

# Board of Director's Meeting

Date: Monday, October 2<sup>nd</sup>, 2017

## Attendance:

Suzanne Kenny, President  
Kim Maher, Vice-President  
Matt Dove, Treasurer  
Ed Byrne, Secretary, **Eastern Region**  
Tom Jackman, Self-Advocate  
Colin Hodder, At Large  
Patrick Martin, At Large

Angela Decker, At Large  
Anthony Jackman, At Large  
Carolyn Rideout, At Large  
Scott Crocker, Chief Executive Officer

## Regrets:

Mark LaCosta, **Western Region**  
Shawna Matthews, At Large  
Vacant Seat - **South Central Region**

The meeting was called to order by President Suzanne Kenny at 7:20pm. Attendance was recorded to ensure a quorum existed; there were 10 Directors present.

## 1. Adoption of Agenda:

Moved by Tom Jackman, seconded by Carolyn Rideout; carried, that the meeting agenda be adopted with one amendment: addition of BOD Biographies in 7(d). **(Motion 1002-0001)**

## 2. Adoption of Minutes June 22, 2017:

Moved by Patrick Martin, seconded by Matt Dove; Carried, that the minutes of the Board of Directors Meeting for June 22<sup>nd</sup>, 2017 be adopted as presented. **(Motion 1002-0002)**

## 3. Action Items Tracker: Progress Report

Reviewed by Executive and committee chairs; sample Governance Document remains in Google Docs; Suzanne is sending some ICD reference materials to Directors; Governance Committee work is being passed to new BOD after the AGM 2017.

## 4. Business Arising

### a. Inside Out for Autism Fundraiser – April 2017

The Chief Executive Officer Director highlighted several key points: gross provincial revenues were \$7143; the net was \$3536. With just the 20% administrative expense from Autism Canada, the net would have been \$5714. Stickers purchased by the national organization had to be covered 50-50, and there were local promotion expenses as it was a new fundraiser. Those expenses will not exist moving forward so the potential for significant growth and increased net revenue for each region is high. Senior Management has recommended ASNL continue with the fundraiser.



## **b. Fund Development, Fiscal 2018 – Status Report**

The Chief Executive Officer provided a brief status report on the success of fund development events since April 1<sup>st</sup>. Events that occurred were Inside Out for Autism at \$3536 net (\$2536 above budgeted net); Ride for Autism at \$20,696 (\$696 above budgeted net); Phantom Fore Golf Tournament at approximately \$20,000-24,000 net (more than double the budgeted net); Go-Kart Rally at approximately \$5000 net (\$5000 below budgeted net); Active for Autism at \$85,000 (final tallies not in but expected to be \$35,000-40,000 below budgeted net).

Budgeted net at this point should be \$127,000. Actual net appears to be in area of \$103,232. Two new third-party events provided additional funds: Harley Ticket Sale at around \$8650 net; and Shopper's Golf Tournament at around \$5000. This brings the actual net to around \$117,000, or \$8000-10,000 below the budgeted net.

Two events remain before Christmas: The Harvest of Hope and the VOXM Radiothon.

## **c. New Chapter Agreement: Progress Update**

The Chief Executive Officer reported that he continues to draft discussion document, in consultation with Senior Management. A major challenge will be implementation of a governance model that creates autonomous regions run by committed and active 'local boards'. An increased core fund from government that removed the necessity of continuous fundraising in all regions will facilitate this new model.

When the draft document is complete, it will be circulated to the BOD and local board members in each region for feedback and recommendations. The target is to have it ready for circulation at the regular March meeting in 2018.

## **5. Standing Reports**

Each of these Reports were presented but not discussed:

### **a. i. President's Report**

### **ii. Fiscal 2018 Quarterly Report to Membership (Q1)**

### **b. Chief Executive Officer's Report**

### **c. Autism Canada – National Update**

### **d. Self-Advocate's Report**

Tom Jackman reported on his attendance at CASDA Conference in Ottawa in April, and his Autism Canada Board Meeting in Mississauga in May 2017. He also detailed his upcoming presentation with Sarah White on the benefits of Therapeutic Recreation for people on the spectrum. Finally, he informed the BOD that he is not seeking re-election as Self-Advocate at the AGM.

## **6. Standing Committee Reports**

The Community Engagement and Programs & Services Committee Reports were presented but not discussed.

### **a. Community Engagement**

### **b. Programs and Services**



**c. Finance & Risk Management (FARM) Report**

The Treasurer clarified the rationale and procedures around creation of a second 'internal' restricted fund. The final audited statement from Harris Ryan will be circulated by e-mail to the BOD, who will vote yea or nay for approval and adoption of the audited financials for Fiscal 2017.

**Action Item 10.02.22:** Prior to the AGM on November 4<sup>th</sup>, the Treasurer will send the Audited Financial Statement for Fiscal 2017 as an attachment, by e-mail, to the BOD and ask for a vote on approval and adoption of the Audited Financials by reply vote.

**d. Governance – no report**

**7. New Business**

**a. Operational Review by Health & Community Services/Children, Seniors & Social Development**

The Chief Executive Officer reported that the review has not yet begun. He plans to engage Matt Dove, Carolyn Rideout and Kim Maher as BOD reps for that process, and his Senior Management Team. He believes the review will focus on programs and services delivered, whether they are evidence-based, and upon the budgeting and expenditures of the organization.

**b. Annual General Meeting**

The advertisement that was placed in the Saturday edition of the Telegram, posted on the webpage and circulated by social media was shared with the BOD. Five (5) vacancies exist.

**c. Recruiting Candidates for BOD**

Each returning Director was encouraged to approach and recruit candidates for election to the board, seeking skill sets such as these: lawyer, doctor, nurse, educator, etc.

**d. BOD Biographies for 1<sup>st</sup> Meeting Following the AGM**

Patrick Martin requested that brief biographies of all directors be available to each of them when they meet to elect the Executive. The Chief Executive Officer will provide them.

**Action Item 10.02.23:** The Chief Executive Officer will prepare and provide brief biographies of each Director and give them to each Director at the 1<sup>st</sup> meeting of the new BOD after the AGM. The purpose is to better facilitate the process of electing the Executive.



## 8. Adjournment

Moved by Tom Jackman, seconded by Anthony Jackman; Carried, that the meeting adjourns at 9:30 pm. **(Motion 1002-0003)**

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

