



**Board of Directors Meeting
MINUTES - September 19, 2023**

In attendance: Jim Klinge, Marissa Tordoff, Greg Erickson, Steve Burford, Kim Collister, Sara Fox-Junker, Faye Hamilton, Andre Tinio, Lorne Penner, Erika Rebus, Dan Yereniuk, DeAnn Hunter (staff), Clarissa Robinson (staff), Christine Moore, Alannah Price, Bridgette Hachey (staff for item 2.0), Jessica Cronshaw (staff for item 2.0)

1.0 Call to Order – Welcome/Land Acknowledgement

Jim welcomed members and began the meeting with a land acknowledgement.

2.0 Board Education – Family Violence Prevention Centre – Bridgette/Jessica

EJHS staff provided an overview of the programs within the Family Violence Prevention Centre, including current successes and future opportunities. The Board appreciated the educational opportunity to learn more about the programs and services provided by EJHS. The presentation was accepted as information.

3.0 Consent Agenda

3.1 Approval of Agenda

3.2 Approval of Minutes

The consent agenda was approved by consensus.

4.0 Finance Report – Clarissa/Christine

4.1 Renewed Reporting

- 4.1.1 YTD Summary by Program (Attach.)**
- 4.1.2 YTD Account Details (Attach.)**
- 4.1.3 Balance Sheet (Attach.)**
- 4.1.4 Revenue Types and Definitions (Attach.)**

Clarissa provided an overview of the new financial reporting for the Board. The Summary by Program aligns with the new structure as similar programs are grouped together. Notes were provided where the threshold was greater than \$20,000 or greater than 20%. A few variances were discussed. The Board appreciated this new report.

The Board reviewed the YTD Account Details report. Clarissa explained that the document is still looking at variances greater than \$20 000 or over 20% but it gets more into the specifics of why certain line items have or have not gone over budget.

Clarissa touched on the Balance Sheet, which shows deferred revenue. Change in assets and accounts receivable are in line with deferred revenue. As we receive cash, it is deferred until spent.

Clarissa touched on our revenue types and definitions: Fixed or Fee for Service. The document detailed each contract (our programs, what they do, when they are up for renewal and what risks are associated with each. The board found the document to be clear and concise and requested it be added to the Board portal. The Board agreed it could be a good resource for new Board members.

4.2 Finance & Audit Committee Terms of Reference – Christine

The board reviewed and discussed the proposed Terms of Reference for a combined Audit and Finance committee.

The committees serve two different functions, which provides a system of checks and balances from a governance standpoint; however, having a limited amount of committee members can be a barrier to operating the committees separately. The board acknowledged that it could be more efficient to have them combined but questioned if it is best practice.

Christine agreed to bring back more information on the risks and conflicts that may arise with having combined finance and audit committees. She will review Grant Thornton's paper on the subject as well as connect with other organizations about how they mitigate risks with combined committees. The discussion will be brought back to the November Board meeting.

The Finance Committee report was accepted as information.

5.0 Governance Committee Report - Marissa

5.1 Governance Committee Minutes Aug 23 (Attach.)

The minutes were reviewed as information.

5.1.1 Board Evaluation Results

5.2.1. Board Education Calendar

Marissa reviewed the Board Evaluation results. Overall, the results of the evaluation were positive with one area noted for reflection (offering differing perspectives). The Board was encouraged to voice differing points of view during meetings to foster discussion.

Marissa followed up about the Board Overview document to be added to the portal for board members. Bridgette will add to the portal.

The board education calendar was reviewed. The plan is as follows:

November: EJHS Partner presentation (present on a program offered in partnership)

January: Board fundamentals refresher

May: Latest Trends in Governance, including EDI (Indigenous learning will be a back-up plan if any of the other planned education falls through).

A brief reference was made to the bylaws. They will need to be reviewed again at the AGM. There will need to be more discussion regarding membership to bring ourselves into compliance with AGLC.

Kim has joined the Governance committee and is working on a framework for the CEO evaluation.

The Governance Committee report was accepted as information.

6.0 New Business

6.1 CEO Report

6.2 Strategic Direction update

6.2.1 Draft Strategic Plan 2023-25 (Attach.)

6.2.2 Operational Plan 2023-25 (Attach.)

6.3 Draft Risk Management Plan (Attach.)

6.4 Government Relations Plan (Attach.)

6.5 Board and Committee Calendars (Attach.)

DeAnn discussed the highlights from the CEO report, including updates on the Strategic Plan and Operational Plan, new organizational structure visual, incremental compensation changes for staff, leadership development to support building the team and facilities risks. There is now a facilities manager and a management plan to mitigate risks going forward, which will be brought back to the Board in November for more discussion.

DeAnn will bring outcomes from her meeting with Minister Ellis back to the Board in November.

6.4 Government Relations Plan

Under the new government, provincial funding may be at risk. The agency continues to follow its Government Relations plan, including meetings with Ministers and their staff to share our story, ask for what we need and hear about what Government needs from us.

The agency is currently lacking resources for external communications, including telling an effective story. DeAnn is working with local marketing firms on proposals for supporting the agency in marketing and communications. The Board may also need to spend some time discussing how to be involved in advocacy, including a review of its Government Relations plan. Our mission still aligns with the “tough on crime” approach the UCP is taking and DeAnn will continue to involve the Board in government and community relations. DeAnn and Jim are meeting with Minister Ellis Sept 20 and an updated will be provided at the November Board meeting.

6.5 Board and Committee Calendars

DeAnn shared the Board calendar for the year. The plan is to have a revised calendar for each committee. This discussion will go back to each committee for review and approval.

7.0 Ad Hoc JHSA Committee Report

MOTION: Steve/Marissa – To move in camera at 6:45 p.m.

CARRIED

The Ad Hoc Committee provided its report in-camera.

MOTION: Greg/Dan – To move out of in camera at 7:30 p.m.

CARRIED

8.0 Adjournment

MOTION: Steve – To adjourn the meeting at 7:31 p.m.

Action items:

- 1) Each committee will approve an annual calendar of priorities separate from the Board calendar
- 2) Christine will conduct some research on the risks and conflicts of having a combined Finance/Audit committee

Bring forward:

- 1) A Special Board meeting will be arranged in late October to present further information related to the Ad Hoc Committee work
- 2) Further discussion on combining Finance & Audit committee
- 3) DeAnn will share outcomes from her meeting with Minister Ellis at the November Board meeting