

Minutes

Board of Directors Meeting

Date/Time: February 22, 2023, 4:00 – 6:00 via Microsoft Teams

Attendees: Jennifer Foster (Chair), Scott Semple, Emily Leslie, Brian Devlin, Pytor Hodgson, Dr. Kim Morrison, Marie-Line Jobin, Betty Jo Dean, Carol Ravnaas, Randy Mitchell, Jill Dupuis

Regrets: Dr. David Messenger

Guests: Cultural Values and Engagement Committee Members - Terra Smith and Shauna Perez

Item	Topic	Action
1.	Cultural Values and Engagement Committee Terra Smith and Shauna Perez presented on the Culture Values and Engagement Committee work. Organizational Culture has been an important focus of the Agency over the past two years. The presentation summarized the work, shared data that informed decisions as well as planned the steps moving forward. Following questions and much discussion, Board members thanked the members of the committee for the energy and commitment of the Agency to this work.	
2.	Welcome Declaration of Conflict of Interest S. Semple announced his resignation from the Board. He has accepted a new position with the OPP and will no longer be attached to L&A County. Board members congratulated Scott on his new position, and with reluctance accepted his resignation. Scott mentioned he knows someone who may be interested in joining the Board and noted that he will forward the name to B. Dean, C. Ravnaas, and J. Foster. Scott left the meeting. No conflict of interest was declared.	
3.	Consent Agenda Items a) Approval of the Agenda Item added under New Business – 10 a) Briefing Note: Strategic Plan Consultant Feb 2023 b) Minutes of January 25, 2023, Board Meeting The spelling of Marie-Line's name will be corrected in the minutes c) Minutes of January 18, 2023, Governance Working Committee Meeting Moved by K. Morrison, seconded by M. Jobin MOTION: That the Consent Agenda Items as amended, be approved. Carried	

Item	Topic	Action
4.	<p>Standing Item: Report of the Governance Working Committee: AMHS-KFLA Board Skills Matrix Tool Draft from Governance Committee B. Dean shared the Skills Matrix with the Board for review. Changes were made to the document during the discussion. J. Dupuis will distribute the skills matrix to members, with a deadline for return. Once completed the information will be rolled up and presented at a Board Meeting in the Spring.</p> <p>Moved by K. Morrison, seconded by B. Devlin MOTION: That the Board Skills Matrix Tool be approved as amended during the meeting of Feb 22, 2023. Carried</p>	J. Dupuis will populate the forms with the board members' information. The Skills Matrix will be distributed to members in March.
5.	<p>2023 Board Workplan B. Dean and C. Ravnaas shared the updated 2023 Board Workplan. This document will be updated and changed throughout the year. It has been enhanced since the first review, the education sessions have been increased, and partnership work/other board connections were included.</p> <p>Moved by B. Devlin, seconded by K. Morrison MOTION: That the 2023 Board Workplan be approved as presented Carried</p>	
6.	<p>Briefing Note: Liddell St. Mortgage Renewal B. Dean presented the briefing note regarding the Liddell Street mortgage with the recommendation that the Board approve the renewal.</p> <p>Moved by E. Leslie, seconded by B. Devlin MOTION: The Board of Directors approves the borrowing resolution as presented for the March 1, 2023, renewal of the 124 Liddell Street, Kingston mortgage.. Carried.</p>	
7.	<p>2023/24 Budget Report B. Dean and C. Ravnaas reviewed the 2023/23 Budget request with the Board.</p> <p>Moved by K. Morrison, seconded by M. Jobin. MOTION: That the 2023/24 Budget Report be approved as presented. Carried.</p>	
8.	<p>2022/23 Q3 Review of Joint Executive Work Plan and QIP report C. Ravnaas and B. Dean presented the 2022/23 Q3 Review of the Joint Executive Work Plan and QIP report. Everything is on track or in progress, with no concerns reported.</p> <p>A discussion was had about the process for choosing targets.</p>	

Item	Topic	Action
	<p>Moved by E. Leslie, seconded by M. Jobin. MOTION: That the 2022/23 Q3 Review of Joint Executive Work Plan and QIP report be accepted as presented. Carried.</p>	
9.	<p>Joint Executive Director February Report C. Ravnaas and B. Dean presented the Joint Executive Director Report for February as distributed with the board package.</p> <p>Moved by B. Devlin, seconded by K. Morrison. MOTION: That the Joint Executive Director February Report be accepted as presented. Carried.</p>	
10.	<p>Other/New Business / Round Table</p> <p>a) Briefing Note: Strategic Plan Consultant Feb 2023 The highlights of the RFP to secure a consultant were presented by C. Ravnaas and B. Dean. Once a consultant is approved by the board the process will begin and is expected to conclude in December 2023.</p> <p>Moved by E. Leslie, seconded by M. Jobin. MOTION: The Board approves awarding the contract for strategic plan development to 8020Info Inc (Rob Wood, President & CEO). Carried.</p>	
11.	<p>Mission Moments This is a new standing item where Board Members may reflect on experiences that show the Agency moving forward with our mission.</p> <p>Both B. Devlin and J. Foster shared their reflections.</p> <p>B. Devlin acknowledged the inspiring work of all staff and partners who support the ICH and shared his appreciation for the CVE work of AMHS-KFLA.</p> <p>J. Foster reflected on the significant progress the Board has made since being formed two years ago.</p>	
12.	<p>Adjournment</p> <p>Moved by K. Morrison, seconded by M. Jobin. MOTION for adjournment. Carried.</p>	

Item	Topic	Action
13.	Date of Next Meeting March 22, 2023 Education Session: MAID Report on Risk Events Review of Board Policies: Board Meetings, Committees of the Board, Minutes of the Board, Collaborative Governance	

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

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis