

Minutes of the Board of Directors Meeting

Held on December 20, 2021

Virtual Meeting

PRESENT	Deborah Creatura (Chair) Melaine Chiu Erin Fordyce Rami Garg Judy Geary Emily Griffith Eric Josipovic Colin Mang Anita Marziliano Louis Pike Kateryna Shpir Allison Trenholm Karen Trzaska	
REGRETS	Charis Romilly Turner (Executive Director)	
ABSENT		
GUESTS	Carol Barbosa (Health Promotion Manager) Julia Graham (Community Health Worker)	
RECORDER	Michelle Benitez	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members and guests welcomed. Icebreaker activity took place for all members to introduce themselves. Meeting is taking place virtually amid the COVID-19 pandemic. Carol Barbosa, Health Promotion Manager, was in attendance on behalf of Charis.	
Establishment of Quorum	Quorum Met.	
2. Consent Agenda	Board approved the Consent Agenda consisting of the following items: <ul style="list-style-type: none"> - Approval of Agenda - Declaration of Conflict of Interest - Approve the following Minutes of Meetings (exclusive of Business Arising): <ul style="list-style-type: none"> • Regular board meeting of October 18, 2021 	

	<ul style="list-style-type: none"> - Accept the following items: <ul style="list-style-type: none"> • AGM minutes of November 6, 2021 <p>Motion to Approve Consent Agenda. Moved By Kateryna Shpir Seconded By Colin Mang Carried</p>	
<p>3. Program Report: Community Engagement & Health Promotion</p>	<p>Julia Graham, Community Health Worker at Stonegate CHC, was invited to report back on the Centre’s community engagement initiatives, which include food, park and community programs, and social media. Full report was included in tonight’s meeting package.</p> <p>These programs have been critical especially during the pandemic, offering much needed services and programs to the community. Services include several initiatives to offer affordable food access and food security, cooking and gardening workshops, waste management and park programming, among other services.</p> <p>These initiatives have been made possible through the team’s effort in applying for grants and creating partnerships to further expand services and programming. In the past 18 months, the Centre has been successful in receiving grant funding for Covid-19 emergency food support. In addition, this year’s Holiday Drive surpassed its target fundraising more than \$30,000. Stonegate CHC was also one of 15 awarded a grant across Canada to pilot the Community Food Centres program.</p> <p>Julia discussed future direction and challenges at play. Funding and manpower is critical to continue to offer these much needed services in the community. Board’s support is requested in assisting with outreach for events and fundraising initiatives. Members are encouraged to share via their social networks to help spread the word, and support major events such as the Holiday Drive.</p>	
<p>4. Executive Director’s Report</p>	<p>Board meeting package includes the Executive Director’s Report.</p> <p>In Charis’ absence, Carol highlighted a few updates:</p> <ul style="list-style-type: none"> • With the new Ontario Not-for-Profit Corporations Act (ONCA), there are various actions items required prior to the Centre’s transition to the new legislation. The following action items were outlined: <ul style="list-style-type: none"> ○ Determine timeline for the transition to the new legislation. 	

	<ul style="list-style-type: none"> ○ Governance Committee to focus on updating the Centre’s by-laws. ○ Updated by-laws to be approved at a future board meeting and AGM. ○ Articles to be updated and filed with the new online Ontario Business Registry. <p>Organizations have until October 18, 2024 to transition to ONCA. Board agreed to continue discussions on work required at next month’s meeting.</p> <ul style="list-style-type: none"> • In tonight’s meeting package, the Board received Stonegate CHC’s Q2 financial statements for review. Carol confirmed the surplus is related to the additional funding received from grants. The Centre remains on track and all funding will be used by fiscal year end. • Motion took place to appoint this year’s Executive Officers, with the exception of the Vice-President position which is vacant. Board agreed to confirm the Vice-President position at next month’s meeting. <p>Motion that the following slate of Executive Officers be approved: Deborah Creatura as President Karen Trzaska as Secretary Kateryna Shpir as Treasurer Moved by Louis Pike Seconded by Eric Josipovic Carried</p> <ul style="list-style-type: none"> • Board made a motion to approve the TD Banking Signing Authority which lists the elected Executive Officers, Charis Romilly Turner, and Carol Barbosa. Document was included in tonight’s meeting package. <p>Motion to approve Schedule A TD Banking Signing Authority. Moved by Louis Pike Seconded by Eric Josipovic Carried</p> <ul style="list-style-type: none"> • Board reviewed the proposed board meeting dates for 2021-2022. A motion was made to approve the meeting dates which includes the AGM, with the exception of holding a board appreciation event in January. Given the recent rise with Covid-19 numbers, the Board agreed it was not prudent to hold an in-person event next month but may consider at a later time. 	<p>January’s agenda to include planning for transition to ONCA.</p> <p>To confirm Vice-President position at January’s board meeting.</p>
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	<p>Motion to approve the Board Meeting Dates for 2021-2022, with the exception of the Board Appreciation event. Moved By Allison Trenholm Seconded By Judy Geary Carried</p> <ul style="list-style-type: none"> • Board members interested in having an in-person tour of the Centre can let Charis and Carol know to set up. • Carol indicated that there continues to be a delay with the property tax rebate. The City is unable to process the Centre’s property tax rebate as the building still needs to be assessed. The Centre has done everything possible to process the rebate; all documentation has been submitted. • Board received the updated Risk Register document with tonight’s board meeting package. The Risk Register is presented to the Board twice a year, and any serious items are flagged immediately for review and discussion. 	
<p>5. AGM Review</p>	<p>Tonight’s meeting package included a summary with the Board’s feedback on the AGM that took place on November 6th.</p> <p>Board agreed to hold the next AGM on September 19, 2022. A motion was made under item 4. Executive Director Report to approve the board meeting dates for 2021-2022, which includes the AGM date.</p>	
<p>6. Committee Reports</p>	<p>Board committees’ membership was confirmed. Chairs for both committees will be setting up meetings and will report back at the regular board meeting.</p> <ul style="list-style-type: none"> • Governance The new board orientation session was held on November 10th. The session was recorded for those unable to attend. Kateryna will recirculate the recording link, and will also send out a survey for members to provide feedback on the orientation session. <p>A mentorship program is being organized where new board members will be paired with returning members. Those interested in becoming mentors can inform Kateryna. The purpose of the mentorship is for new members to have a main point of contact on the Board, and help guide them with any questions they may have.</p>	<p>Kateryna to send orientation session recording link and feedback survey.</p> <p>Returning members to confirm interest in being mentors.</p>

	<p>Deborah reminded all members of their board responsibilities related to attendance. All members must attend at least 80% of meetings, including board committee meetings.</p> <ul style="list-style-type: none"> • Strategic Directions <p>Committee held its first meeting. Meeting provided an orientation for new members joining, and covered the Committee’s work plan and individual roles.</p>	
<p>7. Board Liaison Update</p>	<p>Erin is the Board Liaison for Stonegate CHC. This role entails participating in webinars hosted by the Alliance for Healthier Communities, in addition to other communication from the association, and reporting back any updates to the Board.</p> <p>Recently, the Alliance organized a webinar on Health Transformation. Presentation covered the effects of Covid-19 and the need to advocate for more resources.</p> <p>The Alliance is offering a course on “Governing for Health Equity” at a fee to governors. Board may consider in the future any appropriate training/education that could benefit the Board.</p> <p>A reminder was given to all member organizations on endorsing and committing to the Alliance’s Health Equity Charter. The Alliance will be following up with organizations that have not confirmed endorsement. Erin will follow-up with Charis to confirm that Stonegate CHC has endorsed the Alliance’s Health Equity Charter.</p>	<p>Charis to confirm that the Centre submitted its endorsement of the Alliance’s Health Equity Charter.</p>
<p>8. Executive Director Evaluation</p>	<p>In-camera meeting took place to discuss the Executive Director’s evaluation.</p> <p>Motion to go In-Camera at 8:55pm. Moved By Rami Garg Seconded By Anita Marziliano Carried</p> <p>Motion to go out of In-Camera at 9:11pm. Moved By Louis Pike Seconded By Rami Garg Carried</p>	
<p>9. Other Business</p>	<p>No other items were discussed.</p>	

<p>10. Adjournment of regular meeting</p>	<p>Motion to adjourn regular board meeting. Moved By Kateryna Shpir Seconded By Rami Garg Carried</p> <p><i>Kateryna Shpir</i> _____ President</p> <p>Jan 17, 2022 _____ Date</p> <p><i>Rami Garg</i> _____ Secretary or Designate</p> <p>Jan 17, 2022 _____ Date</p> <p>Upcoming Meetings: • Next regular Board Meeting – January 17, 2022</p>	
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