



Minutes

Board of Directors Meeting

Date/Time: January 27<sup>th</sup> 2 to 3:30 – Virtual via Microsoft Teams

Attendees: Bruce Swan, Interim Chair, Betty Jo Dean, Carol Ravnaas, Dr. David Messenger, Dr. Kim Morrison, Isabel Kerr, Brian Devlin, Jennifer Foster, Emily Leslie, Scott Semple

Regrets: Pytor Hodgson Guest: Terra Smith, AMHS Communications Coordinator

| Item | Topic   | MRP/Action   |
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| 1.   | <p><b>Welcome</b></p> <p>Board Members were welcomed by B. Swan.</p>  |  |
| 2.   | <p><b>Board Portal</b></p> <p>Members were presented with an overview of the AMHS-KFLA Board portal by Terra Smith, Communications Coordinator who will be providing ID and passwords to each member. Terra is available for help with the portal as needed.</p>  |  |
| 3.   | <p><b>AMHS-KFLA Bylaws - revised sections highlighted.</b></p> <p>Member – The Board are the Members referenced in the bylaws.</p> <p>Revised Collaborative Governance Bylaws were presented for review and approval.</p> <p><b>Moved by Dr. Messenger, Seconded by I. Kerr</b><br/> <b>MOTION: THAT the revised AMHS-KFLA Bylaws be adopted as revised.</b><br/> <b>Carried</b></p>  |  |
| 4.   | <p><b>Election of Officers</b></p> <p>The following members were elected to Board of Director positions and approved by all members:</p> <p>Chair – Scott Semple<br/> Vice-Chair – Jennifer Foster<br/> Secretary – Emily Leslie<br/> Treasurer – Dr. David Messenger</p> <p>Discussion ensued regarding Board members being non-residents of the AMHS serving area and COVID travel restrictions. B. Swan will investigate the current situation. If</p> | <p>B. Swan to investigate regarding residency and COVID travel restrictions. If necessary, B. Swan and S. Semple to provide a letter to the member. Board will be kept informed.</p> |



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|    | necessary, a letter will be developed along with the Board Chair. A communique will be provided to the Board.   |  |
| 5. | <p><b>Term of Office of Directors</b></p> <p>A document was presented with suggested term limits for Board Members.</p> <p><b>Moved by B. Devlin, seconded by Dr. Morrison</b><br/> <b>MOTION: THAT the length of Term of Office for Directors be approved.</b><br/> <b>Carried</b></p>   |  |
| 6. | <p><b>Board Policy</b></p> <p>Board policies were reviewed.</p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities of the Board</li> <li>• Joint Executive Leadership Relationships</li> <li>• Criminal Record Check</li> </ul> <p>Roles and Responsibilities of the Board - Confidentiality requirements are included in another policy which will be reviewed at the next Board meeting.</p> <p>Criminal Record Check – Vulnerable Sector Check is not needed. The Criminal Record Check should be sufficient for Board Members.</p> <p><b>Moved by E. Leslie, Seconded by I. Kerr</b><br/> <b>MOTION: THAT the policies Roles and Responsibilities of the Board, Joint Executive Leadership Relationships, and Criminal Record Check be approved.</b><br/> <b>Carried</b></p> |  |
| 7. | <p><b>Orientation to AMHS</b></p> <p>The Joint Executive Directors presented an overview of AMHS services, programs, and financials. Beginning with the April Board Meeting, in-depth information about AMHS services and programs will be presented by Program Managers. AMHS Vision, Mission and Values are scheduled to be reviewed.</p>   |  |
| 8. | <p><b>Joint Executive Directors' Report to the Board</b></p> <p>A pre-circulated Joint Executive Director's Report was reviewed with Board Members by Carol Ravnaas and Betty Jo Dean.</p> <p>This report will become a standing item for future meetings.</p>  |  |



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|     | A Client and Family report to the Board will also become a standing item for future Board Meetings.   |  |
| 9.  | <b>Board Member Profile</b><br><b>AMHS would like to have Board Member Profiles on the website. There are a set of questions to follow on the Board portal which will help keep profiles consistent. An example of CMHA Board profiles is provided to show what the AMHS profiles should look like.</b> |  |
| 10. | <b>Adjournment</b><br>Meeting adjourned at 3:35   |  |
| 11. | <b>Date of Next Meeting:</b> Feb. 24, 2021 at 2:00  |  |

Board Portal: <https://board.amhs-kfla.ca/wp-login.php>