

CASEY HOUSE

**Casey House
Board of Directors Meeting
Minutes
Wednesday, November 26, 2008**

Members:

- √ Maureen Adamson
- √ Guy Bethell
- Brenda Butters
- √ Sandra Cruickshanks
- Abbas Ghavam-Rassoul
- √ Jason Grier
- √ Michael Griffiths
- √ Bruce Lawson
- √ Philippe Meyersohn

Non-Voting Members:

- √ Mike McKeon
- √ James McPhedran
- Llana Nakonechny
- √ Nancy Read
- √ Teddy Rosenberg
- √ Tim Thompson
- √ Courtland Thomson
- Jaime Watt

Invited Guests:

- √ Karen de Prinse
- √ David Gilmer
- √ Gayle Janes
- √ Todd Ross

Recorder: Diane Pinchak

#	Agenda Topic and Decision Points	Follow Up Date and Person
1.0	Client Story	
	Rebecca Teakle, RN Residential Program, presented a client story.	
2.0	Call to Order and Approval of Agenda	
	Sandra Cruickshanks, Chair, called the meeting to order at 6:00 p.m. <i>Motion by James McPhedran to approve the agenda as presented. Seconded by Mike McKeon.</i>	Carried
3.0	Approval of Minutes:	
	<i>Motion by Nancy Read to approve the minutes of October 22, 2008 as presented. Seconded by Teddy Rosenberg.</i>	Carried
4.0	Items for Information:	
4.1	<u>Chair Report</u> Sandra commented on the success of the Art with Heart. She thanked the staff and volunteers for making the event a tremendous success. Sandra acknowledged the resignation of Guy Knowles from the Board of Directors. Sandra reported that Casey House had purchased a table at the Ontario AIDS Network Honour Roll Banquet on November 15 and that Casey House participation was well received. She further reported that George Smitherman will be attending the World AIDS Day Community Concert on December 1 st .	
4.2	<u>CEO Report</u> In addition to her report, Stephanie Karapita noted that an HIV Stigma Campaign is underway, as per the information package presented to each Board member. There were no questions arising from the CEO Report.	

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4.3	<p><u>Governance Committee</u> Sandra reported that the minutes of the October 17th Governance Committee meeting were circulated in the Board package.</p>	
4.4	<p><u>Foundation Committee</u> Bruce Lawson reported that the Foundation Committee met on November 18th. He noted that the committee set a goal that its members would raise \$195,000. To-date, \$75,000 has been raised. Bruce noted that the Casey Awards Committee met on the previous evening. Eleven nominations were received and three recipients have been selected. The award will be presented at SnowBall on February 28th.</p> <p>The Board reviewed the briefing note on the Investment Committee's recommendations with respect to the Foundation's long term investment portfolio mix. <i>Motion by Teddy Rosenberg to approve the recommendation by the Investment Committee as presented. Seconded by Mike McKeon.</i></p> <p>The Investment Committee recommended the following course of action and investment strategy:</p> <ul style="list-style-type: none"> i) To move forward on the previously approved recommendation to modify the Long Term Portfolio Mix to 40% Fixed Income, 40% Canadian Equity, 20% Global Equity. ii) To phase in the implementation of this recommendation over six months – to move \$60,000 from Fixed Income to Canadian Equity now, and to repeat in two month intervals, i.e. \$180,000 in total. iii) To re-evaluate and monitor this strategy going forward. iv) To maintain the Short Term portfolio as it stands for now. Casey House Senior Management to report back to the Investment Committee in January re the status of short term cash flow needs. 	Carried
4.5	<p><u>Chief Development Officer Report</u> David thanked the Board members for their contributions in making Art with Heart a success. He noted that Sandra will be interviewed on Classical 96.3 FM on Friday, November 28th regarding the World AIDS Day, Voices of Hope concert. David reported that an article featuring a Casey House planned giving donor appeared in the "Guide to Charitable Giving & Estate Planning" magazine in "The Globe and Mail" on November 24th reaching 110,000 readers. It was noted that the holiday direct mail "piece" was sent out in early November. David identified that actual fundraising revenues in 08/09 may not increase to the extent originally forecast due to economic pressures on corporate and foundation funders, and potential delays with respect to individuals making donations.</p> <p>David indicated that the Foundation and Finance Committees are monitoring five key measures to evaluate whether a series of contingency actions should be implemented in the event that a revenue shortfall occurs. The first element of the contingency plan, not hiring a Development Officer, had already been enacted.</p>	
4.6	<p><u>Finance Committee</u> Mike McKeon reported on the Hospice financial statements and noted that is in a good financial position.</p>	

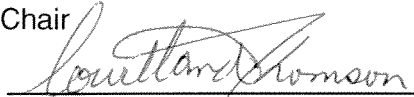
#	Agenda Topic and Decision Points	Follow Up Date and Person
	<p>Mike McKeon reported on the Foundation financial statements. Mike highlighted the “Unrealized Investment Loss” to date, noting that this unrealized loss could continue to grow, potentially creating a \$500,000 variance to budgeted Investment Income i.e. (\$250,000) actual vs. \$250,000 budgeted. Mike added that the current estimate is that there is a potential risk to Foundation core revenues of \$300K-\$400K and reminded the Board that a contingency plan has been developed to address this potential short fall. The Finance Committee will continue to monitor this situation closely.</p> <p>The Board discussed the current practice of quarterly reporting of “Unrealized Investment Losses” and recommended that staff request McLean Budden to provide a monthly report, at no additional cost to Casey House.</p>	
4.7	<p><u>HSAC / Quality Committee</u> Bruce reported that at the November HSAC/Quality meeting Dr. Mark Halman discussed the model of the Clinical Supervision Group for the Community program. Dr. Halman is scheduled to address the Board in January regarding the mental health care needs of our clients.</p>	
5.0	<p>Items Requiring Decisions/Motions:</p>	
5.1	<p><u>Approval of Day Health Program Plan</u> Stephanie noted that there were no material changes to the pre-circulated Plan as presented to the October 22nd Board meeting. Twelve letters of support are included with the Proposal. The proposal will be submitted to the LHIN tomorrow.</p> <p><i>Motion by Bruce Lawson to approve the Day Health Program Plan as presented to the Board. Seconded by Guy Bethell.</i></p>	Carried
5.2	<p><u>Approval of Selected Finance Policies</u> The Finance policies were presented to the Board for approval: 3.100 – External Financial Audit 3.265 – Annual Capital Budget 3.270 – Petty Cash</p> <p><i>Motion by Michael Griffiths to approve the Finance Polices as amended. Policy 3.100 was amended to include the following, “Full Audited Statements are provided to the Toronto Central Local Health Integrated Network (LHIN)”. Seconded by Jason Grier.</i></p>	Carried
6.0	<p>Items for Discussion</p>	
6.1	<p><u>2009 Board Nomination Process</u> Sandra proposed that the Governance Committee would serve as the Nominating Committee and will meet in early January. This committee will use an updated Board Profile to inform its efforts. This profile will be distributed to the Board in January. It was also noted that given the success of the use of an advertisement in “Xtra” in Spring 2007, this approach will likely be used again. Sandra invited Board members to direct to her the names of potential new members of the Board of Directors.</p>	

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6.2	<u>Continuing Education for the Board</u> Sandra asked the Board for suggestions with respect to topics that could be addressed by a guest speaker at future Board meetings. She noted that Dr. Mark Halman will speak at the January meeting. The following suggestions were made: HIV and Aging, a visit from an AIDS Service Organization.	
6.3	<u>Review Balanced Scorecard 2008/09 (September 2008-YTD)</u> Stephanie reviewed the September 2008 – YTD balanced scorecard. The next scorecard will be presented in January.	
7.0	In-Camera Session	
	The Board moved to an In-Camera Session at 7:45 p.m.	
8.0	Executive Session	
	This session was held.	
9.0	Next Meeting	
	The next Board meeting will be held on Wednesday, January 28 th at 6:00 p.m., 3 rd Floor Conference Room, 9 Huntley Street.	
10.0	Adjournment	
	<i>The meeting adjourned at 8:40 p.m.</i>	

I certify that these minutes were considered and approved at the meeting of the Board of Directors on March 25th, 2009.



Sandra Cruickshanks
Chair



Courtland Thomson
Board Secretary