

ASNL BOARD OF DIRECTORS' MEETING

Monday, December 9, 2019

The Elaine Dobbin Centre for Autism
70 Clinch Crescent, St. John's NL A1B 4G8

MINUTES

Present:

Board of Directors: Lisa Baker Worthman, Elizabeth Churchill, Valerie Copeland, Karen Flynn, Trudy Goold, Charlene Hann, Anthony Jackman, Sean Kelly

Management: CEO Scott Crocker, Corporate Services officer Alex Collins, Family & Community Supports Officer Sarah White

Meeting Chair: Brenda Kelleher-Flight, Consultant

Absent with Regrets: Tess Hemeon, COO; Elaine Dobbin, CM

Items:

1. Call to Order at 6:35pm.
2. Approval of three sets of minutes (Aug 3rd; Sept 27th; Nov 2nd)
3. Item: Resignation from the Board
 - a. Carolyn Rideout has resigned from the Board.
 - b. **Action:** The Nominations & Communications Committee will seek a clinician on the Avalon who is not the parent of a child with ASD.
4. Item: Presentations with Discussion by Management Team:
 - a. Offerings, Services & Supports – Then & Now: Sarah White
 - b. Financial Overview – F2017/2018/2019 and F2020YTD: Alex Collins
 - c. Advocacy & Communications, Moving Forward: Scott Crocker (for Tess Hemeon)
 - d. ASNL Sustainability-Strengths & Weaknesses: Scott Crocker
5. Item: Insurance Forms
 - a. All signed forms have been collected from Directors.
6. Item:
 - a. Roles and Responsibilities and composition of the Executive Team and Standing Committees were reviewed prior to the election of officers and selection of committee members.
7. Item: Election of Officers for 2019-2020 (until the next AGM)
 - a. Chair – Anthony Jackman
 - b. Vice Chair- Charlene Hann
 - c. Treasurer – Valerie Copeland
 - d. Secretary – Elizabeth Churchill
8. Selection of Committee Members:
 - a. Nominations and Communications Committee:
 - i. Members: Trudy Goold (Chair); Lisa Baker Worthman, Sean Kelly
 - b. Governance Committee:
 - i. Members: Lisa Baker Worthman (Chair); Karen Flynn; Anthony Jackman



9. Amendments to Governance Policies and Bylaws
 - a. The following were presented 9.11.3; p.35 header; Items 9.15;9.16;9.18;9.19;9.19.5 & Bylaw 9.04.3 to consider removing the word 'regional' and staff benefits
 - b. **MOTION #1:** To remove word 'Regional' from the phrase "Regional Advisory Council" in the Bylaws and the Governance Policies. **NOTE: the word regional was not removed from 9.19.5.**
Mover – Trudy Goold
Seconder – Anthony Jackman
Decision: Carried
 - c. **MOTION #2:** To amend Governance Policy Items 1.5, 1.7, 1.7.1, 1.8, 1.9, 1.11 and align them with ASNL's Human Resources Policy around benefits for full-time and part-time employees
Mover – Anthony Jackman
Seconder – Elizabeth Churchill
Decision: Carried

10. Item: Membership fees
 - a. After consideration of an Options Paper re Membership Fees the following motion was tabled:
MOTION: To increase membership fee from \$10 annually to \$25 annually, effective April 1, 2020
Mover – Anthony Jackman
Seconder – Trudy Goold
Decision: Carried

11. Item: Advisory Councils
 - a. After consideration of an Options Paper the following motion was tabled:
 - b. **MOTION:** To collapse existing local board structures associated with present regions and introduce a new model and clarifies the Advisory Councils' role in four key areas: representation, finances, advocacy, and programming
Mover – Trudy Goold
Seconder – Sean Kelly
Decision: Carried
 - c. **Action:** Brenda will meet with Tess and Scott to develop a marketing plan and this will be submitted to the Communications Committee prior to board consideration.

12. Item: Budgeting Process
 - a. Critical dates are as follows:
 - i. Pre-Budget Criteria (Jan 20, 2020)
 - ii. Pre-Budget Completion (Feb 10, 2020)
 - iii. Approved Budget (March 16, 2020)
 - b. **Action:** Brenda will schedule a meeting for Alex, Scott and herself to review the criteria for the budget process prior to submission to the board.



13. Item: Burin Peninsula Autism Parent Support Group
- Presentation and Discussion around request by Burin Peninsula Autism Parent Support Group for renewed relationship with ASNL and ASNL funding of operational expenses associated with the Group's independent and newly constructed centre (including a staff person)
 - MOTION:** To meet with Minister of Health & Community Services and local MHA's on the Burin Peninsula (Liberal and Progressive Conservative) to discuss the request and seek support for ASNL's preferred decision to not provide financial support to the Burin Peninsula Autism Parent Support Group
Mover – Anthony Jackman
Seconder – Trudy Goid
Decision: Carried
 - Action:** The Chair of the Board will report back to the board for future decision-making.
14. Item: Strategic Planning
- Action:** A face-to-face meeting to develop a 3-year Strategic Plan is scheduled for Saturday, Feb 4, 2020 (9:00am – 4:00pm) at the Elaine Dobbin Centre
 - Action:** Brenda will meet with Lisa, as Chairperson of the Governance Committee, prior to the session to discussion the process.
15. Item: Next Regular Meeting of the Board
- Date and Time:** Tuesday, Feb 4, 2020 (5:30pm – 8:30pm) with tea/coffee/water and sandwiches/desserts from The Pantry Café
16. Item: Development of the Agenda for Next Regular Meeting and Special Meeting
- Action:** See Addendums 1-2
 - Action:** If any board member has any other item for the agenda, please contact Tony.
17. Adjournment
- MOTION:** To adjourn the Meeting at 9:25pm
Mover – Sean Kelly
Seconder – Anthony Jackman
Decision: Carried

ADDENDUM 1: ASNL BOARD OF DIRECTORS' MEETING
Tuesday, February 4, 2020 (5:30pm – 7:30pm)

Item Type	AGENDA	Approved	Denied	Postponed
D	Adoption of Agenda			
D	Approval of Minutes: Meeting of Dec 9, 2019			
D	Approval of Signing Officers			
D	Options Sheet: Contracting Ray Agency			
I	Presentation by CEO (Legal & Funding Agreements)			
D	Select New Board Member(Clinician, Avalon, if child, has no ASD)			
I	Burin Peninsula Autism Support Group: Update/Action Item			
D	MOU with Advisory Councils and Communications/Marketing Plan			
D	Budgeting Process Plan: Pre-Budget Criteria (Prioritized)			
I	Developing the 3-Year Strategic Plan: Feb 22, 2020 (9am – 4pm)			

D = board required to make decision; **A** = board asked for advice; **I** = information for board (no decision needed)



ADDENDUM 2: ASNL BOARD OF DIRECTORS' SPECIAL MEETING

Saturday, February 22, 2020 (9:00am – 4:00pm)

Item Type	Time	AGENDA	Approved	Denied	Postponed
D	9:00-9:05	Adoption of Agenda			
D	9:05-9:10	Approval of Minutes: Meeting of Feb 4, 2020			
I	9:10-9:30	Updates on Internal Progress (Scott Crocker) 1. The Pantry Cafe 2. Good Roots Gardening 3. Programming 4. Completion of Management Policies 5. Technology update 6. Budget Criteria 7. Advisory Councils			
I	9:30-10:00	Q&A Session re Deloitte and/or GDP Reports (Tony Jackman)			
D	10:00-10:30	Discussion re 3-4 Main Areas to be Addressed by BOD in Next 3 years (Dr. Brenda Kelleher-Flight)			
-	10:30-10:45	Break			
D	10:45-11:15	Identifying Barriers/Enhancers to Each Potential Area in Strategic Plan			
D	11:15-11:45	Finalizing Areas to be included in Strategic Plan			
I	11:45-12:00	Explanation of how PM Session will Proceed			
-	12:00-12:30	Lunch Break			
D	12:30-1:30	Drafting Goals with Measures & Indicators (small/large group work)			
D	1:30-2:30	Drafting of Objectives (with Measures & Indicators for Obj 1 only)			
D	2:30-3:30	Drafting of BOD Workplan for Year 1			
I	3:30-4:00	Concluding Remarks (Tony Jackman)			

D = board required to make decision; A = board asked for advice; I = information for board (no decision needed)

TO BE ACTIONED BEFORE

- 1. Action:** The Nominations & Communications Committee will seek a clinician on the Avalon who is not the parent of a child with ASD.
- 2. Action:** Brenda will meet with Tess and Scott to develop a marketing plan and this will be submitted to the Communications Committee prior to board consideration.
- 3. Action:** Brenda will schedule a meeting for Alex, Scott and herself to review the criteria for the budget process prior to submission to the board.
- 4. Action:** The Chair of the Board will report back to the board on Burin Parent Group for future decision-making.
- 5. Action:** A face-to-face meeting to develop a 3-year Strategic Plan is scheduled for Sat, Feb 4, 2020 (9:00am – 4:00pm)
- 6. Action:** Brenda will meet with Lisa, as Chairperson of the Governance Committee, prior to the session to discussion the process.
- 7. Action:** If any board member has any other item for the next meeting agenda, please contact Tony.

Chair

Date

All board meeting minutes must be approved at the next board meeting and be signed by the Chair. Only then will they be made public.

