

BRAIN INJURY SERVICES

BOARD OF DIRECTORS MEETING MINUTES

JANUARY 23, 2019

225 KING WILLIAM ST, SUITE 508 (BOARDROOM)

Present: Denise Sartor, Paula Garshowitz, Mike O'Brien, Larry Rosenberg, Mike Vanderzee, Jane Blums, Judy D'Illario, Kaela Millar, Scott Paulin, Rob Payne, Sarrah Lal

Regrets: Jessica Moore

Staff: Joanna Pajak, Mila Ray-Daniels, David Mifsud (guests)

Item	Discussion	Fwd	Action
1. Board Education Session	David Mifsud reviewed the roles and responsibilities of membership, directors and officers on the Board of Directors.		
2. Approval of Agenda	<ul style="list-style-type: none"> • Motion Moved by: P. Garshowitz Seconded by : K. Millar That the agenda be approved as presented. Carried. • Declaration of Conflict of Interest L.Rosenberg as a Director of the Foundation Board will not be voting on motions relating to the Foundation. 		
3. Approval of Consent Agenda	<ul style="list-style-type: none"> • Motion Moved by M. O'Brien Seconded by D.Sartor That the consent agenda consisting of Board Meeting Minutes, November 28, 2018, Quality Committee Minutes September 26, 2018, and Governance Committee September 20, 2018 be approved as presented with the addition of "that 2WA consulting be granted the governance project" under Governance RFP in the Board minutes. Carried. 		
4. Business Arising From the Minutes	<p>Governance Work The governance work is underway and is expected to be completed in March.</p> <p>Foundation Request for Funds The foundation approved the November 2018 request for funds.</p>		
5. CEO Report	M. Ray-Daniels reviewed the new CEO report and answered questions.		
6. New Business	<p>CAPS Submission</p> <p>Motion by: L. Rosenberg</p>		

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	<p>Seconded by: J. Blums That the 2019-2020 CAPS submission be approved. Carried</p> <p>Foundation Membership Presentation</p> <p>The Board reviewed the information provided by David Mifsud on the roles and responsibilities of Directors as Foundation members.</p> <p>Board Member Bio Template M.Ray-Daniels reviewed the biography template with Directors that will be used to populate the leadership section on the new website.</p> <p>Standing Agenda Items</p> <ul style="list-style-type: none"> • Quality Committee Update Work on the 2019-2020 QIP is underway • Governance Committee Update Policy review work is underway with 2WA consulting. • Finance Committee Update No further updates 	<p>X</p> <p>X</p>	<p>S.Paulin and L.Rosenberg to meet with the Foundation President to review Foundation membership.</p> <p>J.Pajak to send out bio template to all Board members.</p>
7. Meeting Evaluation	The Board reviewed the prior meeting evaluation results and no concerns were noted.		
8. Adjourn	P.Garshowitz moved to adjourn.		
9. In Camera	An in camera session was held.		
10. Next Meeting	February 27, 2019 at 5:30pm at the Main Office.		