

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

**DECEMBER 12, 2007**

**307 KING STREET EAST, SUITE 303**

**Present:** Bonnie Buchko, Chabriol Colebatch, Robert Beres, John Hanna, Denise McMullin, Becky Lammel, Nicola Heinig, Kamil Malikov

**Regrets:** Alfred Ng, Stephen Blood, Ashok Kumar, Rebecca Wissensz, Stacey Cleaver,

**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 R. Beres  Seconded by B. Buchko  That the agenda for December 12, 2007 be approved as Presented.  Carried.</li>   <li>• <b>Declaration of conflict of interest</b> – nothing to declare.</li> </ul>		
2. Approval of the October 24 and November 28, 2007 minutes	<ul style="list-style-type: none"> <li>• <b>Motion:</b>  Moved by J. Hanna  Seconded by R. Beres  That the minutes from October 24, 2007 be approved as presented.  Carried.</li>   <li>• <b>Motion:</b>  Moved by R. Beres  Seconded by J. Hanna  That the minutes from November 28, 2007 be approved as presented.  Carried.</li> </ul>		
3. Executive Directors Report	<p><b>Communication Committee</b>  J. Hanna volunteered to attend the next Niagara Communication Committee meeting on January 8, 2008 at Secord.</p> <p><b>Hagersville Office Open House</b></p>	*	H. Moroz to send open house invitation to

			the Board
4. Risk Management	<p>The Board reviewed the circumstances surrounding a recent sentinel event at CWP.</p> <p>The Board agreed that during the January meeting they would outline a plan to meet with politicians.</p> <p>It was requested that timelines for indicators be put on the scorecard.</p>	*	J. Narduzzi to discuss with Manager of IS
5. Policies	<p><b>Executive Limitations: General Executive Constraint</b></p> <ul style="list-style-type: none"> <li>Motion Moved by D. McMullin Seconded by B. Lammel That the revised policy be approved with the addition of the word illegal. Carried.</li> </ul> <p><b>Governance Process: Board Job Description</b> After much discussion it was decided that the policy would come back to the next meeting for further discussion.</p>	<p>*</p> <p>*</p>	<p>H. Moroz to revise policy</p> <p>Deferred to next meeting. C. Colebatch to provide summary of discussion via email to all Board members</p>
6. Lease, 225 King William Street	<ul style="list-style-type: none"> <li><b>Motion</b> Moved by R. Beres Seconded by B. Lammel That the Board approve the relocation of the administrative and programming space to 225 King William Street effective May 1 and that the Board directs staff to sign the Agreement to Lease approximately 9300 square feet of space at 225 King William Street for administrative services and participant programming. Carried.</li> </ul>		
7. Board and ED evaluation	<p><b>Board Evaluation</b></p> <p><b>ED Evaluation</b> The Board reviewed and agreed to use the recommended evaluation tool from D. Sheridan.</p>	*	Deferred to next meeting
8. Foundation Update	N. Heinig provided the results from the wine and cheese/silent auction fundraiser; there were approximately 120 attendees and approximately \$6500.00 was raised.		

	<p>It was determined that future requests for staff support from the Foundation Board would go through J. Narduzzi.</p> <p>It was also determined that the Foundation Board would provide a to-do list for the policy Board and Board members could volunteer.</p> <p>The Foundation will be doing another wine and cheese/silent auction next year as well as a corporate mail campaign.</p>		
9. Board Network Activities	<p>Several members of the Board attended the HBIA dinner in November.</p> <p>The Board will be making a formal plan in January for networking.</p>		
10. Meeting Evaluation	<p>Ended on time.</p> <p>Good discussion.</p>		
11. Next Meeting	Wednesday January 23 at Fortinos Mall Rd.		
12. Adjourn	<ul style="list-style-type: none"> <li>• B. Lammel moved to adjourn the meeting.</li> </ul>		

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 President's Signature

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 Date