

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

**MINUTES**

Wednesday, October 21, 2020 5:30 pm. via Zoom

Attendance: Joanne King, Marcus Niessen, Gord Hillman, Theresa Wunder, Suzanne Semeniuk  
Regrets: Kim Spirou, Naim Dalloul

1. Call to Order- Meeting started with guest, Bianca Colaluca, Virtual Support Coordinator presenting an update of the Brain Connect program. It's in its early stages, with five clients being currently served. The program ends March 31, 2020.  
Joanne King called the meeting to order at 5:45.
2. Declaration of Conflict of Interest – Joanne declared a conflict of interest regarding the Lend City lease, as the owner is her client.
3. Approval of Agenda. Amendments made to add under new business, Golf Tournament, Restart plan for in-person meetings and New Board Members.  
**Motion:** To approve the amended agenda. Moved by Suzanne. Seconded by Marcus...passed.
4. Consent Items (a) **Motion:** To approve the Minutes of September 9, 2020. Moved by Suzanne. Seconded by Marcus...passed.  
(b) **Motion:** To accept the Executive Director's Reports for August and September 2020. Moved by Marcus. Seconded by Gord.... passed.
5. Board Reports:
  - (a) Treasurer's Report -Joanne reported. The income statement and balance sheet as of September 30 were provided. While at first glance it looks like we are financially well, much of the money is for specific projects. In the absence of fundraisers and donations we need to look at cashflow and make projections. Requested that the format of the income statement be revised so that grant funds are reflected separately. Also requested that there be a separate account of the costs associated with the Solcz Family Foundation grant and the Brain Connect program grant. Discussed the need to fundraise. As Kim is unavailable until December. Gord will chair the committee, consisting of Gord, Joanne and Marcus. A date request will be sent out.  
**Motion:** To accept the Treasurer's report. Moved by Gord. Seconded by Suzanne...passed
  - (b) Education/Program Committee Report – Suzanne reported. Minutes of the meeting was provided. A past board member and Mentor, Janet Fleming volunteered to be on this committee. To send her information and the last meeting's minutes.  
**Motion:** To approve the Education/Program Committee report. Moved by Suzanne. Seconded by Marcus...passed.
  - (c) Fundraising and PR Committee Report – no report.

(d) Ad-Hoc By-Laws Committee Report – no report except that Suzanne, Joanne and Anna will meet monthly to update the by-laws so that it will be revised in time for the next annual general meeting for member approval.

## 6. Old Business

(a) Completion of Visioning/Strategic Planning – It was discussed and decided that we should hold off this for now, as there is a lot of work being done, and the need to focus on finding money and continuing services. Suggested that this be revisited every three months. It will go on the agenda again for January 2021.

(b) Lease on Wyandotte St. The lease was signed for March 1, 2020 for three months. We moved in on March 1 and moved the office back on March 13 due to Covid and the lockdown. The office has only been used for storage and the Oasis Room was used once for interviews. Other than that, the office is not used except for storage. We paid \$700 for March and \$700 for last month's rent (plus GST) and as per the past president and her discussions with the owner, started to pay again and \$700 was paid September 1. No payments have been made since. The board room is not available as their staff is using it as an office. The large room where we would have held meetings has not been available since March 1 and is currently being renovated. Suggested that we move to a storage unit at approximately \$110 per month. We should not be paying full rent for things we are not using. Informed that there is a new federal rent program that the tenant asks for. We would qualify. Anna and Joanne to speak with owner. To find the lease. Suggested we ask a specialist in the area of commercial leases for help.

(c) Other - none

## 7. New Business: (a) Golf Tournament

**Motion:** To contact Kingsville Golf and Country Club and set a date for a September 2021 golf tournament. Moved by Suzanne. Seconded by Gord...passed.

(b) Restart plan – deferred until decision made regarding lease.

(c) New Board Members – As there is a lot of work to be done, BIAWE needs new board members to spread out the workload. Looking for professional backgrounds to bring specific skills to the board. Questioned whether or not we could leverage expertise without having them on the board, but rather when needed or on committees. Need to review composition of current board and find what areas we need expertise. Each committee is open to new members. Rather than make a broad request, may ask specific people from our clients to be on the committees. To check with people who have expressed interest in being on the board and have applied to see if they are still interested.

## 8. Next Board meeting: Wednesday, November 25, 2020 at 5:30 via zoom.