



Board of Directors
Open Meeting Minutes - Tuesday, April 22, 2025
In-person at Contact Brant or by Zoom

Present:

Chair:	Patrick Parent
Treasurer:	Emily Miller
Secretary:	Jennifer Tonnies
Directors:	Jill Esposito, Melanie Graham,
Chief Executive Officer:	Jane Angus
Managers:	Alison Hilborn and Linda McFadyen
Executive Assistant:	Cindy Landry

Regrets: Maxine Lean, Kimberly Vanderburg, Greg Hackborn, Elizabeth Abraham

Guest: Eardly Judah, BDO

1. Call to Order

Patrick called the meeting to order at 9:03 a.m.

2. Land Acknowledgement— Jane read the Land Acknowledgement.

3. Agenda - Additions, Deletions, Approval

Motion: To approve the agenda.

Jennifer and Emily. **Carried.**

4. Conflict of Interest Declarations – none

5. Auditor re Audit Process

Eardly Judah will be managing the Audit.

Started planning and doing some of the work ahead of time.

BDO prepares the financial statement, but the Financial Statement are the responsibility of the Board, reviewed and approved.

BDO is independent.

Fraud – not a material misstatement or fraud. Identify and assess the material of the misstatement. Internal controls.

Eardly asked if anyone was aware of any actual or suspected fraud, to which the Board members responded that they are not aware of any actual or suspected fraud.

Significant Risk – New standards that come out.
Management override of controls and mitigating factors that go along with that.

Capital Assets – NPO world, those things get written off. Statements are in accordance with Accounting World.

Major change is the additional funding, which is primarily going out to service providers.

BDO will advise the Board and management of materiality once it has been determined.

Nothing on the horizon right now, but they are looking at the way revenue is recognized *E.g.* Funding – is it restricted or unrestricted?

Jane asked for the Audit Report to be completed on a timely basis. We require the financial statements to be wrapped up by Friday, June 13, 2025, so they can officially be approved by the last board meeting.

6. Approval of Minutes – March 25, 2025

Motion: To accept the minutes from March 25, 2025.

Emily and Jennifer. **Carried.**

7. Business Arising from Minutes – nothing

8. Executive Reports:

a. Chair's Report – AGM Public Meeting Speaker

b. Treasurer's Report – March 31, 2025

The Your Guide Committee met, and it decided that the deferred revenue would be split and distributed to the Child and Youth Strategic Collaborative and REACH at Haldimand/Norfolk for disbursement.

Motion: To approve the Treasurer's report as presented.

Jennifer and Emily. **Carried.**

c. CEO's Report

Jane did not have a full report and will bring it to the Board meeting next month.

Motion: To approve the CEO's report as presented.

Jill and Jennifer. **Carried.**

9. Committee Reports – none

a. Policy Review Committee – Policies and By-Laws

Motion: To approve the following revised policies as presented:

1. Privacy and Confidentiality Policy
2. Consent Policy
3. Information Services Policy
4. Inclusion/Exclusion Policy

Jennifer and Melanie. **Carried.**

Motion: To approve the current By-Laws.

Jill and Emily. **Carried.**

b. Nominating Committee

Emily is continuing next year.

ACTION: Jane will reach out to Elizabeth to see if she is continuing next year.

10. New Business

a. Annual Board Evaluation

Reviewed the Annual Board Evaluation.

b. Strategic Priorities Work Plan Report 2024-25

11. Correspondence - none

12. In-Camera

Motion: To move in-camera at 9:27 a.m.

Jill and Melanie. **Carried.**

13. In-camera reports - none

14. Adjournment

Motion: To adjourn the meeting at 9:51 a.m.

Jill and Emily. **Carried.**

Next Meeting:

In person would be great to meet Sandra.

Tuesday, May 27, 2025, at 9:00 a.m.

Date

Chair's Signature