



April 25, 2018
Board of Directors Meeting Package
CMHA Cochrane Timiskaming Branch

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 Wednesday of Every Month** – CMHA-CT Executive Committee Meeting for the Executive
- **3rd Tuesday of Every Month** – CMHA-CT Audit Committee Meeting for Audit Committee Members
- **Annual General Meeting** – June 27, 2018
- **2018 Fall Board Retreat** (Elk Lake) – September 7 & 8, 2018

Other Events:

- **April 23-29, 2018** – National Volunteer Week
- **June 21, 2018** – National Aboriginal Day
- **May, 2018** – Mental Health Awareness Week
- **June 24, 2018** – Ride Don't Hide Event - KL

Events: **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	Sylvia Siemens	M	CT-058-2017/18
4	1.2	Review and Adoption of Minutes	1.2	Sylvia Siemens	M	CT-059-2017/18
4	1.3	Declaration of Conflict of Interest		Sylvia Siemens	D	
	2.0	Board Education / Success Story				
15	2.1	Addiction Services		Jessica Paquette	I/D	
	3.0	In-Camera Session -				
	3.1	Move to In-Camera Session		Sylvia Siemens	M	CT-060-2017/18
		In-Camera Discussion				
	3.2	Move Out of In-Camera Session		Sylvia Siemens	M	CT-061-2017/18
	3.3	Rise and Report		Sylvia Siemens	I	
	4.0	Items for Decision				
5	4.1	Approval of Financial Statements (to be sent separately)	4.1	Clark MacFarlane	M	CT-062-2017/18
5	4.2	Review of Board Policies				
	4.2.1	Role, Rights and Responsibilities of Executive Officers	4.2.1	Clark MacFarlane	M	CT-063-2017/18
5	4.2.2	Delegation of Authorities and Authorization Procedures	4.2.2	Clark MacFarlane	M	CT-064-2017/18
10	4.3	Review and approval of the Multi-Sector Service Accountability Agreement (2018-19)	4.3	Clark MacFarlane	M	CT-065-2017/18
10	4.4	Selection of Board Member to sit on the Navigating Organizational Wellness (NOW) Committee as Member At Large		Sylvia Siemens	M	CT-066-2017/18
	5.0	Items for Discussion and Direction				
10	5.1	Results of Guarding Minds at Work Survey	5.1	Clark MacFarlane	I/D	
10	5.2	Community Builders Program (AKA "Friends of CMHA")	5.2	Clark MacFarlane	I/D	
10	5.3	Living Space – Organizational Structure	5.3	Clark MacFarlane	I/D	
10	5.4	Creation of Governance Task Group		Sylvia Siemens	D	
	6.0	Reports				
15	6.1	Workplace Assessment - Update		Clark MacFarlane	I/D	
5	6.2	Human Resources and Performance Report	6.2	Omer Ducharme	I/D	
10	6.3	Progress on Strategic Plan	6.3	Clark MacFarlane	I/D	
10	6.4	Mental Health Services Report	6.4	Tyler Twarowski	I/D	
5	6.5	Violence Against Women (VAW) Report	6.5	Clark MacFarlane	I/D	
5	6.6	French Language Service Report	6.6	Omer Ducharme	I/D	
5	6.7	Communications Report	6.7	Clark MacFarlane	I/D	
10	6.8	Board Chair's Report - Verbal	6.8	Sylvia Siemens	I/D	
10	6.9	Executive Director's Report - Verbal	6.9	Clark MacFarlane	I/D	
	7.0	For Your Information				
2	7.1	Board Attendance	7.1	Sylvia Siemens	I	
2	7.2	Executive Committee Meeting Minutes – February 21, 2018	7.2	Sylvia Siemens	I	



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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?				
	<ul style="list-style-type: none"> ➤ 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 Next Board Meeting: May 23, 2018			Sylvia Siemens	
10.0	Adjournment			Sylvia Siemens	



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Motions

CT-058-2017/18	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the April 25, 2018 Board of Directors' Meeting as presented.	
CT-059-2017/18	Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the March 28, 2018 Board of Directors' Meeting as presented.	
CT-060-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at	
CT-061-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion	
CT-062-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Financial Statements for the period ending March 31, 2018 as presented.	
CT-063-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Document # 41 - Role and Responsibility of Executive Director Policy as presented.	
CT-064-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Document # 41 - Role and Responsibility of Executive Director Policy as amended.	
CT-065-2017/18	Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch approves the Document # 310 – Authorization Procedures Policy as presented.	
CT-066-2017/18	Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch	