

## BRAIN INJURY SERVICES

### BOARD OF DIRECTORS MEETING MINUTES

OCTOBER 23, 2019

225 KING WILLIAM ST, SUITE 508 (BOARDROOM)

**Present:** Scott Paulin, Sarrah Lal, Kaela Millar, Robert Ridge, Sergio DiGiovanni, Jane Blums, Judy D'llario, Mike Vanderzee, Denise Sartor

**Regrets:** Rob Payne, Paula Garshowitz, Mike O'Brien

**Staff:** Joanna Pajak, Mila Ray-Daniels,

Item	Discussion	Fwd	Action
1. Board Education Session			
2. Approval of Agenda	<ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by: S.Paulin Seconded by: J.Blums That the agenda be approved as presented. Carried.</li>   <li>• <b>Declaration of Conflict of Interest</b> none</li> </ul>		
3. Approval of Consent Agenda	<ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by: K.Millar Seconded by: D.Sartor That the consent agenda consisting of Board Meeting Minutes, September 25, 2019 be approved as presented. Carried.</li> </ul>		
4. Business Arising From the Minutes	<p><b>Foundation: Request for Funding</b></p> <p>The request for funding will be brought forward to the Foundation by the new cross-appointee.</p>		
5. New Business	<p><b>Approval of Foundation Board cross-appointee</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by: J.D'llario Seconded by: D.Sartor That Rob Payne be elected as the Foundation Board cross-appointee.</li> </ul> <p><b>Election of Officers</b></p>		

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	<ul style="list-style-type: none"> <li>• <b>Motion</b>  Moved by S.Paulin  Seconded by D.Sartor  That be Sarrah Lal be appointed President, M.O'Brien be appointed Vice President and Jane Blums be appointed Secretary/Treasurer.  Motion Carried.</li> </ul> <p><b>Election of Committees</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b>  Moved by S.Paulin  Seconded by D.Sartor</li> </ul> <p>That the following Board members be appointed to each committee:</p> <p><b>Finance Committee</b>  Jane Blums - Chair  Sarrah Lal  Scott Paulin</p> <p><b>Governance Committee</b>    Mike O'Brien - Chair  Paula Garshowitz  Sarrah Lal</p> <p><b>Quality Committee</b>  Sarrah Lal  Judy D'LLario  Denise Sartor – Chair</p> <p>Motion Carried.</p>		
6. Foundation	<p><b>Request of Foundation participation in policy and by-law review.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b>  Moved by: J.Blums  Seconded by: D.Sartor</li> </ul> <p>That the Board request the participation of the Foundation in</p>		

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	<p>policy and by-law review.</p> <p>Motion carried.</p> <p><b>Invite Foundation to hold AGM November 27, 2019 at 5:30pm</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by: S.Paulin Seconded by: M.Vanderzee</li> </ul> <p>That the Board invite the Foundation to hold their AGM November 27, 2019.</p> <p>Motion Carried.</p> <p><b>Foundation AGM package by Nov 15, 2019</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by:D.Sartor Seconded by:S.Paulin</li> </ul> <p>That the Board request the Foundation AGM package by November 15, 2019.</p> <p>Motion carried.</p> <p><b>Standing Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>Quality Committee Update</b> D.Sartor provided an update on the operational activities around quality improvement in the agency. Staff were commended for the great job they are doing problem solving around quality improvement. Safety plans will be brought forward to the Board moving forward as part of the Quality committee update to help the Board understand risk within the organization.</li> <li>• <b>Governance Committee Update</b> No updates</li> <li>• <b>Finance Committee Update</b> No updates</li> </ul>		<p>M.Ray-Daniels to include option for safety plan reporting in next month's CEO report.</p>
7. CRA Form 1	<p><b>Motion</b> Moved by: S.Paulin Seconded by:J.Blums</p> <p>That the CEO be delegated to submit CRA Form 1 Notice of</p>		

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	Change on behalf of the Board.		
8. CEO Report	M.Ray-Daniels presented the CEO report and answered questions.		
9. Meeting Evaluation	The Board reviewed the prior meeting evaluation results and no concerns were noted.		
10. Adjourn	K.Millar moved to adjourn.		
9. In Camera	n/a		
10. Next Meeting	November 26, 2019 at 5:30pm at the Main Office.		