



**Board of Directors – Open Meeting Minutes  
Tuesday, May 24, 2022 at 5:30 p.m.  
Zoom Meeting**

**Present**

Chair:	Susan Fitzgerald
Vice Chair:	Kelly Skrzypek
Secretary:	Greg Hackborn
Directors:	Alyssa Brimmer, Brian Konst, Laura Miedema
Chief Executive Officer:	Jane Angus
Lead Service Planning Coordinator:	Alison Hilborn
Executive Assistant:	Cindy Landry (recorder)

**Regrets:** Elizabeth Abraham, Mike DeBruyn

**1. Call to Order**

Susan called the meeting to order at 5:35 p.m.

**2. Land Acknowledgment**

**3. Agenda - Additions, Deletions, Approval**

**Motion:** To approve the agenda.

Kelly and Greg. **Carried.**

**4. Conflict of Interest Declarations**

None declared

**5. Approval of Minutes – April 26, 2022**

**Motion:** To accept the minutes from April 26, 2022.

Kelly and Laura. **Carried.**

**6. Business Arising from Minutes - none**

**7. Executive Reports**

a. Chair's Report – none

b. Treasurer's Report – March 31, 2022 revised; April 30, 2022

**Motion:** To approve the Treasurer's reports as presented.

Greg and Kelly. **Carried.**

c. CEO's Report

**Motion:** To approve the CEO report as presented.

Kelly and Laura. **Carried.**

## 8. Committee Reports

### a. Policy Review Committee –

Board Direction is requested for:

1. The appropriate number of paid bereavement days in a year that the agency should provide. **Deferred to gather further information**
2. The appropriate number of paid or unpaid Family Emergency Leave days in a year that the agency should provide. **Deferred to gather further information**

**Motion:** To approve the revised Vacation and Holiday Policy, and Voice Mail Policy as presented.

Kelly and Greg. **Carried.**

**Motion:** To approve revisions being made to other policies limited to revised employee responsibilities, as presented.

Kelly and Laura. **Carried.**

**ACTION:** Asked about travel allowance with the price of gas increase. Jane will collect more information. Will table the Leave of Absence regarding Bereavement Leave and Family Emergency Leave and find out from other agencies regarding the policy.

### b. Nominating Committee – Directors' Terms

- Members were asked to identify their plan to continue on the Board and the following identified their plan to continue: Susan, Greg, Kelly, Laura Brian
- Susan is retiring from BHNCD SB this year. She is good to stay on as chair unless anyone would like to step-up.
- Mike will finish his term next month. Jane was directed to connect with Emily Miller as Mike's vacancy leaves an opening for another member connected to a service provider
- Cindy will send an application to Alyssa for a potential candidate.

## 9. New Business - no new business

## 10. Correspondence

### a. MOH Memo re Year End Reporting

## 11. In-Camera

**Motion:** To move in camera at 6:26 p.m.

Kelly and Alyssa. **Carried.**

## 12. In-Camera Reports (as appropriate)

## 13. Adjournment

**Meeting** adjourned at 6:36 p.m.

**Next Meeting:** Tuesday, June 28 at **5:00 p.m.**

As this will be our AGM Business meeting and Board meeting, the meeting will start at 5:00 p.m. to accommodate both agendas.

---

Date

---

Chair's Signature