

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

March 23, 2022 5:30 pm Zoom

Attendance: Joanne King (late), Marcus Niessen, Betty Penny, Theresa Wunder, Alexandra Carson, Claudia Town, Kim Spirou, Alix Khanafer (late), Anna Jurak (ED)

Regrets: Rachel Olsen

1. Call to Order by Kim Spirou at 5:36
2. Declaration of Conflict of Interest - none
3. Approval of Agenda **MOTION:** To approve the agenda. Moved by Claudia, seconded by Theresa...passed.
4. Consent Items:
  - (a) Approval of Minutes **MOTION:** To approve the minutes of February 23, 2022. Moved by Marcus, seconded by Theresa...passed.
  - (b) Acceptance of Executive Director's Report (attached): **MOTION:** To approve the ED's report of March 2022. Moved by Marcus, seconded by Theresa...passed.
5. Board Reports:
  - (a) Treasurer's Report- Betty (attached) – **MOTION:** To move \$100,000 from the bank account to two separate GICs - \$50,000 each in a six-month term and a one year term. Moved by: Betty, seconded by Theresa...passed.  
Betty noted that an outstanding account receivable for PST/HST was still on the books and should be cleared if not collected. Anna to ask the bookkeeper to do this.  
**MOTION:** To approve the Treasurer's report as presented. Moved by Betty, seconded by Alex...passed.
  - (b) Education/Program Committee Report (attached) – Claudia presented an outline of the last meeting.  
**MOTION:** To approve the report (minutes) of the Education/Program Committee. Moved by Theresa, seconded by Marcus...passed
  - (c) PR and Fundraising Committee Report (attached) – Claudia presented an outline of the last meeting.  
**MOTION:** To approve the report (minutes) of the PR and Fundraising Committee. Moved by: Claudia, seconded by Alex...passed.

6. Old Business:

- (a) New Board Members – Marcus interviewed a potential board member and fully supports her application. He said she understands those with an ABI as she is a physiotherapist and works with people with ABI.

**MOTION:** To accept the nomination of Ann Marie Keough as a board member and to place her name for election at the AGM. Moved by Marcus, seconded by Theresa...passed.

7. New Business:

- (a) AGM – format – agreed that this meeting should be in-person. Anna will book a venue and Joanne and Theresa will make arrangements with Koolini to cater food. Suggested that Jacqueline Christmas, who is doing a perogie sale fundraiser for BIAWE speak at the AGM about her project. Anna will invite her.
- (b) Policies (i) Intake (ii) Mileage (iii) Anti-Discrimination – suggested that an ad-hoc subcommittee be convened to go over the policies to present to the Board for acceptance. Joanne, Marcus and Theresa agreed to be on this committee. They will start to review the suggested policies presented by Anna, starting in mid May.
- (c) Other – Joanne asked all members to let her know what committee they want to be on after the AGM.

It was suggested there be a 50/50 draw at Duelling Pianos. Kim and Joanne will provide the tickets and sell them at the event.

Joanne has asked a retired golf pro, Nancy McCann to be on the golf committee and she agreed. She will be added to the committee.

**ADDENDUM: MOTION:** To approve the nomination of Ann Marie Keough and Amanda Wills for board members. Moved by Marcus, seconded by Alix....passed by e-vote on April 12, 2022

8. Next Board meeting: AGM April 27, 2022 5:30 pm

9. Adjournment

Addendums: (1) Minutes of Fundraising Meeting (2) Meeting of Fundraising Committee (3) Intake Policy (4) Mileage Policy (5) Anti-Discrimination Policy (6) Minutes of Feb 23, 2022 Board Meeting