



October 23, 2024
Board of Directors Meeting Minutes
CMHA Cochrane Timiskaming Branch

D = Discussion

I = Information Purposes Only

M: Motion

Meeting Time: 5:00pm - 7:00 pm

Locations: Via MS Teams

In Attendance:	
Board Members:	Dominique Boucher Chair, Pierre Belec, Carla Cantin, Diane Morrell, Kerry Schubert-Mackey, Cléo Charlebois, Candace Fuhringer, Patrick Gervais,
Staff:	Paul Jalbert, Executive Director Lore-Lee Fortin, Director of Services Angie Peters-Carlson, Director of Corporate Services Angèle Desormeau, Director of Addiction Services and Housing Jesse Lamothe, Strategic Performance & Quality Improvement Manager Lizane Claveau, Recording Secretary
Regrets:	Catherine Gull

Dominique Boucher called the meeting to order at 5:01pm and chaired the meeting.

Paul Jalbert explained the new individual expression of the Land Acknowledgement to be done by one member a month moving forward.

Minutes

Item #	Topic
1.0	Good News Story
	Message for the Board of Directors
1.1	The Message for the Board of Directors is included in the meeting package which Paul Jalbert presented. Paul noted the donations received from the John Deer Foundation of Canada and the Comedy Club fundraiser.
2.0	Standing Agenda Items
	Review and Adoption of Agenda
	CT- 24 – 2024/25
2.1	Moved by Kerry Schubert-Mackey, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the agenda of the October 23, 2024, Board of Directors' Meeting as presented. Motion Carried
	Review and Adoption of Minutes
	CT- 25 – 2024/25
2.2	Moved by Cléo Charlebois, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch adopts the minutes of the September 25, 2024, Board of Directors' Meeting as presented.



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	Motion Carried
2.3	<p>Declaration of Conflict of Interest</p> <p>No conflict was declared.</p>
3.0	Items for Decision
3.1	<p>Approval of Financial Statements</p> <p>The Financial Statement is included in the meeting package which Angie Peters-Carlson presented.</p> <p>Angie noted some of the funds that must be returned if not used.</p> <p style="text-align: right;">CT- 26 – 2024/25</p> <p>Moved by Diane Morrell, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association - Cochrane Timiskaming Branch approves The Variance Report and Financial Statements as presented.</p> <p style="text-align: right;">Motion Carried</p>
3.2	<p>Office Closure</p> <p>The Office Closure is included in the meeting package which Lore-Lee Fortin presented.</p> <p>Lore-Lee noted there were no complaints resulting in the lunch-hour closure and the feedback was positive. It was suggested to revisit the lunch hour closure at a later date to review any changes or concerns.</p> <p style="text-align: right;">CT – 27 – 2024/25</p> <p>Moved by Diane Morrell, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association- Cochrane Timiskaming Branch approves The Office Closure to support the permanent shift in hours of operation to Monday-Friday, 830 AM until 430 PM, closed from 12-1 PM.</p> <p style="text-align: right;">Motion Carried</p>
3.3	<p>New Board Members for the following Committees</p>
	<p>2.3.1 Recruitment of Quality Improvement Committee member</p> <p>Kerry Schubert-Mackey was appointed to the Quality Committee.</p> <p style="text-align: right;">CT- 28 – 2024/25</p> <p>Moved by Carla Cantin, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association- Cochrane Timiskaming Branch approves the appointment of Kerry Schubert-Mackey to the Quality Improvement Committee.</p>
	<p>2.3.2 Recruitment of Diversity Standing Committee member</p> <p>Cléo Charlebois was appointed to the Diversity Committee.</p> <p style="text-align: right;">CT- 29 – 2024/25</p> <p>Moved by Diane Merrell, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-</p>



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	<p>Cochrane Timiskaming Branch approves The Appointment of Cléo Charlebois to the Diversity Standing Committee.</p> <p align="right">Motion Carried</p>
	<p>2.3.3 Recruitment of Audit Committee member</p> <p>Carla Cantin was appointed to the Audit Committee.</p> <p align="right">CT- 30 – 2024/25</p> <p>Moved by Diane Morrell, seconded by Cléo Charlebois - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch approves The Appointment of Carla Cantin to the Audit Committee.</p> <p align="right">Motion Carried</p>
4.0	Reports
4.1	<p>Human Resources Report</p> <p>The Human Resources Report is included in the meeting package which Angie Peters-Carlson presented.</p>
4.2	<p>Mental Health and Addiction Services</p> <p>The Mental Health and Addiction Services Report is included in the meeting package which Angele Desormeau and Lore-Lee Fortin presented.</p> <p>RAAM waitlist was discussed and the hours of operation of the program.</p>
4.3	<p>Provincial Data Set and Community Business Intelligence Report (PDS and CBI)</p> <p>The Provincial Data Set and Community Business Intelligence is included in the meeting package which Jesse Lamothe presented.</p> <p>Jesse noted how the data is collected and that some of the numbers are of combined programs rather than individual programs.</p> <p>Discussion on the collection of data regarding the health card readers.</p> <p>Paul noted the clean-up of data, the training of front-line staff regarding the proper inputting and maintenance of data and the importance of accurate data collection in the future to secure funding opportunities.</p>
4.4	<p>Executive Director's Report</p> <p>The Executive Director's Report is included in the meeting package which Paul Jalbert presented.</p>
5.0	Board Meeting Survey
5.1	<p>Board Meeting Survey</p> <p align="center"><u>To be completed immediately following the meeting.</u></p> <p align="center">https://www.surveymonkey.com/r/MPQLQ67</p>
6.0	For Your Information
6.1	Board Attendance
6.2	Board Survey Results for September 25, 2024
6.3	Audit Committee Meeting Minutes
7.0	In-Camera Session -



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7.1	<p>Move to In-Camera Session</p> <p style="text-align: right;">CT- 31 – 2024/25</p> <p>Moved by Candace Fuhringer, seconded by Carla Cantin - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves to an in-camera session at 7:18pm</p> <p style="text-align: right;">Motion Carried</p>
In-Camera Discussion	
7.2	<p>Move Out of In-Camera Session</p> <p style="text-align: right;">CT- 32 – 2024/25</p> <p>Moved by Candace Fuhringer, seconded by Diane Morrell - Be it resolved that the Canadian Mental Health Association-Cochrane Timiskaming Branch moves out of the in-camera session at 7:17pm</p> <p style="text-align: right;">Motion Carried</p>
7.3	Rise and Report
8.0	Next Board Meeting
	November 27, 2024
9.0	Adjournment
	Be it resolved that the Canadian Mental Health Association Cochrane-Timiskaming Branch adjourns the meeting at 7:18pm

DocuSigned by:

Dominique Boucher

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Dominique Boucher
President / Co-Chair

December 2, 2024

Date

Signed by:

C. Fuhring

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Candace Fuhringer
Secretary

December 2, 2024

Date