Sandy Hill Community Health Centre | Centre de santé communautaire Côte-de-Sable

Board of Directors Meeting
Réunion du conseil d'administration

March 19 mars 2025
5:30 – 8:00 p.m. / 17 h 30 – 20 h 30
Virtual Meeting / Réunion virtuelle

Approved Minutes / Procès-verbal approuvé

PRESENT:	Glen Barber – Board Chair; Elizabeth Sanderson – Vice-Chair; Karen Capen – Board Secretary; Hubert Paulmer – Treasurer; Sonia Granzer, Noor Hameed, Nives Ilic, Gaya Jayaraman, Hélène Laperriere, Aynsley Morris, Stéphanie Pelletier, Chantal Rioux, Rodney Stehr – Board Directors
ABSENT WITH REGRETS:	David Clements – Vice-Chair Kyle Robinson; Swapna Stephen – Board Directors
STAFF GUESTS:	Robin McAndrew – Executive Director Jessica Menard and Banks Zero – Staff Representatives Annabelle Finucan – Team Lead for Client Access Team
OTHER GUESTS:	Anthony Esposti – Executive Director of CAPSA Yvon Lemire – Board Director of CAPSA
MINUTES:	Cristina Coiciu – Executive Assistant

The meeting was held in person, in the Board Room, and virtually via TELUS Business Connect platform.

	ITEM	ACTION
1.	**Verification of Quorum / Vérification du quorum** **- Glen Barber** A quorum was achieved for this meeting. / Le quorum a été atteint pour cette reunion.	
2.	**Declaration of Conflict / Déclaration du conflit d'intérêt** **- Glen Barber** No declaration of conflict was made. / Aucune déclaration de conflit n'a été faite.	
3.	**Approval of Agenda / Adoption de l'ordre du jour** **- Glen Barber** *It was moved by Aynsley M. and seconded by Karen C. to approve the agenda as presented. / Il a été proposé par Aynsley M. et appuyé par Karen C. d'approuver l'ordre du jour tel que présentée.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE**	
4.	**Presentation on CAPSA (Community Addictions Peer Support Association)** **- Anthony Esposti** CAPSA's Executive Director, Mr. Anthony Esposti, together with a member of CAPSA's Board of Directors, Mr. Yvon Lemire, offered a presentation on CAPSA's work in substance use health and stigma, as well as training on stigma. The presentation was well received by the Board.	

5.	**Internal Presentation on the Social Services Program** **- Annabelle Finucan** **Présentation du programme des services sociaux** Annabelle Finucan offered a presentation on the social services programs offered by the Client Access Team at the Centre, with a focus on the Social Services Walk-in and the Health Card Assistance Program. The presentation was followed by a period of questions and answers.

6.	**Consent Agenda / Résolutions en bloc** **- Glen Barber**
	
	The Consent Agenda included the following items:
	- Item 6.1 Approval of Minutes of the Meeting on February 19, 2025 / Approbation du procès-verbal de la réunion du 19 février 2025 : *To approve the draft minutes of the meeting on February 19, 2025, as presented. / Approuver le projet de procès-verbal de la réunion du 19 février 2025, tel que présenté.*
	- Item 6.2 Board Policies Review / Examen des politiques du conseil d'administration : *To approve the following revised policies and procedures, as recommended / Approuver les suivantes politiques et procédures révisées, telles que recommandées :*
	    o *Relationship between Board and Staff Representatives; and / Relations entre le conseil d'administration et les représentants du personnel ; et*
	    o *Approach to Governance and Relationship with the Executive Director / Approche de la gouvernance et relations avec la directrice générale.*
	- Item 6.3 Notice of Extension for the Multi-sector Service Accountability Agreement (M-SAA) 2025-2026 – ratification / Avis de prolongation pour l' Entente sur la responsabilisation en matière de services multisectoriels (ERS-M) 2025-2026 – ratification : *That the Board ratifies the Executive Committee's decision to sign the Notice of Extension for M-SAA 2025-2026, as required by Ontario Health East Region. / Que le Conseil d'administration ratifie la décision du Comité exécutif de signer l'Avis de prolongation pour l'ERS-M 2025-2026, comme l'exige la Région de l'Est de Santé Ontario.*
	
	It was moved by Karen C. and seconded by Stephanie P. to approve the Consent Agenda, as presented. / Il a été proposé par Karen C. et appuyé par Stephanie P. d'approuver les résolutions en bloc, tel que présentées.
	
	ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE

7.	**Board Committees Reports / Rapports des comités du conseil** **7.1 Nominations and Governance Committee (NGC) /** **- Karen Capen** **Comité des nominations et de la gouvernance (CNG)** The Board Secretary offered the following updates: - The team is busy with accreditation-related reviews. - The committee is looking at a process for Equity-Diversity-Inclusion (EDI) training for the Board in the next few months, potentially a retreat, to talk in depth about EDI. - At their last meeting, the committee had a conversation on the Corporate Membership Model, but it was agreed to maintain status quo in this area. - The committee performed the annual review of the Centre's by-laws, and agreed that, given the thorough legal review of last year, the by-laws are in compliance with the Ontario Not-for-profit Corporations Act (ONCA) and will remain un-changed. **7.2 Audit and Finance Committee (AFC) / Comité d'audit et des finances (CAF)** **- Hubert Paulmer** There was no report at this time. The next AFC meeting will be on April 8, 2025, to review the Auditors' plan for the upcoming Financial Audit.

	7.3 Quality and Performance Committee (QPC) / Comité de la qualité et de la performance (CQP) **- Gaya Jayaraman** There was no report at this time.
	7.4 Emerging Issues Committee (EIC) / Comité des questions émergentes (CIE) **- Elizabeth Sanderson** There was no report at this time. The next EIC meeting will be on March 26, 2025.
	7.5 Participation to the Alliance Conference 2025 / Participation à la Conférence de l'Alliance 2025 **- Glen Barber** *It was moved by Elizabeth S. and seconded by Helene L. that the Board delegate two Directors to attend the Alliance Conference in June 2025. / Il a été proposé par Elizabeth S. et appuyé par Helene L. que le Conseil délègue deux administrateurs pour assister à la conférence de l'Alliance en juin 2025.* **ALL IN FAVOUR – CARRIED / TOUS EN FAVEUR ET LA MOTION EST ADOPTÉE** The Board Chair asked everyone to consider this Board development opportunity and send their expressions of interest to the Executive Assistant. If more then two names, there will be a discussion at the next Board meeting to select the attendees.
10.	**Executive Director's Report / Rapport de la directrice générale** **- Robin McAndrew** The Executive Director offered updates on the Centre's activities for the past month, with a focus on the CTS program updates.
11.	**Information Items / Points d'information** There were no other information items.

Adjournment: 8:00 p.m.

NEXT MEETING – April 16, 2025