

BRAIN INJURY SERVICES

BOARD OF DIRECTORS MEETING MINUTES

JUNE 22, 2011

225 KING WILLIAM ST, SUITE 508 (BOARDROOM)

Present: Robert Beres, Scott Paulin, Josh Henderson(via teleconference), Caroline Nesbitt, Lucy Bower, Larry Rosenberg, Steve Metham, Stephen Blood

Regrets: Paul Armstrong, Wendy Bayne

Staff: Jan Narduzzi, Heather Moroz

Item	Discussion	Fwd	Action
1. Approval of Agenda	<ul style="list-style-type: none"> • Motion Moved by S. Paulin Seconded by C. Nesbitt That the agenda be approved as presented. Carried. • Declaration of Conflict of Interest – Nothing to declare. 		
2. Approval of the May 25, 2011 minutes	<ul style="list-style-type: none"> • Motion Moved by L. Bower Seconded by C. Nesbitt That the minutes of May 25, 2011, be approved as presented. Carried. 		
3. Executive Director Report	J. Narduzzi presented the ED report to the Board.		
4. Policy Review	<p>Governance Process: Board Member Orientation</p> <ul style="list-style-type: none"> • Motion Moved by C. Nesbitt Seconded by L. Bower That the policy be approved with the addition to #3 to include the expectation of a bio. Carried. <p>Governance Process: Global Governance Process</p> <ul style="list-style-type: none"> • Motion Moved by S. Blood Seconded by L. Bower That the policy be approved as presented. Carried. <p>Executive Limitations: Compensation and Benefits</p> <ul style="list-style-type: none"> • Motion Moved by C. Nesbitt 		

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	<p>Seconded by S. Blood That the policy be approved with the grammatical correction to #5b. Carried.</p>		
<p>5. Risk Management</p>	<p>Quality Care Review J. Narduzzi presented the Quality Care Review to the Board which reviewed the sentinel event.</p> <p>Quality Improvement Plan J. Narduzzi presented the results of the 2010-2011 quality plan to the Board.</p>		
<p>6. Finance Committee</p>	<p>Audited Financial Statements S. Paulin presented the financial statements.</p> <ul style="list-style-type: none"> • Motion Moved by S. Paulin Seconded by C. Nesbitt that the financial statements be approved as presented. Carried. <p>Foundation Investment Practices It was noted that S. Paulin will sit on the Foundation Board beginning August 2011.</p> <p>The following actions were decided by the Board: The Board discussed and agreed that the Finance Committee would inform Wickem Investments that there is no decision at this time regarding the transfer of funds as the Governance Board needs more time do research.</p> <p>R. Beres will set up a meeting with someone from each of the Foundation Boards of St. Joseph's and Hillfield to investigate how they operate and invest funds.</p> <p>R. Beres will contact J. Ormond from the Foundation Board to discuss the membership on the Foundation Board and ways to increase it as soon as possible.</p> <p>R. Beres volunteered to sit on the Foundation Board.</p> <p>R. Beres to contact David Howell regarding the gift agreement.</p>		
<p>7. Meeting with BICR</p>	<p>J. Narduzzi, L. Bower, S. Metham and R. Beres met with the Executive Director, Board Chair and Manager of Finance from BICR.</p> <p>Overall, it was felt that it was a good meeting. BICR said they are open to looking into collaboration specifically around clinical programming for clients as well as having senior managers from both agencies meet as well as both Boards meet and look at potential training opportunities (e.g.</p>		

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	governance training). It was decided that J. Narduzzi will invite the new Chair of the LHIN to the September meeting. The Board will discuss at the August meeting whether to invite the Board from BICR to the September meeting.	*	Discussion to come to August meeting
8. Wine and Cheese Silent Auction	J. Narduzzi has sent an email to J. Ormond requesting his donor list for the event. It was noted that the event should be in October so it does not conflict with the HBIA fundraiser which is tentatively scheduled for November.	*	L. Bower to email Robert re: meeting to begin planning the event
9. Meeting Evaluation	Good discussion. Good meeting. Good Timing		
10. Adjourn	S. Metham moved to adjourn.		
11. Next Meeting	Wednesday August 24 at 5:30pm at the Main Office.		

President's Signature

Date