



February 28, 2018
Board of Directors Meeting Package
CMHA Cochrane Timiskaming Branch

Revised

D = Discussion

I = Information Purposes Only

M: Motion

Meeting Time: 4:45pm - 7:00 pm **Locations to connect via video conference:** 330 Second Avenue, McMillan Boardroom
20 May Street South, Temiskaming Shores
5 Kirkland Street West, Kirkland Lake

Vision: *A community that embraces mental health as a key to well being.*

Mission: The Mission of the CMHA Cochrane Timiskaming Branch is to help people living with, and touched by, mental illness by providing the supports and services needed on their journey to happy and fulfilling lives, while educating and advocating for a caring community where everyone belongs.

Values:

Acceptance - We are a welcoming organization that provides hope to everyone.

Compassion - We conduct ourselves in a compassionate, consistent and reliable manner.

Accessibility - We provide appropriate linguistic, cultural, geographic and physically accessible services.

Accountability - We are fully accountable to all stakeholders.

Confidentiality - We ensure confidentiality and the protection of personal information.

Collaboration - We build strong relationships with all stakeholders using the principles of integrity, respect and dignity.

Quality - We continually develop quality services and relationships through education, new approaches and leading practices.

Strategic Directions:

1. *Wrap high-quality services around those we serve*
2. *Leverage Quality Improvement for Impact*
3. *Strengthen our resilience as an organization.*

Dates to Remember: ***(Please mark your calendars)***

Meetings:

- **4th Wednesday of Every Month** – CMHA-CT Board of Director's Meeting
- **3rd Tuesday of Every Month** – CMHA-CT Audit Committee Meeting for Audit Committee Members
- **3rd Wednesday of Every Month** – CMHA-CT Executive Committee Meeting for the Executive
- **Annual General Meeting** – June 20, 2018
- **2018 Fall Board Retreat** (Elk Lake) – September 7 & 8, 2018

Other Events:

- **March 8, 2018** – International Women's Day – Chocolate Rose Campaign – VAW Program
- **April 23-29, 2018** – National Volunteer Week
- **May, 2018** – Mental Health Awareness Week
- **June 21, 2018** – National Aboriginal Day
- **June 24, 2018** – Ride Don't Hide Event - KL

Points of reflection for decision making and discussion:

When asked to make a decision on, or discuss an issue the Board may want to consider the following points:

- Does the decision help us fulfill our vision, mission, strategic directions and goals? And if so how?
- Is the decision consistent with our values? Or How do our values inform our position on this issue?
- Is the decision in line with our vision, mission, strategic directions and goals?
- Does this issue present a risk to our achieving our vision, strategic directions and goals, or carrying out our mission?
- Will the decision prevent us from achieving our stated goals?



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AGENDA

Time	Item #	Topic	Book-Mark #	Responsibility	Action	Motion #
	1.0	Standing Agenda Items				
2	1.1	Review and Adoption of Agenda	1.0	Cathy Simunovic	M	CT-042-2017/18
4	1.2	Review and Adoption of Minutes	1.2	Cathy Simunovic	M	CT-043-2017/18
4	1.3	Declaration of Conflict of Interest		Cathy Simunovic	D	
	2.0	In-Camera Session -				
	2.1	Move to In-Camera Session (2 items)		Cathy Simunovic	M	CT-044-2017/18
		In-Camera Discussion				
	2.2	Move Out of In-Camera Session		Cathy Simunovic	M	CT-045-2017/18
	2.3	Rise and Report		Cathy Simunovic	I	
	3.0	Board Education / Success Story				
		3.1				
	4.0	Items for Decision				
	4.1	Approval of Financial Statements and Variance Report ending January 31, 2018 <i>(To be sent separately)</i>	4.1	Clark MacFarlane	M	CT-046-2017/18
	4.2	Approval of payment to Benard and Associates for balance owed for Workplace Assessment	4.2	Clark MacFarlane	M	CT-047-2017/18
	5.0	Items for Discussion and Direction				
	5.1	Workplace Assessment – Report on Staff Engagement Sessions <i>(To be sent separately)</i>	5.1	Clark MacFarlane		
	5.2	A Guide to Financial Statements of Not-For Profit Organizations	5.2	Sylvia Siemens		
	5.3	Policy Review – Conflict of Interest re. staff running for municipal office	5.3	Clark MacFarlane		
	5.4	Recommendation from Executive Committee re Advocacy Campaign	5.4	Cathy Simunovic		
	5.5	Open Board Meetings	5.5	Clark MacFarlane		
	6.0	Reports				
	6.1	Progress on Strategic Plan <i>(No change since last update)</i>		Clark MacFarlane	I/D	
15	6.2	Mental Health Services Report	6.2	Tyler Twarowski	I/D	
5	6.3	Violence Against Women (VAW) Report	6.3	Clark MacFarlane	I/D	
5	6.4	French Language Service Report	6.4	Omer Ducharme	I/D	
5	6.5	Communications Report	6.5	Clark MacFarlane	I/D	
10	6.6	Executive Committee Verbal Report & Minutes	6.6	Cathy Simunovic	I/D	
10	6.7	Board Chair's Report – Verbal		Cathy Simunovic	I/D	
10	6.8	Executive Director's Report - Verbal		Clark MacFarlane	I/D	



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	7.0	For Your Information		Cathy Simunovic		
	7.1	Board Attendance	7.1			
	8.0	Meeting Evaluation				
		Individual Self Reflection				
		Was I well prepared for the meeting? Did I review the package prior to the meeting? Did I ask questions on items I was unsure of?				
		Did I arrive on time for the meeting?				
		Was my participation constructive? Did I offer alternative perspective? Did I question assumptions? Did I suggest creative ideas?				
		Did I listen well to others?				
		If I had a different opinion than the majority, did I raise it?				
		Do I stay informed about issues relevant to our vision, mission and strategic direction and bring information to the attention of the board?				
		Did I work on/make progress toward the goal I set for myself at the 2015 Board Retreat?				
		➤ What do we want to keep doing at our meeting? ➤ What do we want to stop doing at our meeting? ➤ What do we want to start doing at our meeting?				
	9.0	Next Board Meeting – March 28, 2018		Cathy Simunovic		
	10.0	Adjournment		Cathy Simunovic		



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Motions

CT-042-2017/18	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the February 28, 2018 Board of Directors' Meeting as presented.	
CT-043-2017/18	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the January 24, 2018 Board of Directors' Meeting as presented.	
CT-044-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at	
CT-045-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion	
CT-046-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements and variance report for the period ending January 31 st , 2018 as presented.	
CT-047-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the payment to Benard and Associates for the balance owing for the Workplace Assessment.	