

# Board of Director's Meeting

Date: Thursday, June 22<sup>nd</sup>/ 2017

## Attendance:

Suzanne Kenny, President  
Matt Dove, Treasurer  
Ed Byrne, Secretary, **Eastern Region**  
Tom Jackman, Self-Advocate  
Mark LaCosta, **Western Region**  
Colin Hodder, At Large  
Shawna Matthews, At Large

Patrick Martin, At Large  
Anthony Jackman, At Large  
Carolyn Rideout, At Large  
Scott Crocker, Chief Executive Officer

## Regrets:

Kim Maher, Vice-President  
Angela Decker, At Large  
Vacant Seat - **South Central Region**

The meeting was called to order by President Suzanne Kenny at 7:00pm. Attendance was recorded to ensure a quorum existed; there were 10 Directors present. Congratulations were extended to the Senior Management on securing additional core funding to mitigate losses that arose from unrealized projected fundraising revenues in Fiscal 2017.

## 1. Adoption of Agenda:

Moved by Tom Jackman, seconded by Patrick Martin; carried, that the meeting agenda be adopted as presented. **(Motion 0622-0001)**

## 2. Adoption of Minutes December 12, 2016:

Moved by Matt Dove, seconded by Tony Jackman; Carried, that the minutes of the Board of Directors Meeting for December 12th, 2016 be adopted as presented. **(Motion 0622-0002)**

## 3. Action Items Tracker: Progress Report

Reviewed by Executive and committee chairs; noted that Patrick Martin has provided the sample Governance Document in Google Docs; and Matt Dove has started the process with auditors around creation of the second 'restricted fund'.

## 4. Business Arising

### a. Proposed Strategic Plan, 2018-2019-2020

The Executive Director reviewed the four main ends and accompanying goals for the organization during the next three fiscal years. Strategies for completion of specific objectives contained in various plans within the Proposed Annual Plan, Fiscal 2018: Advocacy, Outreach, Research, Programs, Finance. All goals and objectives flow from findings and recommendations contained in the Needs Assessment Report 2015.

Moved by Matt Dove, seconded by Patrick Martin; Carried, that ASNL's Strategic Plan for 18-19-20 be adopted as presented. **(Motion 0622-0003)**



## **b. Proposed Annual Plan, Fiscal 2018**

The Executive Director provided an overview of the Proposed Annual Plan, Fiscal 2018, and reviewed sections for clarity: organizational structure, position titles and general salary increases resulting from implementation of Succession Planning and Staff Retention policies; Advocacy/Outreach/Research Plan; Program Plan; Financials and Proposed Budget for Fiscal 2018.

Moved by Matt Dove, seconded by Tony Jackman; Carried, that ASNL's Annual Plan, Fiscal 2018, be adopted as presented with correction to 2016-17 'Actual' Column on p. 20. **(Motion 0622-0004)**

**Action Item 06.22.20:** The Executive Director will provide a Report to the BOD on success and strengths/weaknesses of the 'Inside Out for Autism' fundraiser in April.

## **5. Standing Reports**

Each of these Reports were presented but not discussed:

- a. President's Report**
- b. Executive Director's Report**
- c. Autism Canada – National Update**
- d. Self-Advocate's Report**

Tom Jackman detailed his visit to the CASDA Leadership Summit in early April and provided details around the failed Canadian Autism Partnership Proposal in the House of Commons in June.

## **6. Standing Committee Reports**

Each of these Committee Reports were presented but not discussed:

- a. Advocacy**
- b. Programs and Services**
- c. Finance & Risk Management (FARM) Report**

A verbal report was made to the BOD; YTD financials will be reviewed and compared to the audited statements that just arrived. The key piece will be the operational reports for Q3 and Q4, as well as for Fiscal 2017.

**Action Item 06.22.21:** The Executive Director will arrange a lunch meeting between the Executive and Fund Development Officer to review Fundraising Plan for Fiscal 2018 and the Strategic Fundraising Plan for 18-19-20.

- d. Governance**
- e. Other**

These was discussion around the notion of Directors accessing 'daily program offerings' to view instruction and interactions to better understand program offerings, methodologies, etc. The Executive Director was strongly opposed to any return to having Directors engaged in daily operations. ASNL has a policy board; management implements broader policies and by developing site specific policies and procedures to guide operations. Success with achieving performance goals and KPI's are reported to Committees and, through them, to the BOD at regular quarterly meetings and at the AGM. There was consensus support for the Executive Director's position.



## 7. Adjournment

Moved by Matt Dove, seconded by Tom Jackman; Carried, that the meeting adjourns at 10:20 pm. **(Motion 0622-0005)**

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.

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Board Member #1

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Board Member #2

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Date

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Date

