

THRIVE COUNSELLING
Board of Directors' Meeting Minutes
September 12, 2017
Burlington Mall Office Galleria, suite #207

Present

Sue Biggs (Vice Chair)

Loraine Fedurco

Hans Reitknecht

Chris Jasiewicz

Carmen Harvey

Celso Mata

Tanta Hall

Kate Graham

Chondrena Vieira-Martin, Executive Director

Regrets:

Al Albano (Chair)

1. Meeting was called to order at 5:38 pm.
2. **Approval of Agenda/Declaration of Conflict of Interest**
Moved by: Carmen
Seconded by: Kate **Approved**

No conflicts declared.

3. **Approval of Minutes of June 17, 2017**
Moved by: Carmen
Seconded by: Kate **Approved**
Approval of the amended February 2017 Minutes
Moved by: Chris
Seconded by: Hans **Approved**

4. **Business Arising**
Carmen put together the minute taking schedule, as attached.

5. **Board Member Terms and elections**
The expiring board members this year are Sue, Kate, Loraine, Tanya and Carmen. It seems we made a mistake regarding board member terms: we are supposed to vary the length of terms in order to avoid board members expiring at the same time.
Motion: to allow the above expiring members to serve for a further three year term, and amend the by law at the next AGM in order to alter the term expiries so board members expire at a staggered time and not at the same time.
Moved by: Tanya
Seconded by: Kate **Approved**
Motion: That Chris serves as the board Treasurer
Moved by: Hans
Seconded by: Carmen **Approved**

6. **Risk Management Review**

Chondrena related that most aspects of this have already been approved. In order to approve the whole Risk Management document and to approve the changes it was suggested that Chondrena print off copies for the board members to read within the next two weeks (it is too big a document to send). **By September 22, 2017, the Board Chair can offer a motion by Email to approve the entire document** – as time is of the essence owing to accreditation.

7. Fundraising Planning

There was much discussion about this. There will be no golf tournament for Thrive in 2018. The staff would like to consider ideas that revolve around families and something they can be involved in more fully as well. Suggestions:

Comedy show, Fall fair, Concert, a donation day for Thrive at the mall stores, a gala, a sponsored walk, a family event in the mall before it opens on a Sunday, a running/walking race.

Chondrena will talk to the staff and place fundraising on the Agenda for the October meeting

8. Policy Revision Approval

Motion: to approve policy changes to 1.16, 1.1, 1.5a, 1.15, Terms of Reference (Nominating Committee), the manual introduction and the Operating Plan

Moved by: Tanya

Seconded by: Celso **Approved**

Chondrena pointed out an error in that the board is merely approving financial transactions over \$5,000. Policy states that the board Chair must sign cheques over the value of \$5,000. The issue develops when the board Chair is unavailable.

Motion: that the policy is amended to include the vice Chair as signatory for financial transactions over \$5,000

Moved by: Hans

Seconded by: Chris **Approved**

9. Review of Financial Policies

Run Off Insurance: this had been purchased by Susan Jewett in 2015 (September 10) to cover Halton Family services and Access for 6 years. Therefore we are covered until 2021.

Hans would like clarification regarding the locations included on the insurance.

Chris suggested that the policy responsibilities should be changed from Secretary/Treasurer to Secretary OR Treasurer, to indicate the roles are now being carried out by two people.

Chondrena will find the policies required to be approved for accreditation and this item will be on the October agenda.

10. Accreditation Planning

The Board is to meet with the Accreditors in October at our next Board meeting, at the Oakville office. The ED will not be present. It will be a group interview. Chondrena and the Board discussed potential subject matter.

11. Financial Report

There are some deficits in terms of salary but as of this month the organization is not paying for the extra position, which will even things out.

12. Executive Directors Report

The ED report was explained as per the ED report document. There is a waiting list for services: 3-4 weeks in Oakville and 4-6 weeks in Burlington. If the wait list continues to rise Thrive will look to provide a walk-in

service for clients. Often one session is all people need to get back on track. This would be a free service for clients.

13. In Camera Meeting

14. Adjournment

Moved by: Hans

Seconded by: Celso

Meeting adjourned at 7:40 pm.

Next meeting date: October 10, 2017 at the Oakville Office.