



Board of Directors Meeting Minutes

Tuesday, October 29, 2024

5:00pm – 7:00pm

Smiths Falls Site – 2 Gould St, Unit 118, Smiths Falls, Ontario

Present:	Christopher Cummings (Board Chair), Sandra Shaw (Vice Chair), Juli Heney (Secretary), Irv Mazurkiewicz (Treasurer), Dorothy Thomson, Sandy Mark, Stefany Kawka, Bridget Bygrave, Timothy Woods, Michele Bellows (CEO/Ex-Officio), Anne Caron (Director of Corporate Services & CFO), Corey Turnbull (Director of Integrated Care), Kristian Gundersen (Executive Assistant/Recorder)
Guests:	
Regrets:	Jackie Lord, Sharon O'Hara

	Agenda Items	Discussion
1.	Welcome & Land Acknowledgment	Chris Cummings, Chair, called the meeting to order at 5:00pm and confirmed quorum is met. He welcomed all in attendance and invited Tim Woods to provide a land acknowledgement.
2.	Approval of Agenda	There were no additions or revisions requested to the agenda. Motion: That the RCHS Board agenda for October 29, 2024 be approved as circulated. Moved by: Irv Mazurkiewicz Seconded by: Dorothy Thomson Carried.
3.	Generative Discussion - Advocacy	C. Cumings, Chair, introduced the generative discussion topic, and outlined the ground rules for dialogue. Highlights of discussion: What is Advocacy, and what should it look like for the organization? <ul style="list-style-type: none"> • Advocacy can promote community well-being by working towards addressing health disparities and systemic barriers. • Organizational values should guide efforts, emphasizing education over activism. • Priority areas include staff compensation, increased funding, and broader issues such as food security and housing. • Advocacy should focus on specific, impactful issues and involve collaboration with other CHCs to amplify messaging. How should the Board be involved? <ul style="list-style-type: none"> • Establish a small working group to draft plans and engage partners and supporters. • Align advocacy efforts and priorities with organizational goals, operational staff, and external partners. • Leverage relationships and strategic timing, such as during elections, to maximize impact. Conclusions: <ul style="list-style-type: none"> • The Board is committed to active involvement in advocacy. • Staff compensation is the top priority, as it directly affects staff well-being and service delivery.

	Agenda Items	Discussion
		<ul style="list-style-type: none"> • Advocacy efforts should aim for collective impact and align with the organization’s mission and values. <p>Next Steps</p> <ol style="list-style-type: none"> 1. Working Group Formation: <ul style="list-style-type: none"> ○ Board members to express interest in joining a small working group to draft an advocacy plan and recommendations. ○ Select staff members from the Health Promotion Team could be invited to join the group as needed. 2. Collaboration: <ul style="list-style-type: none"> ○ Partner with other CHCs (e.g., ConnectWell, Country Roads) to strengthen collective advocacy efforts. 3. Plan Development: <ul style="list-style-type: none"> ○ Present a draft advocacy strategy to the Board, prioritizing staff compensation and funding increases.
4.	Break	Board members were provided with a short break
5.	Declaration of Conflict of Interest	None declared. Board members were reminded that a conflict can be noted at any time during the meeting if identified.
6.	Consent Agenda	<p>6.1 Board Minutes – September 24, 2024 6.2 Executive Committee Minutes – October 8, 2024 i. CEO Performance Objectives Mid-Year Status Report 6.3 Governance & Nominating Committee Minutes – October 17, 2024 i. GOV 320 – Board Equity, Diversity, Inclusion, and Justice (to be deleted) ii. GOV 30 – Board/CEO Relationship and Responsibilities (revised) iii. GOV 60 – Code of Conduct (revised) iv. Board Skills Matrix & Competency Profile Tool (revised) v. Board Governance Action Plan Q1-Q2 Update vi. Board Education Schedule 2024-2025</p> <p>M. Bellows highlighted that the Governance & Nominating Committee (GNC) has refreshed the Board Skills Matrix & Competency Profile tool (Item 6.3 iv. in the consent agenda). This tool, typically completed annually by all Board members, helps identify current board skills and competencies to guide recruitment efforts. The tool has been refreshed to better capture skills and lived experience, with a focus on equity and inclusivity. The GNC plans to circulate the updated tool in the spring for Board members to complete.</p> <p>Motion: That the consent agenda and items contained therein be approved as presented. Moved by: Irv Mazurkiewicz Seconded by: Sandy Mark Carried.</p>
6.	CEO Report	Michele Bellows, Chief Executive Officer, referred members to her written CEO report which was included in the meeting package.
7.	Board Chair Report	C. Cummings, Chair, provided a brief verbal report. He noted that the Alliance Board Liaison position is currently vacant. The position provides good exposure to initiatives and work occurring in the community health sector on a regional level. The Alliance holds bi-monthly Liaisons & Chairs meetings, as well as various webinars and education sessions. If any members are interested, they are asked to reach out to Chris for more information.

	Agenda Items	Discussion
8.	Business Requiring Decision of Board	None
9.	Business for Discussion & Information	<p>11.1 2024-2025 Operational Plan Q2 Status Report The 2024-2025 operational plan status report for Q2 was included in the meeting package. The operational plan was endorsed by the Board in March 2024. M. Bellows, CEO, provided an overview of progress made towards achieving the established targets. The status report included Q2 data on the indicators included in the organization’s Multi-Sectoral Service Accountability Agreement (M-SAA) agreement. It was highlighted that all indicators are currently within the acceptable performance corridor or better. A final status report will be presented to the Board in March 2025.</p> <p>11.2 Integrated Risk Report October 2024 M. Bellows, CEO, provided a summary of the integrated risk management framework and risk register which were included in the meeting package. The risk register captures information on current and ongoing organizational risks. A comprehensive risk report, which was included in the meeting package, details the most significant risks to the organization, and any changes made to risk ratings.</p>
12.	Meeting Evaluation	The link to the post-meeting online survey was included with the agenda. Board members were encouraged to provide feedback.
13.	Next Board meeting:	Tuesday, November 26, 2024 (via Zoom)
14.	Adjournment	<p>Motion: That the meeting be adjourned at 6:15pm. Moved by: C. Cummings Carried.</p>

Approved by:

Signed by:



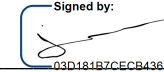
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Chris Cummings, Board Chair

2/18/2025 | 7:16 PM EST

Date

Signed by:



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Juli Heney, Board Secretary

2/18/2025 | 4:21 PM EST

Date