



May 26, 2021
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

Meeting Time: 4:45pm - 7:00 pm

Locations: Via MS Teams

Present Board Members Timmins:	Sarah Stewart – Chair, Norm Bolduc, Patrick Gervais, Jenifer Jaszan, Chantal Mailloux, Liz Reid
Present Board Members Kirkland Lake:	Kelly-Ann O'Mara
Present Board Members Temiskaming Shores:	Paul Crombeen
Staff:	Paul Jalbert, Executive Director Tyler Twarowski, Director of Services Angie Peters-Carlson, Director of Corporate Services Nicole Henry, Recording Secretary
Regrets:	Kelly Killins, Amanda Coulas, Erin Cowan

Sarah Stewart chaired the meeting and called the meeting to order at 4:48pm.

Sarah thanked Norm Bolduc and Kelly Killins for their time on the Board as this is their last term.

Norm Bolduc read the vision and mission statements.

Item #	Topic
1.0	Standing Agenda Items
1.1	Review and Adoption of Agenda <div style="text-align: right;">CT-49 – 2020/21</div> Moved by Norm Bolduc, seconded by Paul Crombeen -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the May 26, 2021 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
1.2	Review and Adoption of Minutes <div style="text-align: right;">CT-50 – 2020/21</div> Moved by Paul Crombeen, seconded by Jennifer Jaszan -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the Minutes of the April 28, 2021 Board of Directors' Meeting as presented. <div style="text-align: right;">Motion Carried</div>
1.3	Declaration of Conflict of Interest No conflict of interest was declared.
2.0	Items for Decision
2.1	Approval of Emergency Preparedness & Business Continuity Plan & Fan Out Procedure Angie Peters-Carlson reviewed the highlights of the Emergency Preparedness & Business Continuity Plan & Fan Out Procedure which is included in the Board meeting package. <div style="text-align: right;">CT-51 – 2020/21</div> Moved by Chantal Mailloux, seconded by Patrick Gervais -- Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves the Emergency Preparedness & Business Continuity Plan and the Fan Out Procedure as presented. <div style="text-align: right;">Motion Carried</div>



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3.0	Items for Discussion and Direction
	Review of preliminary Financial Statements & Variance Report
3.1	Angie Peters-Carlson reviewed the Variance Report and preliminary Financial Statements. Angie explained the surplus and under budget lines. As the Financial Statements are only preliminary statements they do not need to be approved at this point. The final Financial Statements will be presented at the Annual General meeting next month.
4.0	Reports
	Human Resources Report
4.1	Angie Peters-Carlson reviewed the Human Resources Report which is included in the Board meeting package.
	Mental Health Services Report
4.2	Tyler Twarowski reviewed the Mental Health Services Report which is included in the Board meeting package.
	Executive Directors' Report
	Paul Jalbert reviewed the Executive Directors' Report which is included in the Board meeting package.
	Paul pointed out that the Governance College continues on Tuesday evenings and very good information is being shared. For those who have missed any of the training, recordings of each sessions are available. Anyone wanting to listen to any of the sessions, please contact Nicole Henry to get a link.
	Paul highlighted that the RAAM Clinic will be moving into our building at 300 Second Avenue in Timmins. They will be operating 5 days per week.
	Accreditation is only a few weeks away. Board members will be invited to the debriefing meeting.
4.3	Paul advised that he has put forward a business case to Ontario Health North for two extra nursing positions in the Timmins office. We are funded for 50 injection spots and we are now at over 130 in the last fiscal year. We have a meeting with Ontario Health North on June 4 th . Should we not be successful in getting funding for the two extra positions, the plan is to connect with the hospital and the primary care clinics, that we have reached our maximum, and that we need an alternative pathway for some clients as we cannot meet the capacity.
5.0	For Your Information
	Board Attendance
5.1	The Board Attendance is included in the Board meeting package.
	Audit Committee Meeting Minutes
5.2	The Audit Committee Meeting minutes are included in the Board meeting package.
6.0	In-Camera Session -
	Move to In-Camera Session
6.1	CT-52 – 2020/21
	Moved by Paul Crombeen, seconded by Norm Bolduc -- Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch move to an in-camera discussion at 5:41pm.
	In-Camera Discussion



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		Move Out of In-Camera Session
6.2		CT-53 – 2020/21 Moved by Paul Crombeen, seconded by Pat Gervais -- Be it resolved that the Canadian Mental Health Association - Cochrane-Timiskaming Branch move out of the in-camera discussion at 5:46pm.
6.3		Rise and Report No rise and report.
7.0	Next Board Meeting & Annual General Meeting	
	June 23, 2021	
8.0	Adjournment	
	Norm Bolduc moved to adjourn the meeting at 5:48pm.	
	Paul Jalbert thanked Norm for his time on the Board.	

DocuSigned by:

Paul Crombeen
 Board Chair

June 24, 2021

Date

DocuSigned by:

Elizabeth Reid
 Treasurer / Secretary

June 24, 2021

Date