

Thrive Counselling

Board of Directors Meeting

November 21, 2017

3800 Constable Henshaw Blvd, Burlington, ON

5:30pm – 7:05pm

Present:

Al Albano, Chair

Loraine Fedurco

Kate Graham (taking minutes)

Chris Jasiewicz

Celso Mata

Hans Reitknecht

Chondrena Vieira-Martin, Executive Director

Regrets:

Carmen Harvey

Tanya Hall

Sue Biggs, Vice-Chair

1. Welcome and Call to Order

Al welcomed those present and called the meeting to order at 5:37pm.

2. Approval of Agenda

Moved – Lorraine Second – Hans

3. Declaration of Conflict of Interest

None.

4. Approval of Minutes

It was moved that September 12, 2017 minutes be approved as circulated.

Lorraine noted that one point should be spoken of in Business Arising.

First – Chris Second – Hans

5. Business Arising

Clarification was given regarding the run off insurance policy for Access purchased by Susan Jewett in 2015. We do have past insurance and ongoing insurance.

6. Accreditation and Review Policy Approval

Discussed and edited statement - Code of Conduct 3A.

Discussion for clarification of statement - Code of Conduct 9 concerning Conflict of Interest in order to have perceived conflict spoken of first with the party involved and Chair if necessary.

Motion to approve the policy

First – Chris

Second – Lorraine

7. Moving Oakville Site Discussion

Chondrena introduced and discussed the idea of not continuing the current lease in downtown Oakville. Chondrena shared some of the rationale of changing the space from downtown to Dorval. This included square footage costing, parking, and janitorial charges. This potential move to Dorval could save an estimated \$500/month. Both leases hold ten year terms. Dorval location may have greater accessibility. Staying and giving up the some of the space in Oakville would be \$1500/month less. Lease is due July 31, 2018 requiring six months notice. The Dorval lease is negotiable, and may be able to match the cost of the reduced Oakville space.

Both building fees are fixed fees. Potential move would be in July. The table supported the idea of going forward with a move.

Chondrena will speak with the Real Estate agent and create a plan.

8. Board Matrix Skills Review

We feel that the number of nine current Board Members reflects the expected diversity of the matrix. The wording of our bylaw of “eleven members” should be changed to “up to eleven members”. Chondrena will bring the revision to Bylaw 1 Section 5 forward at our next meeting.

9. Fundraising

The ongoing conversation continued of the need for a new fundraising event. Today at the Thrive staff meeting, the ideas were brought forward of an event at the mall using kid-friendly characters for photos and a family “sit in” movie night at a local school. Chondrena will research the cost and value of third party fundraising consultants in order to try to outsource this task.

10. Work Plan Review

This is the scheduled review month and we agreed that the use of the Work Plan has been very helpful. Chondrena checks it on a regular basis to bring forward the required topics to each meeting.

Motion: to approve and keep the same plan and reuse it for the next year.

First – Celso

Second – Chris

11. Vulnerable Sector Check and Confidentiality Pledges

Deferred to next meeting.

12. Governance Evaluation Manual

Deferred to next meeting.

13. Financial Report, Financial Conditioning, and Quarterly Reports

Thrive is in a deficit, as predicted for the merger years. Rent and salaries are the biggest expenditures. The upcoming Union ratification will bump up some employees too.

14. Executive Director Report

No questions.

15. In Camera Session

Minutes of this session are maintained by the Chair, Al Albano

16. Adjournment

It was moved that the meeting be adjourned at 7:05pm.

Next meeting December 12, 5:30pm at the Police Station.

Minutes will be recorded by Tanya Hall.

Moved – Hans

Second – Celso

Carried.