

**BRAIN INJURY SERVICES OF HAMILTON, HALDIMAND-NORFOLK, NIAGARA**

**BOARD OF DIRECTORS MEETING MINUTES**

**APRIL 9, 2008**

**307 KING STREET EAST, SUITE 303 HAMILTON**

**Present:** Chabriol Colebatch, Nicola Heinig, Ashok Kumar, Rebecca Wissensz, Alfred Ng, John Hanna, Becky Lammel

**Regrets:** Robert Beres, Kamil Malikov, Denise McMullin, Stephen Blood, Stacey Cook, Bonnie Buchko

**Staff:** Jan Narduzzi, Heather Moroz

Item	Discussion	Fwd	Action
1. Approval of Agenda	<ul style="list-style-type: none"> <li>• <b>Motion:</b> Moved by N. Heinig Seconded by R. Wissensz That the agenda for April 9, 2008 be approved as presented. Carried.</li> <li>• <b>Declaration of conflict of interest</b> – nothing to declare.</li> </ul>		
2. Approval of the February 27, 2008 minutes	<ul style="list-style-type: none"> <li>• <b>Motion:</b> Moved by A. Kumar Seconded by R. Wissensz That the minutes from February 28, 2008 be approved as presented. Carried.</li> </ul>		
3. Executive Directors Report	<p><b>Accreditation</b> The Board discussed the new accreditation process.</p> <p><b>Needs Assessment</b> The Board discussed the steps to move forward to hire someone to do a needs assessment. The RFP will be posted on Charity Village in the next two months.</p>	*	Once J. Narduzzi completes the RFP she will send it to the Board who can distribute it to suitable potential candidates
4. Policies	<p><b>Governance Process: Board Committee Principles</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by R. Wissensz</li> </ul>		

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	<p>Seconded by J. Hanna That the policy be approved as presented. Carried.</p> <p><b>Governance Process: Application For Funding From BISH Foundation Inc.</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by B. Lammel Seconded by A. Ng That the policy be approved as presented. Carried.</li> </ul> <p><b>Executive Limitations: Communication and Counsel To The Board</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> Moved by R. Wissenz Seconded by B. Lammel That the policy be approved with the recommended changes. Carried.</li> </ul>		
5. Risk Management	The Board reviewed the Health and Safety minutes along with a Quality Care Review.		
6. CM Raso Governance Training	The Board discussed the suitability of the training offered by CM Raso.	*	J. Narduzzi to forward future training session by CM Raso to the Board as they arise
7. Foundation Update	<p>The Foundation is continuing to work on the mail out campaign. Several students are volunteering their time to assist with the mail out and creation of mailing list database.</p> <p>The Foundation is looking into utilizing an MBA student and how the student would be able to contribute to the Foundation.</p> <p>The Foundation has a potential new member. The person has a marketing background.</p>		
8. Board Networking	<p><b>Meeting with MPP's</b> The Board decided to wait until the summer to meet with their identified MPP.</p>	*	C. Colebatch to email Board members and inform them to hold off on meeting with

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	<p>The Board decided that when the meetings do happen in the summer the focus of the meeting will be three fold; first, to thank the MPP for monies received in the past; second, to provide education on ABI; third, to request one dedicated psychiatric ABI bed in the LHIN.</p>	*	<p>their identified MPP</p> <p>C. Colebatch and J. Narduzzi to work on summary of discussion which would be used during the meeting with the MPP</p>
<p>9. Agency Name Change</p>	<ul style="list-style-type: none"> <li>• <b>Motion</b></li> </ul> <p>Moved by J. Hanna  Seconded by A. Kumar</p> <p>That the Board approve the abbreviation of the agency name to Brain Injury Services and to amend Letters Patent to reflect the name change.</p> <p>The Board recommended that the agency look into getting the name trademarked.</p>	*	<p>J. Narduzzi to speak with counsel the name change and to look into having the agency name trademarked</p>
<p>10. Spring BOD/Management Meeting</p>	<p>It was decided to not have the spring joint meeting with the Board and Managers. The Board decided to have a joint meeting September 24, 2008 facilitated by David Sheridan to review the Strategic Plan.</p>	*	<p>J. Narduzzi to contact D. Sheridan</p>
<p>11. Meeting Evaluation</p>	<p>Good Meeting.</p>		
<p>12. Next Meeting</p>	<p>May 28, 2008 at Fortinos Main W.</p>		
<p>13. Adjourn</p>	<ul style="list-style-type: none"> <li>• R. Wissensz moved to adjourn the meeting.</li> </ul>		

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President's Signature

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Date