

WINDSOR ESSEX COMMUNITY HEALTH CENTRE (weCHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday June 28, 2023 5:00 - 6:15 pm
Sandwich Site, Meeting Room 151

Present: Justine Taylor (Chair), Camille Armour (Vice Chair), Clara Howitt (Secretary), Katelyn Dryden (Treasurer), Alix Khanafer, Nicole Dziarmarski

Regrets: Ken Stewart, Helen Bolton

Staff: Rita Taillefer (ED)

Recorder: Lynn Thomson, Executive Assistant, Recorder

Quorum was achieved. Six (6) of eight (8) Board Members were present.

- J. Taylor called the meeting to order at 5:00 p.m. and asked members to identify any conflict of interests at this time. None were declared.
- There were no requests made to "unstar" any items therefore the 'starred' (*) items were deemed approved or received.

* **Approval of the June 28, 2023 Agenda as presented.**

* **Approval of the May 17, 2023 Board Meeting Minutes as circulated.**

1. Land Acknowledgement Statement

The Land Acknowledgement Statement was read.

2. AGM weCHC and Board Report

Motion: A Motion was made to approve the 2023 AGM weCHC & Board Report as presented.

Moved: A. Khanafer **Seconded:** N. Dziarmarski No discussion Carried

3. Board Liaison Report – N. Dziarmarski

- Attended the Alliance Conference AGM from June 6-8, 2023 with Alix Khanafer and the weCHC team. The plenary sessions were engaging.
- Resolution submitted from weCHC was passed regarding advocating for wage increases.
- Recommend Board Liaison sits on Governance Committee.
- Suggestion is that the Resolutions are better considered as soon as possible once released from Alliance, even if an additional meeting is required.

4. Alliance AGM & Conference – R. Taillefer

All Resolutions presented were passed and carried, including the additional resolution regarding wage increases submitted by the weCHC Board. Thanks were extended from the Leadership Team and staff for Board advocacy.

5. Committee Reports:

Finance Committee – K. Dryden, Chair

- The Committee last met on June 21, 2023 and will next meet on December 20, 2023. The minutes from the June 21, 2023 meeting were included in the Agenda package.
- The Committee met with the Auditor from KPMG on June 21, 2023 to review the draft audited statements at March 31, 2023.

Recommendation from June 21, 2023 meeting: A recommendation will be made to the Board on June 28, 2023 to approve the Draft Financial Statements at March 31, 2023 as presented by KPMG at the

Finance and Facilities Meeting on June 21, 2023 and further reviewed with discussed revisions provided on June 23, 2023.

Motion: A Motion was made to approve the Financial Statements at March 31, 2023.

Moved: N. Dziamarski **Seconded:** A. Khanafer No discussion Carried

Governance Committee – C. Howitt, Chair

- The Committee last met on June 12, 2023 and will next meet on October 18, 2023. The minutes from the June 21, 2023 were included in the Agenda package.

- **Release ED 2% Annual Performance Hold Back**

The Governance Committee reviewed R. Taillefer's Performance Evaluation and made a recommendation to release the 2% Annual Performance Holdback.

Motion: A Motion was made to release the 2% performance hold back payment to R. Taillefer.

Moved: N. Dziamarski **Seconded:** K. Dryden No discussion Carried

- **2022-23 Conflict of Interest Register:** There were no conflicts identified during this past year. The register was included in the Board agenda package.

- **2023-24 Board and Board Committee Schedule**

Motion: A Motion was made to approve the 2023-24 Board and Board Committee Schedule.

Moved: A. Khanafer **Seconded:** C. Armour No discussion Carried

Quality Utilization and Risk Committee – K. Stewart, Chair

- The Committee last met on April 26, 2023 and will next meet on October 25, 2023.
- The April meeting minutes were included in the May 24, 2023 Board Meeting Agenda Package.

6. Other Business:

- **weCHC Board of Directors for 2023-2024 – J. Taylor**

Reaffirm the appointments of the following members of the weCHC Board of Directors for 2023-2024. Justine Taylor, Camille Armour, Katelyn Dryden, Clara Howitt, Ken Stewart, Alex Khanafer, Nicole Dziamarski, Kris Taylor. This will be confirmed at the June 28, 2023 Board Meeting following the AGM.

- **weCHC Officers and Sub Committees for 2023 – 2024 – J. Taylor**

Reaffirm/appoint the members of the weCHC Committees of the Board for 2023-2024. This will be completed at the June 28, 2023 Board Meeting following the AGM.

- **Officers of the weCHC Board - J. Taylor**

Reaffirm and appoint the Officers of the weCHC Board of Directors for 2023-2024. This will be completed at the June 28, 2023 Board Meeting following the AGM.

The current Officers are:

- Justine Taylor, Chair
- Camille Armour, Vice Chair
- Katelyn Dryden, Treasurer
- Clara Howitt, Secretary

7. In Camera

There were no In Camera issues.

8. Adjournment

The meeting was adjourned at 6:15 pm.

The next Board Meeting will take place on Wednesday September 27, 2023 at the Sandwich Site

Respectfully Submitted by Lynn Thomson

Approved September 27, 2023



Justine Taylor, Chair

Clara Howitt, Secretary

Lynn Thomson, Recorder

WINDSOR ESSEX COMMUNITY HEALTH CENTRE (WECHC)
BOARD OF DIRECTORS MEETING MINUTES
Wednesday June 28, 2023 ~ 7:30 pm
Sandwich Site, Room 151

Present: Justine Taylor- Chair, Camille Armour- Vice Chair, Katelyn Dryden – Treasurer, Clara Howitt, - Secretary, Alix Khanafer, Nicole Dziemarski, Kris Taylor

Regrets: Ken Stewart

Recorder: Lynn Thomson, Executive Assistant & Privacy Officer

- Quorum was achieved. Seven (7) of eight (8) Board Members were present.

1. Affirmation of Directors / Call for Nominations for Officers

The Officers were appointed, and the Board of Directors were confirmed for 2023-2024:

Chair

Justine Taylor will remain in the position of Chair of weCHC Board. There were no opposing nominations.

Motion: A Motion was made to maintain Justine Taylor as Chair of the weCHC Board.

Moved: A. Khanafer Seconded: C. Armour No Discussion Carried

Vice Chair

Camille Armour will remain in the position of Vice Chair of weCHC Board. There were no opposing nominations.

Motion: A Motion was made to maintain Camille Armour as Vice Chair of the weCHC Board.

Moved: N. Dziemarski Seconded: A. Khanafer No Discussion Carried

Treasurer

Katelyn Dryden will remain in the position of Treasurer of weCHC Board. There were no opposing nominations.

Motion: A Motion was made to maintain Katelyn Dryden as Treasurer of the weCHC Board.

Moved: N. Dziemarski Seconded: A. Khanafer No Discussion Carried

Secretary

Clara Howitt will remain in the position of Secretary of weCHC Board. There were no opposing nominations.

Motion: A Motion was made to maintain Clara Howitt as Secretary of the weCHC Board.

Moved: A. Khanafer Seconded: C. Armour No Discussion Carried

The Board Composition is as follows:

- Justine Taylor, Chair
- Camille Armour, Vice Chair
- Katelyn Dryden, Treasurer
- Clara Howitt, Secretary
- Ken Stewart, Director
- Alix Khanafer, Director
- Nicole Dziemarski, Director
- Kris Taylor, Director

2. Subcommittees

The members of the Subcommittees were confirmed:

Governance: Clara Howitt (Chair), Justine Taylor (Ex-Officio), Alix Khanafer, Camille Armour, Nicole Dziemarski

Finance: Katelyn Dryden (Chair), Justine Taylor (Ex-Officio), Camille Armour, Kris Taylor

QUR: Ken Stewart (Chair), Nicole Dziemarski, Katelyn Dryden, Kris Taylor, Alix Khanafer

Motion: A Motion was made to accept the Board of Directors roster for 2023-2024 and Committee Memberships and approve positions as presented at the meeting on June 28, 2023

Moved: J. Taylor

Seconded: K. Dryden

No discussion

Carried

3. Alliance Board Liaison

Nicole Dziemarski will assume the position of Board Liaison. This was a unanimous vote.

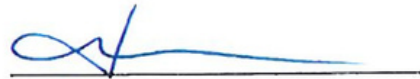
4. Adjournment

The meeting was adjourned at 8:05 pm.

The next Board Meeting will take place on Wednesday September 27, 2023 at the Sandwich site, Room 151.

Respectfully Submitted by Lynn Thomson

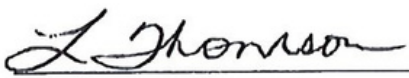
Approved September 27, 2023



Justine Taylor, Chair



Clara Howitt, Secretary



Lynn Thomson, Recorder