

**Brain Injury Association of Windsor and Essex County
Board of Directors Meeting
MINUTES**

Attendance: Joanne King, Marcus Niessen, Betty Penny, Theresa Wunder, Alexandra Carson,
Claudia Town, Alix Khanafer, Ann Marie Keough, Rachel Olsen, Anna Jurak (ED)

May 25, 2022 5:30 Theresa Wunder's home

1. Call to Order at 6:11pm by Joanne King
2. Declaration of Conflict of Interest - None
3. Approval of Agenda **MOTION:** To approve the Agenda with changes. Under New Business: add item (a) Staff member issue, and (d) Intro of new staff members. Moved by Claudia. Seconded by Alex. Passed.
4. Consent Items
 - (a) Approval of the Minutes of April 27, 2022. **MOTION:** To approve the Minutes of April 27, 2022. Moved by Marcus. Seconded by Alix. Passed.
 - (b) Acceptance of the Executive Directors May 2022 Report – Refer to Report **MOTION:** To Approve the Executive Directors Report. Moved by Claudia. Seconded by Alix. Passed.
5. Board Reports
 - (a) Treasurer's Report – Defer until next month for year-end adjustments.
 - (b) Education/Program Committee – Refer to Report. **MOTION:** To accept the Education/Program Committee Report. Moved by Claudia. Seconded by Alex. Passed.
 - (c) Finance/Fundraising Committee - Refer to Report. **MOTION:** To accept the Finance/Fundraising Committee Report. Moved by Alix. Seconded by Theresa. Passed.
6. Old Business – None
7. New Business
 - (a) Staff member issue – Terminating employment of a staff member. Discussed implementing policy for staff use of BIAWE equipment/computer, etc. **MOTION:** Seek legal advice for termination letter. Moved by Marcus. Seconded by Theresa. Passed.
 - (b) Committee Assignments

(c) Mileage – Monthly fuel stipend for ED due to increasing gas prices and increased travel. Discussed using mileage tracker app from Ontario Ministry.

MOTION: Authorize ED to receive up to \$125/month in mileage. Moved by Betty.
Seconded by Marcus. Passed.

(d) Intro of new staff members: Hired two social workers who will split 25 hrs/wk.

Sandra Herrera, SW- Community Engagement Coordinator. Sandra will do program evaluation, program development, provide counseling and other client services after hours and on weekends.

Robin Hodge, SW- Client Services Coordinator. Robin will assist with day-to-day client needs such as helping them find the programs and classes best suited to them, their medical needs, connecting them to other agencies and programs, etc.

(e) Other – Bingo- A volunteer is needed for June 11, 2022 7-9pm

8. Date of next meeting: Wed. June 22, 2022 at 5:30

9. Adjournment 7:31pm