

BRAIN INJURY SERVICES

BOARD OF DIRECTORS MEETING MINUTES

AUGUST 24, 2011

225 KING WILLIAM ST, SUITE 508 (BOARDROOM)

Present: Robert Beres, Scott Paulin, Josh Henderson, Caroline Nesbitt, Lucy Bower, Larry Rosenberg, Stephen Blood, Wendy Bayne

Regrets: Paul Armstrong, Steve Metham,

Staff: Jan Narduzzi, Heather Moroz

Item	Discussion	Fwd	Action
1. Approval of Agenda	<ul style="list-style-type: none"> • Motion Moved by W. Bayne Seconded by L. Bower That the agenda be approved with the amendment that the Wine and Cheese Silent Auction will be moved to follow the ED report. Carried. • Declaration of Conflict of Interest – Nothing to declare. 		
2. Approval of the June 22, 2011 minutes	<ul style="list-style-type: none"> • Motion Moved by C. Nesbitt Seconded by S. Paulin That the minutes of June 22, 2011, be approved as presented. Carried. 		
3. Executive Director Report	<p>J. Narduzzi presented the ED report to the Board.</p> <p>The Board discussed message it would like to present to Mike Shea and Donna Cripps at the September board meeting. The Board decided that J. Narduzzi would present an overview of the agency and a client would do a short presentation.</p>	<p>*</p> <p>*</p>	<p>J. Narduzzi to discuss with group staff privacy concerns with the group Facebook page</p> <p>J. Narduzzi to draft a presentation and send to the Board for feedback prior to the September meeting</p>

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		*	J. Narduzzi to arrange for client to speak at September meeting
4. Wine and Cheese and Silent Auction	The Board decided to postpone the event until spring 2012. W. Bayne and S. Paulin volunteered to sit on the event planning committee.	* *	The committee is to meet prior to the September meeting and present its decisions regarding date, type of event etc J. Narduzzi to contact J. Ormond regarding S. Paulin's and R. Beres's interest in joining the Foundation Board
5. Policy Review	<p>Governance Process: Governing Style</p> <ul style="list-style-type: none"> • Motion Moved by C. Nesbitt Seconded by J. Henderson That the policy be approved as presented. Carried. <p>Governance Process: President's Role</p> <ul style="list-style-type: none"> • Motion Moved by L. Bower Seconded by L. Rosenberg That the policy be approved as presented. Carried. <p>Executive Limitations: Emergency Executive Director Succession</p> <ul style="list-style-type: none"> • Motion Moved by C. Nesbitt Seconded by L. Bower That the policy be approved as presented. Carried. 		
6. Risk	Quality Care Review		

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Management	<p>J. Narduzzi presented the Quality Care Review to the Board.</p> <p>Occupational Health and Safety J. Narduzzi presented the Health and Safety information.</p> <p>Patient Safety Committee J. Narduzzi presented the information from the committee.</p> <p>Balanced Scorecard The Board reviewed the Q1 scorecard. The Board liked the new format.</p>		
7. Finance Committee	<p>Q1 Financial Statements C. Nesbitt presented the statements.</p> <p>Foundation Investment Practices</p>	*	Deferred to next meeting
8. Meeting Evaluation	<p>Good timing, finished early. R. Beres will sponsor the food for the September meeting.</p>		
9. Adjourn	C. Nesbitt moved to adjourn.		
10. Next Meeting	Wednesday September 28 at 5:30pm at the Main Office.		

President's Signature

Date