

Board of Directors Meeting, Sept 19th 2016

Minutes

Attendance:

Joe Mckenna, President	Mark LaCosta, Western Region Rep
Suzanne Kenny, Vice President	Derrick Hanrahan, At Large
Matthew Dove, Treasurer	Darren Tulk, At Large
Victor Shea, Secretary, South Central Rep	Susan Goold, At Large
Chad Perrin, At Large	Angela Decker, At Large
Kim Maher, At Large	Scott Crocker, Executive Director/Recorder
Tom Jackman, Self Advocate	

The meeting was called to order at 7:05 pm.

1. Adoption of Agenda

Moved by Angela Decker, seconded by Susan Goold; carried, that the meeting agenda be adopted as presented. (Motion 0919-0001)

2. Adoption of Minutes: June 20, 2016;

Moved by Victor Shea, seconded by Chad Perrin; carried, that the minutes of the meeting of the Board of Directors (BOD) for June 20th 2016, be adopted as presented. (Motion 0919-0002)

3. Action Items Tracker: Progress Report

The Executive Director presented an update on the status of action items from last meeting.

4. Business Arising

N/A

5. Standing Reports

a. President

The report reviewed the process and schedule for recommendation and adoption of both enhanced governance and strategic plan drafts, and confirmed the President's intention to resign from the BOD at AGM 2016, on November 5th.

b. Executive Director

The report included updates on: Human Resources, Board Governance, Research, Advocacy, Programs, Outreach, Resource Utilization, and Financials. There was discussion around AGM 2016.

Action Item 1: *Executive Director, will finalize details around AGM 2016; an ad calling for nominations to BOD will appear in the Telegram, dated September 24th*

Action Item 2: *Executive Director, at regular January meeting, will initiate discussion with BOD about need for specific Director Skill Sets and a suitable recruitment approach for AGM 2017*

c. Self-Advocate – Advisory Council on Adults with ASD

The Self-Advocate reported he chaired and presented at the **Au-Some Conference** in Hamilton, Ontario.

d. Autism Canada - National Update

There were no updates to report; no meeting of the Provincial & Territorial Council occurred since the last board meeting; a face-to-face meeting is scheduled for October 17-18 in Toronto.

6. Standing Committee Reports

a. Finance & Risk Management (FARM)

Audited financial statements were received; the Committee is recommending they be approved by the membership at AGM 2016. The Fiscal 2016 year-end cash surplus was confirmed to be \$52,767. The “restricted fund” of \$733,316 is in GIC investments but is really two separate funds: the Restricted Fund of \$166,548 (maintenance of facilities and property) and a General Fund of \$566,768 (presently no restrictions).

Moved by Chad Perrin, seconded by Victor Shea; carried, that \$300,000 be moved from the General Fund into the Restricted Fund, effective immediately; and that the balance of \$266,768 be moved into a newly created ‘Emergency Fund’. Parameters around the use of this fund will be developed and recommended for approval by the BOD by the FARM Committee. (Motion 0919-0003)

Action Item 3: *BOD Treasurer to make transfer into Restricted Fund and create new ‘Emergency Fund with its own parameters, effective immediately*

b. Advocacy

The Committee recommended a reduction in funding for the public awareness campaign included in the Advocacy Plan, Fiscal 2017, and thus a change to the Annual Plan, due to a reduction in the Fiscal 2016 cash surplus that was confirmed by the FARM Committee and auditors. The guideline will be \$20,000 for 3-4 campaigns over the next 6 months.

Moved by Matthew Dove, seconded by Angela; carried, that the initially allocated \$100,000 for a public awareness campaign be reduced to \$20,000. (Motion 0919-0004)

Action Item 4: *Advocacy Manager to develop detailed plan around the public awareness campaign and provide descriptor to BOD at regular December meeting*

d. Programs and Services

The Report was circulated. Two things were noted: the growing ‘waitlist’ for access to programming in the Avalon Region; and the increased number of participants served each semester with the addition of adult pre-employment programs – participants now total more than 300. Accommodation of more requests for programming is impossible without additional space and staff; the Feasibility Study into Onsite Expansion/Renovation completion date is now December 31, 2016. A major highlight of the report was significantly increased outreach services impacting thousands of people, with the province-wide campaign directed at First Responders receiving national attention.

e. Governance

There was general discussion around two documents: **Executive Director Limitations** and **Committee Limitations**. It was agreed that Board members would put feedback commentary “directly on each document” and return them to Victor, as the Chair, Governance Committee. He will circulate to the full board. In addition, Victor will send a draft of a third document, **The Board-ED Relationship**, out to the full board for the same type feedback. More discussion will occur at the Special Meeting on October 24th. The general consensus was that the documents do not presently give sufficient ‘clarity’ to roles and responsibilities.

Action Item 5: *Chair, Governance Committee, to seek feedback commentary on Executive Director and Committee Limitations and circulate revised draft prior to meeting on October 24th; will also circulate the Board-ED Relationship document for feedback commentary prior to that same meeting.*

f. Strategic Planning

The draft plan was presented for review and discussion. The format is suitable for a public document with the removal of repetitive information about “ends” found on p.3. The internal document will have more detail than the public document. There was agreement on the wording of the ‘ends’ as presented, but the ‘qualifying statements’ will be added to each. There was general consensus on the prioritization provided, but it will be discussed again and finalized at the October meeting. The fifth end, about Sustainability, will be removed, leaving just the four ends that were identified at the Retreat in 2016. Discussion on the revised draft, and the specific goals, objectives and strategies will also occur at the October meeting. Concern was expressed that there may be too many objectives to accomplish in just three years; a reduction will be considered.

Action Item 6: *Executive Director (Chair, Strategic Planning Committee) will revise draft of Strategic Plan and circulate prior to the meeting on October 24th. It will include strategies, responsibilities and indicators.*

7. New Business

- a. Quarterly Board Report to Membership: 4th Quarter
- b. Quarterly Board Report to Membership: 1st Quarter

Moved by Matthew Dove, seconded by Kim Maher; carried, that both Quarterly Reports be sent to the membership. (Motion 0919-0005)

8. Adjournment

The meeting adjourned at 10:05 pm.

All board meeting minutes must be ratified. Only minutes that are reviewed at the next board meeting and are signed by two (2) members of the board will be considered to be ratified.

Board Member #1

Board Member #2

Date

Date