

Board of Director's Meeting

Monday, December 10, 2018

Attendance:

Tony Jackman, President
Carolyn Rideout, Vice-President
Kristine Strickland, Treasurer
Ed Byrne, Eastern Region
Karen Flynn, South Central Region
Trudy Goold, Self-Advocate

Colin Hodder, At Large
Kimberly Maich, At Large
Patrick Martin, At Large
Shannon O'Dea, At Large
Kendra Lane, Director of Operations
Scott Crocker, Chief Executive Officer

Regrets:

Angela Decker, At Large
Shawna Matthews, Secretary
Neala Quigley, At Large

1. Call to Order

The meeting was called to order at 7:10 by President Tony Jackman. 11 Directors were present. This meeting directly followed a 90-minute presentation of the Autism Action Plan by officials from H&CS (**See Appendix B**).

2. Adoption of Minutes: Sept 17, 2018 and Nov 3, 2018

Moved by Patrick Martin, seconded by Mark LaCosta; carried, that the minutes of Sept 17, 2018 BOD meeting be adopted (**Motion 1210-0001**).

Moved by Trudy Goold, seconded by Kristine Strickland; carried, that the minutes of Nov 3, 2018 Post-AGM Special Meeting be adopted (**Motion 1210-0002**).

3. Action Items Tracker: Progress Report

CEO Scott Crocker reviewed the Action Item Tracker and gave a status report. Of the 8 items, 6 are completed, and the remaining 2 will be completed prior to Dec 21, 2018.

4. Consent Agenda (Appendix A):

Moved by Tony Jackman, seconded by Trudy Goold; carried, that the Consent Agenda be adopted with a short verbal Self-Advocate Report. Trudy informed Directors that she is engaged with a Maritime initiative known as the Connect Project. It is essentially performing a Needs Assessment of the ASD community in all three provinces, as was done in NL in 2015 by ASNL. (**Motion 1210-0003**).



5. New Business:

a. Dec 4, 2018 Meeting of BOD and Minister Haggie, H&CS

President Tony Jackman reported a positive meeting with productive discussion on three main issues:

1. **Cost of Regional Operations** – government is proposing they may provide space for regional offices at no cost. This is deserving of follow-up and investigation to determine if enough space exists in the three locations. if location and accessibility are satisfactory; if the space is functional for ASNL’s needs; if a signed contract can be provided that ensures occupancy for a minimum period (at least 1 year) with advance notice of any need to vacate the premises.
2. **Program Delivery** – government is intending to ramp up programs and indicated there may be overlap with ASNL programs; they will not support duplication of programming efforts. Senior Management sees no overlap; ASNL does not engage in clinical programs, just community support programming. Government indicated there will be opportunities for a partnership in delivery of select programs (i.e. employment; transitioning to adulthood; adult leisure; outreach and education/awareness, etc.)
3. **Funding** – any decision on additional funding for the present Fiscal 2019 will be subject to a financial review of ASNL’s current financials by government. ASNL needs the Deloitte recommendation implementation to not begin before April 1, 2019 (start of next fiscal – F2020 will be Year 1). The current F2019 deficit needs to be eliminated with the additional requested core funding (\$300,000). Then ASNL can begin implementation of expense reductions to coincide with implementation of Deloitte recommendations, but decision on funding for F2020 is needed now, when doing the Annual Planning/Budgeting process in Jan-Feb-March 2019.

Action Item 12.10.01: CEO Scott Crocker will contact Health & Community Services ADM Heather Hanrahan to inquire about: 1. office space for regional offices; 2. programs offered by ASNL that they view as duplicating/overlapping government programs; 3. space availability at HSC for regular quarterly BOD meetings; 4. and an early start to the financial review process so as to make quick decision on additional funding this fiscal.

b. Autism Action Council

President Tony reported two meetings have occurred; a third scheduled meeting was cancelled. ASNL representation on the Council (5-year terms) includes VP Carolyn Rideout, Self-Advocate Trudy Goold, At Large Director Kimberly Maich and Tom Jackman, former Self-Advocate with ASNL. There is no representation from Senior Management on this Council.

c. Financials

1. Status Report on deficit was given by CEO Scott Crocker. As of Sept 30, 2018, the deficit was (\$109,689), but it resulted from two factors: first, the non-receipt of the additional \$300,000 funding request from government for current fiscal; and second, receipt of government quarterly grant payments after Sept. 30th. ASNL is on budget when these two factors are removed.
2. Revenue development is on budget and, as of Dec 10th, is performing better than budgeted. Fundraising efforts have been intense and frequent, but there has been more success.
3. CEO Scott Crocker advised that a specific, detailed plan for cost reductions of near \$200,000 has been drafted. The savings generated for F2020 will leave room for establishing the new positions detailed in the Deloitte recommendations.



d. RFP Process for Selection of Governance Review Consultant

Moved by Tony Jackman, seconded by Kristine Strickland; carried, that the Governance Committee unanimous recommendation for selection of GDP Consulting as the consultant be accepted, subject to receipt of government funding (**Motion 12.10.04**). CEO Scott Crocker will advise the successful bidder, indicating that start of the Governance Review is subject to receiving direct funding for the project from government (\$22,000 + \$5000 legal + \$4050 HST = **\$31,050 Total**). Three other bidders will be advised they were unsuccessful.

Action Item 12.10.02: CEO Scott Crocker will advise Governance Review RFP Bidders of the result of the Selection Process and the conditional award.

e. Proposed Regular In-Camera Sessions

President Tony Jackman indicated that all regular quarterly meetings of Directors will be followed by a 30-minute In Camera Session for Directors only. This necessitates a change in venue for the quarterly board meetings. CEO Scott Crocker will inquire about availability of meeting space in HSC (Action Item 12.10.01).

f. Onsite Renovation/Expansion and 365 Greenhouse

The detailed plan for renovation/expansion of onsite facilities at Shamrock Farm remain on hold. Drawings and costings are in place, but the values were based on 2016 begin to construction. The 365 Greenhouse is scheduled to begin in May 2019. Funding has been provided by Trades NL (\$120,000); ASNL (\$55,000); ACOA (\$76,158). ASNL expects to receive funding approval from TCII this week in the amount of \$50,785.

g. Programs & Services Partnership Proposals

1. The present Worktopia employment program for adults has been extended to March 31, 2019. A new, 3-year expanded Worktopia program is being funded, beginning April 1, 2019: each year will see 3 cohorts offered in Avalon Region and 1 cohort in each region on a rotational basis.
2. ASNL is part of two Atlantic Canada proposals to the Public Health Agency of Canada: 1) for development of, and training in, offering a course to adults with ASD on Human Sexuality, and 2) for an Autism Supports and Employment Navigator position to enhance and support career services in the community.
3. The Sinneave Family Foundation invited ASNL to be part of a proposal for development of, and training in, the Launch Program suite of support materials for youth with ASD transitioning into adulthood, and their families.

6. Adjournment

The meeting adjourned at 8:45 pm.

Board Member #1

Board Member #2

Date

Date

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 ratified.



APPENDIX A

4. The Consent Agenda

- | | |
|--|--|
| <ul style="list-style-type: none">a. Standing Reportsi. Presidentii. Board Report to Membership, Q2iii. Chief Executive Officeriv. Self-Advocate Report (includes national updates) | <ul style="list-style-type: none">b. Standing Committee Reportsi. Advocacy & Engagementii. Programs and Servicesiii. Finance & Risk Management (FARM)iv. Governance |
|--|--|

APPENDIX B

H&CS Presentation: Overview of Autism Action Plan

ADM Heather Hanrahan and Lisa Baker-Worthman visited The Elaine Dobbin Centre and gave a 90-minute presentation/discussion/overview on the proposed Autism Action Plan to Directors, CEO Scott Crocker, Director of Operations Kendra Lane and Advocacy and Engagement Manager Tess Hemeon.

Four Directors were unable to attend: Angela Decker; Colin Hodder; Neala Quigley; and Shawna Matthews.

The conversations were comprehensive but confidential; no copies of the Autism Action Plan actions were shared with those present. Still, any questions/concerns were invited to be sent to Heather by Wednesday afternoon, December 12th.

