

## BRAIN INJURY SERVICES

### BOARD OF DIRECTORS MEETING MINUTES

NOVEMBER 28, 2018

225 KING WILLIAM ST, SUITE 508 (BOARDROOM)

**Present:** Denise Sartor, Paula Garshowitz, Sarrah Lal, Mike O'Brien, Larry Rosenberg, Mike Vanderzee, Jane Blums, Judy D'Ilario Jessica Moore, Kaela Millar

**Regrets:** Scott Paulin, Rob Payne

**Staff:** Joanna Pajak, Mila Ray-Daniels, Flo Arkile + client (guests)

| Item                                 | Discussion   | Fwd | Action |
|--------------------------------------|--|-----|--------|
| 1. Board Education Session           | A client and staff presented to the Board  |     |        |
| 2. Approval of Agenda                | <ul style="list-style-type: none"><li>• <b>Motion</b><br/>Moved D. Sartor<br/>Seconded by P. Garshowitz<br/>That the agenda be approved as presented.<br/>Carried.</li><li>• <b>Declaration of Conflict of Interest</b><br/>None</li></ul>   |     |        |
| 3. Approval of Consent Agenda        | <ul style="list-style-type: none"><li>• <b>Motion</b><br/>Moved by J. D'Ilario<br/>Seconded by D. Sartor<br/>That the consent agenda consisting of:<br/>Board Meeting Minutes, October 24, 2018 and<br/>Finance Committee Minutes May 16, 2018, be<br/>approved as presented.<br/>Carried.</li></ul> |     |        |
| 4. Business Arising From the Minutes | <b>Foundation Proposal Request for Funding</b><br><br>No update available from the Foundation.   |     |        |
| 5. CEO Report                        | M. Ray-Daniels reviewed the CEO report and answered questions.   |     |        |
| 6. Q2 Financials                     | L. Rosenberg reviewed the Q2 financials and answered questions from the Directors.<br><br>L. Rosenberg noted the finance committee discussed centralizing procurement in the agency.   |     |        |
| 7. New Business                      | <b>CAPS Submission</b><br><br>CAPS submission will be brought forward at the Jan meeting for approval  |     |        |

| Item                  | Discussion   | Fwd | Action |
|-----------------------|--|-----|--------|
|                       | <p><b>2019 Board of Directors Meeting Schedule</b></p> <p>Motioned by K. Millar<br/>Seconded by J. Blums</p> <p><b>Approval of Foundation Board Member</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b><br/>Moved by M. O'Brien<br/>Seconded by K. Millar</li> </ul> <p><b>That Stephanie Hilson be approved to the Foundation Board member.</b></p> <p><b>Written Resolution for Agency Name Change</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b><br/>Moved by J. Moore<br/>Seconded by K. Millar<br/>That the written resolution for the legal agency name change be approved as presented.</li> </ul> <p>Carried</p> <p><b>Governance Work RFP</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b><br/>Moved by J. Blums<br/>Seconded by P. Garshowitz<br/>That 2WA consulting be granted the governance project.</li> </ul> <p>Carried</p> <p><b>Standing Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>Quality Committee Update</b></li> <li>• <b>Governance Committee Update</b></li> <li>• <b>Finance Committee Update</b><br/>No further updates</li> </ul> |     |        |
| 8. Meeting Evaluation | The Board reviewed the prior meeting evaluation results and no concerns were noted.  |     |        |
| 9. Adjourn            | J. D'Ilario moved to adjourn.  |     |        |
| 9. In Camera          |  |     |        |
| 10. Next Meeting      | January 23, 2019 at 5:30pm at the Main Office.   |     |        |

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President's Signature

\_\_\_\_\_  
Date