

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

MINUTES

Wednesday, January 27, 2021 5:30 pm. via Zoom

Attendance: Joanne King, Gord Hillman, Kim Spirou, Marcus Niessen, Anna Jurak(ED)

1. Call to Order – Joanne called meeting to order 5:35
2. Declaration of Conflict of Interest - none
3. Approval of Agenda. **MOTION:** To approve the agenda with changes. Moved by Marcus. Seconded by Gord.... passed.
4. Consent Items (a) Approval of the Minutes of November 25, 2020.
MOTION: To approve the minutes of the Minutes of November 25, 2020. Moved by Gord. Seconded by Marcus.... passed.

(b) Executive Director's Reports for November and December 2020.
MOTION: To accept the Executive Director's Report as presented. Moved by Gord. Seconded by Kim...passed
5. Board Reports: (a) Treasurer's Report -defer to next month. Bookkeeper is working on the year end records. Received \$60,000 government backed loan, \$40,000 repayable. To refer this to the Finance Committee to decide how to invest funds. Received \$30,000 donation of securities and it is being invested.

(b) Education/Program Committee Report – see attached report. Gord volunteered to chair this committee.

(c) Fundraising and PR Committee Report- see attached report.

(d) Ad-Hoc By-Laws Committee Report – Suzanne has agreed to continue working on this committee to complete the bylaws.

MOTION: To accept the board reports. Moved by Gord. Seconded by Marcus...passed
6. Old Business: (a) Insurance Update –requested quotes from three companies in November, none have come back. All suggested that our current price is very competitive. Rather than add the U-Haul storage site to our current existing policy which was quoted as an additional \$1,000 per year in premiums, bought the U-Haul policy for \$96 per year. Two years ago, the Butterfly Monument was

added to the policy by the Board's order, for a premium of over \$600 per year. Anna contacted the City of Windsor and spoke with the Risk and Insurance Department to research liability for the monument. The monument was donated to the City of Windsor in 2014 and now BIAWE has a copy of the signed agreement. Further legal research is required to determine if BIAWE has any liability at all and what it is. If it is determined there is none the coverage on the monument will be cancelled.

(b) Betty Penny for Board Member – She currently sits on the Finance Committee and is willing to serve as the Treasurer for the board. **MOTION:** To approve Betty Penny as a Board Member in the Treasurer position. Moved by Marcus. Seconded by Gord...passed.

(c) Board Applications – Gord and Joanne interviewed several applicants via zoom. Recommended to board positions are: Ian MacIsaac, Rachel Olsen, Meghan Fyall, Tala Bitar, and Janet Magrum. **MOTION:** To approve the slate of new board members. Moved by Kim. Seconded by Marcus. ...passed.

Rachel has agreed to be the Board Secretary. Joanne and Anna will coordinate the orientation for the new board members.

(d) **MOTION:** To accept Suzanne's resignation with regret. Moved by Marcus. Seconded by Gord...passed.

7. New Business: (a) Policy – Code of Conduct **MOTION:** To approve the Code of Conduct for Virtual Meetings. Moved by Gord. Seconded by Marcus...passed.

MOTION: To approve the Covid Screening and In-home Precautions Policy. Moved by Marcus. Seconded by Gord...passed

(b) Cybersecurity -Suggestions: to purchase a subscription so that the computer is backed up constantly. Carbonite is one company that does this. To purchase an external hard drive and back up regularly and keep in different locations. To look into options. Ask OBIA how they store their info.

(c) Recording Meetings – As memory is an issue for people with brain injury there was a discussion about recalling what happened at a meeting being reflected in the minutes. **MOTION:** To record board meetings and once minutes approved, to delete them. Moved by Kim. Seconded by Marcus.... passed.

(d) Refer to Committees –These issues can be discussed at the committee meetings and therefore are referred to them to discuss. Trillium Grant – to programs committee, Helmet Fitting Clinics- to program, Coffee Chat – to programs committee, Duelling Pianos fundraiser – to fundraising committee.

Kim will chair the fundraising committee

8. Other – ODPS/OW (Ontario Disability Support Program and Ontario Works) Update – Anna to be interviewed on AM800 tomorrow morning regarding advocacy for internet payments to those in receipt of social assistance. Many letters of support have come in.
9. Next Board meeting: February 24, 2021 at 5:30 via zoom
10. Meeting adjourned at 6:39.

Addendums: Education/Program Committee Report
Fundraising/PR Committee Report
Executive Director's Reports, Nov and Dec 2020