

CASEY HOUSE

**Casey House
Board of Directors Meeting Minutes
Wednesday October 26, 2011**

Members:

- √ Josée Bertrand
- √ Guy Bethell
- √ Brenda Butters
- Bryn Gray
- √ Jason Grier
- √ Charlie Guiang
- √ Sandeep Joshi
- √ Bruce Lawson
- James McPhedran
- √ Philippe Meyersohn
- √ Gael Mourant
- √ Thomas O'Shaughnessy
- √ Judith Purves
- √ Nancy Read
- √ Gillian Stacey
- √ Darryl Sturtevant
- Timothy Thompson
- √ Barbara Whyllie

Non-Voting Members:

- √ Stephanie Karapita
- √ Ann Stewart
- √ Karen de Prinse

Invited Guests:

- √ David Gilmer
- √ Gayle Janes
- Todd Ross

Recorder: Mary Ann Guiao

#	Agenda Topic and Decision Points	Follow Up Date and Person
1.0	Client Story	
	A client story about experience and interactions with Casey House.	
2.0	Guest Speaker	
	Jane Pepino, Board Chair, Women's College Hospital spoke about their Capital Redevelopment. She highlighted the Board's role in serving the organization and the risks associated with a major redevelopment project. A discussion followed.	
3.0	Call to Order & Approval of Agenda	
	Gael Mourant called the meeting to order. <i>Motion by Sandeep Joshi to approve the agenda as presented. Seconded by Guy Bethell.</i>	<i>Carried</i>
4.0	Approval of Minutes	
	<u>4.1 Minutes-September 28, 2011</u> <i>Motion by Darryl Sturtevant to approve the minutes of September 28, 2011. Seconded by Thomas O'Shaughnessy.</i>	<i>Carried</i>
5.0	For Information	
	<u>5.1 Chair Report</u> Gael reminded the Board of the retreat this Saturday October 26 th . She noted that since there will be five different speakers at the Board Retreat, the November Board meeting will not have a guest speaker. Gael Mourant reported on the success of Art with Heart. She thanked the Board, committees, staff and volunteers for their hard work.	

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	<p><u>5.2 CEO Report</u> Stephanie Karapita reported that union negotiations were recently completed. She noted that the budget approved by the Board in September already reflects these changes. Stephanie reported that the Research Advisory Committee had its first meeting last week. She noted that this committee will report to the Quality Committee. A brief discussion followed.</p>	
	<p><u>5.3 Medical Director Report</u> Ann Stewart reported that the new intake assessment team has engaged with the community. She also reported that she is working on a number of research papers with Soo Chan Carusone, Reaserch Lead. She noted that she will be presenting at the Board retreat on the topic of long-term issues in the health of persons living with HIV/AIDS.</p>	
	<p><u>5.4 Governance Committee</u> Gael Mourant reported that the Governance committee met on October 17th. She noted that the committee welcomes suggestions for board education topics. Gael also reported that in follow-up to the presentation given by Michael Watts at the September Board meeting, Stephanie Karapita will develop a project plan to ensure proper implementation of the Not-for-Profit Corporations Act. The Governance Committee will oversee this work over the next year. A brief discussion followed. Gillian Stacey and Sandeep Joshi will work with Stephanie Karapita to develop the organization's approach to Director Indemnity.</p>	
	<p><u>5.5 Foundation Committee</u> Sandeep Joshi noted the approved Foundation Committee workplan included in the background package. He also noted that in follow up to the discussion at the September Board meeting regarding process issues with the Foundation Committee and Special Events, four Directors who are also members of the Foundation Committee will each provide supervision and oversight of a special event:</p> <p>Art with Heart: Sandeep Joshi World AIDS Day: Darryl Sturtevant Dinner By Design: Philippe Meyersohn SnowBall: Sandeep Joshi and Thomas O'Shaughnessy</p> <p>Sandeep briefly outlined the risk mitigation strategy associated with the new approach to SnowBall 2012. He reported that Foundation staff surveyed past supporters and these findings were brought to the committee. A discussion followed.</p>	
	<p><u>5.6 Chief Development Officer Report</u> David Gilmer reported that this year's Art with Heart event was the most successful to date. He thanked everyone for their attendance and efforts, in particular Cheryl Midgley, Manager of Special Events.</p> <p>David reported that the deadline to submit a nomination for a Casey House Award is November 4th. He also invited the Board to attend World AIDS Day events hosted by Casey House on Thursday December 1st; a Service of Remembrance will take place here at Casey House at 12:00pm and the World AIDS Day Concert will be hosted at the Metropolitan United Church in the evening.</p>	

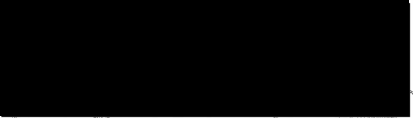
#	Agenda Topic and Decision Points	Follow Up Date and Person
	Philippe Meyersohn reported that the next Dinner By Design event will take place on November 18 th . He highlighted the strategy for Dinner By Design. A discussion followed.	
	<p><u>5.7 Finance Committee</u> Josée Bertrand reported that the results of the tender process for Non-Pension Employee Benefits were reviewed and the committee recommends that the Board approve Sun Life and RBC as our provider of these benefits.</p> <p><i>Motion by Barbara Whyllie to approve Sun Life and RBC as Casey House's carrier for non-pension employee benefits. Seconded by Bruce Lawson.</i></p> <p>Josée reported that the committee reviewed the insurance coverage which is provided by Healthcare Insurance Reciprocal of Canada (HIROC) through St. Michael's. It was determined that Casey House has adequate coverage.</p> <p>Josée also reported that due to the development of new accounting standards, Casey House will have to select between different options to adopt as its accounting platform. The committee discussed the options but a decision was not made. Gayle Janes will continue to work with the auditors to obtain additional information and ensure that the process to adapting the new platforms will be implemented in a timely manner. The Finance Committee will continue to work on this issue.</p> <p>Josée noted that the committee reviewed the Cash Flow documents for the Redevelopment Project. The committee recommends that the monthly report be used to monitor the cash flow and risk mitigation plan established by the Board. She also noted that the committee reviewed the Hospice and Foundation statements as of September 30, 2011, with no issues arising.</p>	Carried
	<p><u>5.8 Redevelopment Committee</u> Stephanie Karapita highlighted the municipal approval process to date. She noted that management prepared a response to the Ministry letter that was received on October 7th. This response was reviewed by the Redevelopment Committee on October 20th and the committee's feedback was incorporated into the document included in the Board package. A discussion followed. The Board was satisfied with the document.</p> <p><i>Motion by Bruce Lawson to approve the Casey House Response to Ministry Letter of October 7th Re: Functional Program Stage Two Submission. Seconded by Barbara Whyllie.</i></p> <p>Stephanie Karapita will submit the response to the Ministry and will contact the Ministry to schedule a meeting. Stephanie noted that in January 2012 the redevelopment project will be reviewed by Heritage Preservation Board. Once a date has been confirmed, the Board will be informed.</p>	Carried
	<p><u>5.9 Capital Campaign Update</u> David Gilmer reviewed the Capital Campaign Overview document. A discussion followed.</p>	

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6.0	For Approval	
	<p data-bbox="170 304 519 336"><u>6.1 Gift Acceptance Policy</u></p> <p data-bbox="170 336 1331 399">David Gilmer noted that the gift acceptance policy presented includes the revisions made at the September Board meeting.</p> <p data-bbox="170 430 1274 493"><i>Motion by Sandeep Joshi to approve the Gift Acceptance Policy. Seconded by Darryl Sturtevant.</i></p>	Carried
7.0	In-Camera Session	
	This session occurred.	
8.0	Executive Session	
	This session occurred.	
9.0	Next Meeting Date	
	The next Board meeting will take place on Wed. Nov. 23 at 6:00pm, Conference Room, Casey House.	
10.0	Adjournment	
	The meeting adjourned at 8:30pm.	

I Certify that these minutes were considered and approved at the meeting of the Board of Directors on November 23, 2011.



Gael Mourant
Board Chair



Jason Grier
Board Secretary