

BRAIN INJURY ASSOCIATION OF WINDSOR AND ESSEX COUNTY

Board of Directors Meeting Minutes Wednesday, September 28, 2022 5:30 pm ALSO 1100 University Ave. W.

Attendance: Anna Jurak, Alix Khanafer, Alexandra Carson, Marcus Niessen, Theresa Wunder, Joanne King, Ann Marie Keough, Claudia Town (via Zoom)

Regrets: Rachel Olsen, Kim Spirou

1. Call to Order at 5:30 by Joanne.
2. Declaration of Conflict of Interest – none
3. Approval of Agenda – **Motion:** To approve the agenda for this meeting. Moved by Marcus, seconded by Theresa...passed.
4. Consent Items
 - (a) Approval of the Minutes of May 25, 2022 – **Motion:** To approve the Minutes of May 25, 2022. Moved by Alix, seconded by Marcus...passed.
 - (b) Acceptance of the Executive Directors June and July/August 2022 Reports – **Motion:** To approve the ED Reports. Moved by Alexandra, seconded by Theresa...passed.
5. Board Reports
 - (a) Treasurer’s Report – Joanne provided updated financial reports for BIAWE including a Balance Sheet (as at August 31, 2022), a Comparative Income Statement (January to August 2021 and 2022) and a General Ledger Report for this year to date summarizing Web Design and Computer Costs. Joanne recommended investing \$100 000 in a Term Deposit or GIC in view of the current chequing account balance.
Motion: To approve the Treasurer’s Report. Moved by Marcus, seconded by Ann Marie...passed.
 - (b) Education/Program Committee Report – Theresa provided an update on the activities of the Education/Program Committee and summarized the minutes of their meeting of September 12, 2022.
Motion: To approve the Education/Program Committee Report. Moved by Alix, seconded by Alexandra...passed.

(c) Finance/Fundraising Committee Report – Alix provided a summary of the September 8, 2022 meeting of this committee.

Motion: To approve the Finance/Fundraising (Finance/Public Relations) Committee Report. Moved by Alix, seconded by Theresa...passed.

6. Old Business

(a) Golf Tournament Update – Anna reported on the BIAWE Golf Tournament which was held on September 22, 2022 in Kingsville. The tournament made \$16 000 and 88 golfers were enrolled. The day was a success with a lot of positive feedback from the golfers. Families First has offered to help with sponsorships for next year and Greenshield will assist with finding volunteers. Anna estimates that she spent 200 hours on the planning and preparation for this year's tournament and plans to organize a manual to make the prep for next year a bit easier. Discussion was held regarding offering a contract position for someone else to organize next year's tournament due to the amount of work and time involved.

7. New Business

(a) Strategic Plan – Anna will arrange for Jeff from Anchor Rehab to present BIAWE's Strategic Plan on October 20 at 5:30. The presentation will be approximately 2 hours long. Further details to follow.

(b) Policy Development – Ad Hoc Policy Committee – Sandra has been working on developing some general policies for BIAWE. Joanne and Marcus volunteered to form a committee for policy review.

(c) ED Annual Review – Theresa, Joanne and Alexandra have formed a committee which will meet in November to discuss the annual review of our Executive Director. Anna will prepare a budget for 2023 to be included in the review.

(d) New Board Members – Board members were asked to consider recruiting individuals who could serve on the Board of Directors for BIAWE. Potential new members include Dr. Hansel Huang, Lauren Field (Joanne to follow up) and Rachel Shore (Anna to make contact).

(e) Other – NeuroTrauma Care Pathway – Anna reported on a Zoom meeting which she attended on the NeuroTrauma Care Pathway. A group is examining the pathway of care for both ABI and SCI from acute care through to community care. Data will be collected regarding gaps in/barriers to care. BIAWE will be partnering with ALSO and CMHA to

provide data from our region. This data will be used to lobby the government for adequate funding for the necessary programs.

Discussion was held regarding a 2023 BIAWE conference.

Trillium grant money will be used to fund a part-time position responsible for BIAWE's social media, putting together information packages and general PR. The position begins October 3, 2022.

BIAWE will be applying for another Trillium grant.

8. Date of Next Meeting: Wednesday, October 26, 2022 at 5:30 – ALSO.

9. Adjournment