

**BRAIN INJURY SERVICES OF HAMILTON
BOARD OF DIRECTORS MEETING MINUTES**

SEPTEMBER 26, 2007

FORTINOS MAIN ST. W

Present: Bonnie Buchko, Stephen Blood, Alfred Ng, Nicola Heinig, Becky Lammel, Ashok Kumar, Denise McMullin, Chabriol Colebatch, Robert Beres, Kamil Malikov, John Hanna, Rebecca Wissensz

Regrets: Phil Rowlatt-Smith, Stacey Cleaver

Staff: Jan Narduzzi, Heather Moroz

Guest: Chris Hayden, Pearson Dunn Insurance

Item	Discussion	Fwd	Action
1. Guest Speaker	<p>C. Hayden provided an overview of the insurance industry and the coverage provided by the agency.</p> <p>C. Hayden acknowledged and commended the agency for current procedures in place in respect to driver training as well as other training provided to staff to minimize claims.</p>		
2. Welcome and Introductions	<p>The Board and prospective Board members introduced themselves.</p>		
3. Approval of Agenda	<ul style="list-style-type: none"> • Motion: Moved by N. Heinig Seconded by B. Lammel That the agenda for September 26, 2007 be approved With the following change: Move Bylaw Revision after approval of minutes And the addition of: Election of new members Risk Management – Insurance discussion Briefing Note re: CIBC Carried. • Declaration of conflict of interest – nothing to declare. 		
4. Approval of the August 22, 2007 minutes	<ul style="list-style-type: none"> • Motion: Moved by N. Heinig Seconded by D. McMullin That the minutes from August 22, 2007 be approved as presented. Carried. 		
5. Bylaw Revision	<ul style="list-style-type: none"> • Motion Moved by A. Kumar Seconded by C. Colebatch That section 3.11 of the bylaws be revised to allow for 	*	Bylaw revisions to be ratified at the AGM in

	<p>fourteen (14) directors and That section 6 (d) of the bylaws be revised such that the composition of the finance committee will be the Secretary-Treasurer and three (3) other Board members elected by the remaining members of the Board. Carried</p> <ul style="list-style-type: none"> • Motion Moved by B. Lammel Seconded by S. Blood That Robert Beres, Rebecca Wissensz, John Hanna and Kamil Malikov be appointed to the Board of Directors. Carried. • Motion Moved by D. McMullin Seconded by S. Blood That R. Beres and R. Wissensz be appointed to the Finance Committee. Carried. 		October
6. Executive Directors Report	<p>Communication Committee Meetings The next Hamilton communication committee meeting is October 3 at 1:30. B. Buchko will attend the Hamilton meeting. The next Niagara communication committee meeting is November 6 at 12:30.</p> <p>Participant and Family Survey Results The Board reviewed the results from both surveys and were pleased with the positive responses as well as the response rate.</p> <p>Relocation of Main Office J. Narduzzi provided an update on the impending move from 307 King Street East.</p>	*	J. Hanna to inform H. Moroz if he is available to attend the Niagara meeting
4. Policies	<p>Executive Limitations: Asset Protection</p> <ul style="list-style-type: none"> • Motion Moved by R. Beres Seconded by J. Hanna That the policy be approved as presented. Carried. <p>It was recommended by the Board that the policy be forwarded to the Finance Committee for review and revision if appropriate.</p>		

	<p>Governance Process: Board Member's Code of Conduct</p> <ul style="list-style-type: none"> • Motion Moved by J. Hanna Seconded by A. Ng That the policy be approved as revised. Carried 	*	J. Narduzzi to revise policy and bring back to next meeting
5. Risk Management	<p>Health and Safety Minutes Hamilton and Niagara The Board reviewed both sets of minutes.</p> <p>Agency Insurance It was recommended by the Board that the Finance Committee review the agency's current insurance coverage and bring recommendations to the Board.</p>		
6. Foundation Update	<p>B. Buchko provided new members with a history of the Foundation Board and the gift agreement.</p> <ul style="list-style-type: none"> • Motion Moved by N. Heinig Seconded by C. Colebatch That Antonella Armstrong be appointed to the Foundation Board. Carried. <p>B. Buchko collected money from R. Beres, A. Ng, C. Colebatch for the Board's contribution to the Foundation fundraiser. Any donations are welcome for the silent auction.</p>		
7. Research Initiative	<p>J. Narduzzi presented the two research initiatives to be conducted in partnership with McMaster University.</p> <ul style="list-style-type: none"> • Motion Moved by A. Ng Seconded by B. Lammel That the Board approve the 2007-2008 research initiative involving the validity of the Functional Assessment of Verbal Reasoning and Executive Functioning Test and the determiners of depression among adults with acquired brain injury pending approval by the ethics review board at McMaster University. Carried. 		
8. Briefing Note: CIBC	<ul style="list-style-type: none"> • Motion Moved by R. Beres Seconded by N. Heinig That the Board approve "That Brain Injury Services of Hamilton has no restrictions on borrowing, and, at this time, the following is the borrowing that is permitted: 		

	<ul style="list-style-type: none"> • Corporate VISA: \$5,000.00 credit limit • Payroll Services: \$209,000.00 credit limit <p>There is no restriction on pledging security to support the credit facilities (i.e. Corporate VISA) that are in place.” Carried. The Board asked that the Finance committee investigate other financial institutions.</p>		
9. Board Evaluation	<p>The Board agreed that its development activities for the coming year will be:</p> <ul style="list-style-type: none"> • Evaluation of ED review process • Review the Board evaluation tool currently being used 	*	J. Narduzzi to contact D. Sheridan to arrange for training either during November meeting or December 12
10. Board Networking Activities	<p>B. Buchko provided the new Board members with a history of the Board’s networking activities and expectations.</p> <p>The OACBABIS meeting will be held on October 12 & 13. A. Ng will be attending as the Board representative.</p>		
13. Meeting Evaluation	<p>Good turnout. Good discussion.</p>		
14. Next Meeting	Wednesday October 24, 2007 at Fortinos Main W		
15. Adjourn	<ul style="list-style-type: none"> • A. Ng moved to adjourn the meeting. 		

President’s Signature

Date