

# Minutes

## CRCHC BOARD OF DIRECTORS

### Regular scheduled meeting

Wednesday, April 17, 2024 at 4:30 PM

CRCHC Community Kitchen

#### Attendance

**Present:** Pamela Cairncross, Kerri Choffe, R. Gary Dickson, Diana Kemp, Eva Latourell, Bob Lavoie, Sharen Symondson, Mary Ellen Truelove  
**Regrets:** Shane Renwick, Joanne van Dreumel  
**Absent:** Cheryl Russell-Julien

#### Minutes

### 1. Call to Order

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#### 1.1. Welcome, Regrets and Absences

**Status:** Completed

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#### 1.2. Approval of Agenda

Motion: That the agenda be approved as amended. Item 4.1 moved after closed session.

**Resolution #:** 1

**Moved:** Pamela Cairncross

**seconded:** Diana Kemp

**Status:** Carried

**Vote:**

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#### 1.3. Conflict of Interest: None declared

**Status:** Completed

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#### 1.4. Approval of Last Meeting's Minutes

Motion: That the minutes of the meeting of March 20, 2024 be approved as presented.

**Resolution #:** 2

**Moved:** Sharen Symondson

**seconded:** Bob Lavoie

**Status:** Carried

**Vote:**

#### Documents

- Minutes - March 20, 2024.pdf
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#### 1.4.1. Business Arising from Previous Minutes

**Status:** Completed

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#### 1.4.1.1. Guthrie House Capital Plan

Kerri is working with Bruce Easterbrook of Eastern Engineering on the requirements for the basement work.

Once complete, the Board will be advised when the RFP has been released for posts and footings recommended by Bruce Easterbrook.

**Status:** Completed

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#### 1.4.1.2. Harm Reduction & Safer Supply Presentation

Next Steps:

Smart Works Program Needle Syringe & Safer Inhalation - Added to 2024-2025 Operational Plan

Installation of Sharps Container @ Guthrie House.

**Status:** Completed

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## 2. Treasurer's Report

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### 2.1. Report

Audit is currently be prepared to take place between May 7 and mid-June.

Motion: That the CRCHC Financials as of February 29, 2024 be approved as presented.

**Resolution #:** 3

**Moved:** Pamela Cairncross

**seconded:** Diana Kemp

**Status:** Carried

**Vote:**

Documents

- FEBRUARY 2024 BOARD FINANCIALS.xlsx
  - CRCHC Balance Sheet and Cash Flows FEBRUARY 2024.xlsx
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### 2.2. Monthly Fiduciary Statement

Currently a projection of \$282,967 operational surplus.

Motion: That the monthly fiduciary statements for February 2024 be approved as presented.

**Resolution #:** 4

**Moved:** Pamela Cairncross

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

Documents

- Management Fiduciary - February 2024.pdf
-

## 3. Executive Directors Report

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### 3.1. ED Report

Kerri advised the following:

- Updated website is now live with Board member biography's under Governance
- Staff photos being taken May 30th if any Board members would like a photo/updated photo taken

Motion: That the Executive Director's report be approved as presented.

**Resolution #: 5**

**Moved:** Sharen Symondson

**seconded:** Pamela Cairncross

**Status:** Carried

**Vote:**

Documents

- ED Report (April 2024).docx
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#### 3.1.1. Annual Board Workplan

Motion: That the 2024-2025 Board Workplan be approved as presented.

**Resolution #: 6**

**Moved:** Diana Kemp

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

Documents

- Board Workplan (2024-2025).xlsx
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#### 3.1.2. Site Visit

Board discussed having meetings at each of the sites.

Decided to hold May's meeting at Guthrie House with a tour beginning at 4:00, meeting at 4:30.

Kerri will try to arrange September meeting for the Westport office location.

**Status:** Completed

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## 4. Committee Reports

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### 4.1. Continuous Quality Improvement Committee: None

Next Report: July 2024

**Status:** Deferred until 7/17/2024

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### 4.2. Client Community Experience Committee

Diana reported the following from yesterday's meeting:

- everyone impressed with website
- currently only 4 members;
- need more members to gain more input into programming

Board held a discussion on different ways to communicate all programs offered through CRCHC.

Further discussion to take place through the Client Community Experience Committee

**Status:** Completed

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### 4.3. Alliance Liaison

**Status:** Completed

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#### 4.3.1. Alliance Conference: Co-designing the Future of Primary Health Care

Conference taking place June 5-6, 2024

Theme: Transformative Change Awards Gala - 5:30 PM - 9:30 PM

Location: Sheraton Parkway Toronto North Hotel & Suites, 600 Hwy 7, Richmond Hill, ON L4B 1B2

Conference Details available at: [Alliance Conference: Co-designing the Future of Primary Health Care - June 5 & 6, 2024 | Alliance for Healthier Communities \(allianceon.org\)](https://allianceon.org)

Gary advised that staff attend and some board members have attended in the past. Gives a new perspective. Provides new ideas and learning sessions for board members.

Anyone interested in attending can let Kerri know.

**Status:** Completed

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### 4.4. Nominations Committee

Motion: That the recommendation by the Nomination Committee for Tim Pemberton to join the CRCHC Board of Directors be approved as presented.

**Resolution #:** 7

**Moved:** Pamela Cairncross

**seconded:** Diana Kemp

**Status:** Carried

**Vote:**

Documents

- tim's references.pdf
  - Tim Pemberton Resume.pdf
- 

## 5. In Camera

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### 5.1. Executive Director Performance Appraisal

Motion: The Board moved in camera at 5:15 p.m.

**Resolution #:** 8

**Moved:** Sharen Symondson

**seconded:** Bob Lavoie

**Status:** Carried

**Vote:**

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## 6. New Business

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### 6.1. Health Equity Training

Module 1 Part 1: Growing a Culture of Equity Leadership

Watch the recording (45 minutes)

Included documents:

Governing for Health Equity Toolkit - Includes additional resources, reflection exercises and sample policies and templates

Remaining Documents - Reflection exercises for Module 1 Part 1; do NOT need to be completed prior to the meeting, attached for information

The first part of this module commenced and will continue during meetings, when time on the agenda permits.

**Status:** Parked

Documents

- Governing for Health Equity Toolkit.pdf
  - White Privilege - Unpacking the Invisible Knapsack.pdf
  - Core Concepts Rapid Assessment.pdf
  - Diversity Wheel.pdf
  - Heterosexual Privilege Checklist.pdf
  - Unpacking the Knapsack of Able Privilege.pdf
  - Settler Privilege Checklist.pdf
  - Specifying your Pronouns.pdf
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## 7. Adjournment

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### 7.1. Next meeting

Motion: to adjourn the meeting at 5:55 p.m.

**Resolution #:** 9

**Moved:** Sharen Symondson

**seconded:** Mary Ellen Truelove

**Status:** Carried

**Vote:**

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Note: "Vote" is embedded in the minutes template. The "vote" functionality is not utilized at the CRCHC Board Meetings.