thinking it through. At every United Way Board meeting, they have a discussion (generative conversation) about EDI.</li> <li>11. Create a safe space to show your silliness or lack of knowledge about these topics.</li> <li>12. The diverse people you add to your board are not a token, they will contribute significantly to your board, so make sure you have a space where they are comfortable. Are you welcoming, is your language welcoming? Could there be little things the board does that might not be welcoming?</li> <li>13. Need to separate Operations from Board. It is easy to delegate to staff, but the board has its own journey, and the staff has their own journey.</li> <li>14. Update the Board on how the staff training is going but the Board needs to take the lead on this work.</li> </ol> <p>B. Varma led a discussion around Board members' goals and thoughts on their role as the Board to help facilitate change across the agency. It was agreed that this is important work and there will be more discussion and education for Board Members and Staff.</p>	
4.	<p><b>Standing Item: Report of the Governance Working Committee:</b></p> <p>The skills matrix was reviewed by committee members at the last meeting. Edits were discussed and changes to the language in the document were made. The skills matrix will be on the February Board agenda for review and approval. J. Foster is creating a document that will outline the work that needs to be done to be compliant with ONCA, for the Governance Meeting in February. The committee will work</p>	

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	through the document and make recommendations to the board at a later meeting.	
5.	<b>Deferred from December 21, 2022, meeting:</b> <b>Draft 2023 Board Work Plan</b> B. Dean and C. Ravnaas reviewed the work plan with the board. Changes and suggestions were discussed. B. Dean and C. Ravnaas will update the work plan to reflect the desired changes for the Board. J. Dupuis will put the work plan on the February agenda for review and approval.	B. Dean and C. Ravnaas will update the work plan to reflect the suggestions of the Board.  J. Dupuis will put the Draft 2023 Board Work Plan on the February Agenda.
6.	<b>Board Summary on Meeting Date/Time</b> The Board Summary on Meeting Date/Time was reviewed. The Board agreed that the 3 <sup>rd</sup> Wednesday of the month was not the barrier to attendance it was the time the meeting started. J. Dupuis is going to create a survey for members to choose the start time of the meeting. The majority will decide the new start time. This change will begin for the February 22 <sup>nd</sup> Board meeting.	J. Dupuis will send out a survey to members to find the new start time for the Board Meetings.
7.	<b>Board Development Survey Review Meeting</b> K. Morrison, M. Jobin, B.J. Dean, and C. Ravnaas met to summarize the themes in the survey results. The themes that came out of the meeting are: <ol style="list-style-type: none"> <li>1. Increase advocacy work.</li> <li>2. Information about Staff risks through a pulse survey or other methods.</li> <li>3. Diversity of Board Members</li> <li>4. Enhanced onboarding training for existing and new Board Members.</li> <li>5. An increased understanding of our stakeholders and partners and creating and maintaining relationships.</li> </ol> A discussion was had around ways to move these items forward. The Board would like to work on making these a priority. B. Dean and C. Ravnaas are going to investigate ways to update the board regularly on partnerships and staff risk. Through our EDI training, we are already working on the diversity of the board. Advocate work is important for the Board members.	B. Dean and C. Ravnaas will include regular updates for the Board on partnerships and staff risk in the JEL report.

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8.	<p><b>Joint Executive Leadership Report</b></p> <p>the Joint Executive Leadership Report was reviewed. Items reported include an ICH update, HR and staffing, a finance update, an overview of issues with EMHware, the Strategic Plan project update, and the Cultures Values and Engagement project.</p> <p>Board members discussed their concerns over the current encampment issues at the ICH and the upcoming eviction notice enforcement plan. The eviction enforcement will be traumatic for the clients and staff members alike.</p> <p><b>Moved by P. Hodgson, seconded by Dr. K. Morrison</b>  <b>MOTION –That the AMHS – KFLA Board of Directors provides direction to the JEL to continue ongoing discussions to better the Addiction and Mental health crisis in Kingston.</b>  <b>Carried.</b></p> <p><b>Moved by M. Jobin, seconded by B. Devlin</b>  <b>MOTION: That the JEL report for the month of January be accepted as presented</b>  <b>Carried</b></p>	
9.	<p><b>Other/New Business / Round Table</b></p> <p>a) b)</p>	
10.	<p><b>Adjournment</b></p> <p><b>Moved by M. Jobin, seconded by P. Hodson</b>  <b>MOTION for adjournment</b>  <b>Carried</b></p>	
11.	<p><b>Date of Next Meeting</b>  <b>2023/24 Budget Report</b>  <b>TBD</b></p>	

Board Portal: <https://board.amhs-kfla.ca/wp-login.php>

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis