

Brain Injury Association of Windsor and Essex County

Board of Directors Meeting

MINUTES

Wednesday, November 25, 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-by Joanne King at 5:33
2. Declaration of Conflict of Interest - none
3. Approval of Agenda: **Motion:** To approve the agenda. Moved by Suzanne. Seconded by Marcus...passed.
4. Consent Items (a) Approval of the Minutes of October 21, 2020 **Motion:** To approve the minutes of the meeting of Oct 21, 2020 with a change to page 2, under bylaws report – change “monthly” to “weekly” meeting. Moved by Suzanne. Seconded by Marcus...passed.

(b) Acceptance of the Executive Director’s Report. **Motion:** To accept the Executive Directors’ Report as presented. Moved by Marcus. Seconded by Gord.... passed.
5. Board Reports: (a) Treasurer’s Report -Joanne presented an oral report. The financials need adjustment to accurately reflect the cash situation. Will work with bookkeeper to change the reporting method to allow for future financial applications.

(b) Education/Program Committee Report – See attached minutes. Suzanne highlighted the work done by the committee. Concern expressed that E.D. is taking minutes for all meetings and there should be a secretary to the board and a committee member taking minutes for the meeting. Concern noted and this highlighted need for more board members and committee members.

(c) Fundraising and PR Committee Report – See attached minutes. Gord cannot chair the committee. Requires a Chair.

(d) Ad-Hoc By-Laws Committee Report- Joanne reported that the committee meets weekly and anticipates the first draft will be ready by December. It will go to the board for review and when complete, to the membership at the annual general meeting.
6. Old Business: (a) Wage Subsidy Update – Joanne is prepared to submit the request for a wage subsidy due to Covid when the financials are finalized.

(b) OAC Member required as per OBIA Agreement – require another person. Marcus volunteered to be on this committee.

(c) Update on lease agreement – contents of the office were moved on November 21 to a U-haul site. Lease ends Nov 30. Informed that insurance for this location will add another \$1,055 per year to current insurance cost. **Motion:** To direct the E.D. to contact three other insurance

agencies to get a quote on a price for BIAWE's insurance. Moved by Suzanne. Seconded by Gord.... passed.

(d) BIAWE React Grant- approved for the grant until March 31, 2020 for \$19,199. This is to provide an income support coordinator to help clients with applications/paperwork regarding income support, housing and medical support. The current Virtual Support Coordinator is going to take over these duties, as she is already in people's homes, getting information about them, and has gained their trust. There is not enough time to hire a new person. Bianca has agreed to add 10 hours per week to this project.

7. New Business: (a) Golf – Friday, Sept 17, 2021- We don't have a price for the food and golfing and will get it from Kingsville Golf Club in December. Will then set the price. Suggestions that board investigates other golf tournaments to see if we can piggyback their tournament. To add this to the Finance/Fundraising Committee agenda.

(b) Attendance of Board Members – Current bylaws state that board members must attend at least 70% of meetings, except if a leave is requested and approved. Naim sent an email informing the board that he cannot attend meetings during the week. As he is not able to attend and has not attended any meetings to date, he will be asked to resign. Kim had asked for a leave until December. Joanne will speak with her about her intentions regarding Board membership. **Motion:** To send Naim Dalloul an email letter referring to his letter about not being able to attend meetings, thanking him for his service to date and removing him from the Board of Directors. Moved by Suzanne. Seconded by Marcus...passed.

(c) New Board Members – Have several applications to review. Will review as a Board rather than a nominating committee and therefore the applications and resumes will be circulated to the Board. Skills sets required: administrative, healthcare background, fundraising, sales, legal and finance. **Motion:** To advertise for a board position on Indeed. Moved by Marcus. Seconded by Gord...passed.

(d) Holiday Party – OBIA affiliates are hosting a virtual party on December 9 from 2 to 4. BIAWE is a part of it. As per a request from clients at the Coffee Chat, shall have a BIAWE party which will include Board Members.

(e) Financials/CRA on website - to defer discussion until financials are completed for the CRA and updated information is provided.

(f) Advocacy for ODSP/OW – letter attached. **Motion:** To proceed with the ODSP/OW request for internet funding process. Moved by: Suzanne. Seconded by Theresa...passed.

(g) Policy for Members on outside committees – refer this to the bylaws committee – no policy in place for this and once bylaws are completed, to start reviewing current policies and adding new policies.

(h) Other – suggested that Board Minutes be included on website. Date for BIAWE holiday party to be determined.

8. Next Board meeting: January 27, 2021
9. Meeting adjourned at 7:00.