

Minutes of the Board of Directors Meeting Held on August 21 st , 2023 At Stonegate Community Health Centre, Meeting Room		
PRESENT	Deborah Creatura (Chair) Charis Romilly Turner (Executive Director) Lillian Manea Evan Delaney Karen Trzaska	Colin Mang Melaine Chiu(Attended Virtually) Judy Geary (Virtual approval of motions)
REGRETS	Emily Griffith, Eric Josipovic, Allison Trenholm, Erin Fordyce, Elena Mikhaylova	
RECORDER	Kayleigh McDonald	
ITEM	DESCRIPTION	FOLLOW UP
1. Welcome	Board members welcomed.	
Establishment of Quorum	Quorum Met	
2. Consent Agenda	<p>Board approved the Consent Agenda consisting of the following items:</p> <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 June 19th, 2023 <p>Motion to Approve Consent Agenda & Approve June 19th Minutes. Moved By Deborah Creatura Seconded By Evan Delaney Carried</p>	
3. Executive Director Report	<p>ED report reviewed – Email was sent out prior to meeting, no questions</p> <p><u>Risk Register Update</u> liability has been identified in terms of potential financial, equipment, and operations risks due to building electrical issues. Since the beginning of the year there have been issues with the security system, HVAC, phone system down. Worried about future issues.</p>	Check what insurance will cover if needed.

Had RICO electrician come in. They assessed and found the 3 phase system isn't working properly. The surge protector doesn't recognize phase 2 and 3.

Property management was notified and sent the electricians report. Property manager responded saying everything is working fine.

Mon Aug 28th a second commercial electrician is coming in for a second opinion. Hoping to find the root of the problem and will go back to Vandyk with the results of the visit.

Financial 2% increase still hasn't been officially approved. Amount is recoverable if not approved. 1% was used for salary increase and 1% used for property increases.

New financial negotiations to be discussed in October.

AGM

AGM Documents and Draft AGM agenda reviewed

Deputy Mayor(DM) Amber Morley confirmed she will attend and present and award at the AGM

Motion to Approve Notice of Meeting and Draft AGM Agenda.

Moved By Deborah Creatura

Seconded By Lillian Manea

Carried

Board package to be sent out by next Friday for review of AGM

Membership registration attached to client forms – 224 members

Board members reminded to renew their memberships

AGM script – reviewed, no questions

AGM presentation



Notes given: Colors for the slides on the EY presentation. Teal under black writing is hard to read. White background or very dark. No mid range colors to be used, high contrast needed.

AGM starts at 7pm, food will be served at 6:30pm, asking board members to arrive for 6:15pm

Food will be ordered from yellow cup, looking into options from Tuts.

	<p>Board members to wear name tags that include the title board member before name.</p> <p>Rough draft of annual report to be sent to a graphic designer. Final Impact report will be reviewed by Deborah (chair) before final is confirmed. Final report will be available online and printed for people attending.</p> <p>Stonegate has received 5 community nominations for awards so far.</p> <p>Barrier recognised to the nomination process is the need for permission from the nominee before being nominated. Permission to nominate will be reviewed next year. Suggested that after the person is nominated you could reach out and ask if they agree to their information being shared and would like to accept recognition.</p> <p>Permission for photos of clients being shared during AGM is confirmed</p>	
<p>4. Policies</p>	<p><u>Policies reviewed</u></p> <ul style="list-style-type: none"> • Board Policy Quality Management • Board Policy Quality Management Executive Limitations Policy • Executive Limitations Policy • Board Privacy Sign Off • Board Information Annual Update • Finance Committee Terms of Reference <p>Review all terms of reference in the October Board meeting.</p> <p>Motion to Approve the submitted Board Policies. Moved By Deborah Creatura Seconded By Evan Delany Carried</p> <p>Client complaint policy currently doesn't include the Executive Director. Board agreed the ED should be added to this policy.</p> <p>Policy Manual is a working draft. Policy manual is available to the board in the google drive. Manual to be uploaded once a month with the most recent updates for review.</p>	

	<p>Upcoming board & committee meeting dates and times to be approved at October meeting. Will include the annual schedule.</p>	
<p>4. Committee Reports</p>	<p><u>Strategic Directions Committee</u></p> <p>Strategic Plan will be presented at the AGM Font will be changed.</p> <p><u>Finance Committee</u></p> <p>Audited financial report will be reviewed at the AGM Full-draft audited Financial Statements will be sent to membership. Draft Statements already approved by board.</p> <p>Updated visitor policy sent to board by email for review prior to meeting.</p> <p>Motion to approve the visitor policy Moved By Deborah Creatura Seconded By Evan Delany Carried</p> <p><u>Governance Committee</u></p> <p>Motion: That the following candidates be nominated for the board for approval at the upcoming AGM Moved By Deborah Creatura Seconded By Lillian Manea Carried</p> <p>Be re-elected for their second term</p> <ul style="list-style-type: none"> • Judy Geary • Melaine (Mimi) Chiu • Emily Griffith • Allison Trenholm • Eric Josipovic <p>Be re-elected for their third term</p> <ul style="list-style-type: none"> • Deborah Creatura • Colin Mang • Karen Trzaska 	

	Evan Delaney will present the nominations at the AGM	
5. Other business	<p>Board members signed board privacy sign offs and filled out their Annual Information Update</p> <p>Deborah will be stepping down as Chair, Colin will be moving into the role as Chair of the Board. Transition meeting to happen in the next 2 months between Deborah and Colin.</p> <p>Vice Chair needs to be filled by October 2023.</p> <p>Stonegate has been nominated for the 20th Annual GEMs of Etobicoke-Lakeshore Awards by James Maloney MP's office. Deborah and Charis will be attending the celebration and award night on Tuesday Aug 22.</p> <p>Kayleigh leaving on Maternity leave in December. Hoping to hire by October and start date in November for her position while on Maternity leave</p>	
6. Motion to Adjourn	<p>Motion to adjourn regular board meeting. Moved By Deborah Creatura Seconded By Karen Trzaska Carried</p> <p> _____ Chair</p> <p>October 16, 2023 _____ Date</p> <p> _____ Secretary or Designate</p> <p>October 16, 2023 _____ Date</p> <p>Upcoming Meetings: AGM Meeting Sept 18th, 2023</p>	