



CASEY HOUSE

**Casey House
Board of Directors Meeting
Minutes
Wednesday, October 22, 2008**

Members:

- √ Maureen Adamson
 - √ Guy Bethell
 - Brenda Butters
 - √ Sandra Cruickshanks
 - √ Abbas Ghavam-Rassoul
 - √ Jason Grier
 - √ Michael Griffiths
 - Guy Knowles
 - √ Bruce Lawson
- *participated via teleconference

Non-Voting Members:

- √ Philippe Meyersohn
- √ 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

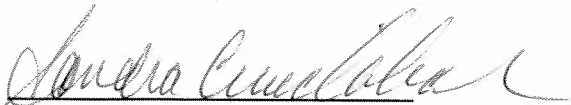
#	<i>Agenda Topic and Decision Points</i>	<i>Follow Up Date and Person</i>
1.0	Client Story	
	Jim Donovan, RN Residential Program, presented a client story.	
2.0	Call to Order and Approval of Agenda	
	Sandra Cruickshanks, Chair, called the meeting to order at 6:00 p.m. She noted that Mike McKeon would be participating via teleconference and requested that the Finance items be moved to the top of the agenda. <i>Motion by Bruce Lawson to approve the agenda as amended. Seconded by Jason Grier.</i>	Carried
	Items Requiring Decisions/Motions:	
5.1	Approval of 2009/10 and 2010/11 Hospice Operating Budgets	
	Sandra Cruickshanks reported that these Operating Budgets do not need to be submitted to the LHIN after all. She noted however that it was prudent to prepare these budgets as they provide guidance to the staff and affirm our commitment to sound fiscal management. <i>Motion by Teddy Rosenberg to approve the 2009/10 Operating Budget as presented. Seconded by Abbas Ghavam-Rassoul.</i>	Carried
5.2	Approval of 2009/10 and 2010/11 Foundation Operating Budgets	
	Sandra noted that the Finance Committee at its October 15 th meeting requested that, given the current economic outlook, a contingency plan be drafted to address potential risks. The Finance Committee will review this at its next meeting. <i>Motion by Jason Grier to approve the 2009/10 Foundation Operating Budget as presented. Seconded by Llana Nakonechny.</i>	Carried

#	Agenda Topic and Decision Points	Follow Up Date and Person
3.0	Approval of Minutes:	
	<p><i>Motion by Bruce Lawson to approve the minutes of September 24, 2008 as amended;</i></p> <p><i>(Item 6.1) The Board of Directors requested that the Finance Committee receive and review information on the use of Foundation Funds by the Hospice.</i></p> <p><i>Seconded by Abbas Ghavam-Rassoul.</i></p>	Carried
4.0	Items for Information:	
4.1	<p><u>Chair Report</u></p> <p>Sandra commented on the success of the Art with Heart preview held at Ritchies Auctioneers on Tuesday, October 21. She noted that if the success of the preview event was any indication, then the Art with Heart event will be sensational.</p>	
4.2	<p><u>CEO Report</u></p> <p>In addition to her report, Stephanie Karapita noted that the next event in the HIV/AIDS and Mental Health Seminar Series is scheduled for October 30th. There were no questions arising from the CEO Report.</p>	
4.3	<p><u>Governance Committee</u></p> <p>Sandra reported that the minutes of the May 20th Governance Committee meeting were circulated in the Board package and noted that the Committee had approved its workplan.</p>	
4.4	<p><u>Foundation Committee</u></p> <p>Llana Nakonechny reported that the Foundation Committee met on October 16th and approved its workplan. She noted that the World AIDS Day, "Voices of Hope" concert is scheduled for December 1st and encouraged all to attend. The Committee is currently seeking sponsorship opportunities for SnowBall, scheduled for February 28th, which will be the closing event of Casey House's 20th anniversary year.</p>	
4.5	<p><u>Chief Development Officer Report</u></p> <p>David reported on the World AIDS Day concert and thanked James McPhedran for securing sponsorship with the "The Globe and Mail" for the event. He noted that SnowBall 2009 Sponsorship Package and the Corporate Table Sales Package are available and encouraged all Board members to participate.</p> <p>A call for nominations for the Casey Awards is in the current issues of "FAB" and "Xtra". Nominations will be accepted until November 7th.</p>	
4.6	<p><u>Finance Committee</u></p> <p>Gayle Janes noted that the Hospice is currently "under budget". She reported on the status of Casey House investments as of September 30th. Investments in the Hospice have been only marginally affected by the current market situation given that they are all "short-term" in nature (i.e. cash). Gayle reported that the decrease in the market value of Foundation assets, as at September 30th, was \$117,115. The Investment Committee will meet in early November and report to the Board via the Foundation Committee.</p>	
4.7	<p><u>HSAC / Quality Committee</u></p> <p>Courtland Thomson reported on the HSAC/Quality initiatives.</p>	

#	Agenda Topic and Decision Points	Follow Up Date and Person
5.0	Items Requiring Decisions/Motions:	
5.3	<u>Approval of 2008/09 to 2010/11 Capital Budget</u> Stephanie presented a summary of the proposed Capital Budget and noted that detailed documents are available for review. <i>Motion by Bruce Lawson to approve the 2008/09 to 2010/11 Capital Budget as presented to the Board. Seconded by Llana Nakonechny.</i>	Carried
5.4	<u>Approval of Non-Director Members of Board Committees</u> <i>Motion by Philippe Meyersohn to approve the Non-Director Members of Board Committees for 2008/09. Seconded by Courtland Thomson.</i>	Carried
5.5	<u>Approval of Board Goals 2008/09</u> <i>Motion by Llana Nakonechny to approve the Board Goals 2008/09. Seconded by Michael Griffiths.</i>	Carried
5.6	<u>Approval of Terms of Reference: Community Advisory Committee</u> Sandra reported that the Terms of Reference have been reviewed by both the HSAC/Quality and Governance Committees and that both committees support the terms of reference to establish a Community Advisory Committee. It was noted that Casey House's approach to this committee was brought to the TCPI Steering committee and the feedback received was positive. Stephanie noted that this Committee would review its Terms of Reference and submit any requested changes to the HSAC/Quality Committee. <i>Motion by Guy Bethell to approve the Terms of Reference to establish a Community Advisory Committee as presented. Seconded by Courtland Thompson.</i>	Carried
5.7	<u>Approval of Harm Reduction Implementation Materials</u> Sandra reviewed the process that has been undertaken to-date. She noted that a policy was approved in May 2008 after a Harm Reduction retreat. As noted in the briefing note, legal counsel reviewed the implementation documents and supports full implementation once the Restorative Justice Framework (Section 10 of the training manual) is completed. Staff will complete this and submit it to Michael Watts. Staff will report back on this matter at the next Board meeting. <i>Motion by Llana Nakonechny that the Board gives approval to proceed with training for the implementation of the Harm Reduction Policy. Seconded by Guy Bethell.</i>	Carried
6.0	Items for Discussion	
6.1	<u>2008/09 Business Plan Update</u> Stephanie reported that the Business Plan Update is presented for information purposes and provides an update on progress toward achieving the Strategic Plan. The next report to the Board is scheduled for January 2009.	
6.2	<u>Action Plan re: Client Satisfaction Survey</u> Karen reported on the Client Satisfaction Draft Action Plan 2008/09 and the three key areas identified. Surveys will be conducted again beginning in September 2009.	

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6.3	<p><u>Draft Day Health Program</u> Stephanie reported that the draft Day Health Program Plan was the culmination of the vision that the Board established in November 2005. The current proposal is consistent with the 2006 submission to the government. She reiterated the key goals for the Day Health Program and noted that feedback from community partners has been positive and supportive.</p> <p><i>Motion by Guy Bethell to approve the Draft Day Health Program Plan/Proposal in principle. Seconded by Courtland Thomson.</i></p> <p>The final program proposal will be brought to the November meeting of the Board for approval.</p>	Carried
7.0	In-Camera Session	
	The Board moved to an In-Camera Session. This session was held in-camera at 8:00 p.m.	
8.0	Executive Session	
	This session was held.	
9.0	Next Meeting	
	The next Board meeting will be held on Wednesday, November 26 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 November 26th, 2008



Sandra Cruickshanks
Chair



Courtland Thomson
Board Secretary