



DRAFT Meeting Minutes
Board of Directors Meeting

Date/Time: March 27, 2024, 4:00 pm – 6:00 pm
Location: Hybrid, 552 Princess Street, Board Room/Teams
Attendees: Jennifer Foster (Chair) (left at 6:20 pm), Emily Leslie, Brian Devlin, Pytor Hodgson (assumed Chair at 6:20 pm), Marie-Line Jobin, Linda Hall, Betty Jo Dean, Carol Ravnaas, Jill Dupuis (Secretary)
Regrets: Dr. Kim Morrison, Jonas Bonham
Guests:

Item	Topic	Action
1.	Welcome Declaration of Conflict of Interest No conflict of interest was declared.	
2.	Board Generative Discussion of EDI priorities/work plan C. Ravnaas and B. Dean reviewed the pre-circulated Briefing Note – Generative Discussion on Equity, Diversity, and Inclusion (EDI) Board Work Plan which included resources regarding governance and EDI. Discussion about how the work of the Board can be done through an EDI lens occurred. The Board members agreed to establish a working group to create a work plan and advise the Board on how to move forward with this important work. E. Leslie, P. Hodgson, and M. Line (as backup if needed) volunteered to join the working group. It was suggested that a member of the Client and Family Advisory Committee (CFAC) be invited to join this group.	
3.	Consent Agenda Items a) Approval of the Agenda b) Minutes of February 28, 2024, Board Meeting c) BN – 2024/25 Multi-Sector Accountability Agreement Sign Back Moved by E. Leslie, seconded by M. Jobin. MOTION: That the Consent Agenda Items, be approved Carried.	J. Dupuis will send sign back for MSAA due March 31, 2024
4.	BN – Board Member Resignation D. Messenger has officially resigned from the board. Board members expressed appreciation and gratitude for his service since 2021. He brought experience from Queen’s Medicine and the KHSC Emergency Department and has offered to suggest a potential replacement. Active recruitment will begin to fill this vacancy. In addition to any application received through D. Messenger, Board members are encouraged to share the Board Application with others who may make a good addition	J. Dupuis will send a thank you letter, on behalf of the Board, to D. Messenger.

Item	Topic	Action
	to the Board.	
5.	Standing Item: Report of the Governance Working Committee Deferred – Next Meeting May 1, 2024	
6.	Risk Event and Risk Management Report C. Ravnaas and B. Dean reviewed the Risk Event and Risk Management report. There has been an increase in the overall number of reports, which is an encouraging sign that staff feel comfortable reporting risk. The types of risk are consistent over time and continue to be addressed by management. The Agency’s overall risk management plan outlines risk by organizational category, describes the mitigating factors and determines a matrix score. Moved by B. Devlin, seconded by M. Jobin. MOTION: That the Risk Management Report be approved as presented. Carried.	
7.	Briefing Note – Accreditation B. Dean and C. Ravnaas reviewed the Briefing Note on Accreditation. The Board discussed the goal of accreditation and what it would mean for the agency. Moved by M. Jobin, seconded by B. Devlin. MOTION: That the Board approves the organization moving forward to pursue Accreditation using the Accreditation Canada program, beginning with the Accreditation Primer program, with a recommended application in late 2024/2025. Carried.	
8.	Moved by M. Jobin, E. Leslie. Motion: to move In-Camera Carried. J. Foster left the meeting and P. Hodson took over as the chair, at 6:20 pm. Moved by B. Devlin, seconded E. Leslie. Motion: to move out of In-Camera Carried.	
9.	Joint Executive Leadership Report for March 2024 The monthly JEL report was distributed with the meeting package.	

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	<p>Moved by B. Devlin, seconded by L. Hall. MOTION: That the JEL report for the month of March 2024, be accepted as presented. Carried.</p>	
10.	Mission Moment	
11.	<p>Other/New Business/Round Table</p> <p>a) b)</p>	
12.	Correspondence and Items for Information	
13.	<p>Adjournment</p> <p>Moved by M. Jobin, seconded by B. Devlin MOTION for adjournment Carried The meeting adjourned at 6:26 pm</p>	
14.	<p>Date of Next Board Meeting April 24, 2024. Client & Family Advisory Report 2024/25 Joint Executive Work Plan and QIP Report Review of Board Policies:</p> <p>a) Board Conflict of Interest b) Board Feedback and Complaints c) Code of Conduct d) Criminal Reference Check</p> <p>Strategic Planning Meeting, May 1, 2024 4-6 pm, Hybrid Meeting</p>	

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

Chair: Jennifer Foster

Vice-Chair: Pytor Hodgson

Treasurer: Emily Leslie

Secretary: Jill Dupuis