

**Meeting of the SHIP Board of Directors**  
**Tuesday May 16, 2023 (6:00 to 8:00 pm)**  
**SHIP Teams Meeting**  
**60 Courtneypark Drive West – Unit 2, Mississauga, ON L5W 0B3**

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Members: Brian E. Scott, Lori Ker, Alysha Racktoo, Jennifer Graham, Justyn Mahanger, Sandy Kang-Gill

Regrets: Krista Collinson, Tandra Acharjee, Sharon Fernandes

Staff: Lesley Nagoda, Thomas DiCarlo, Lisa Neuman, Chris Brown

## **1.0 OPENING ITEMS**

### 1.1 Call to Order and Welcoming Remarks

- The Chair welcomed board members and staff and called the meeting to order at 6:02 p.m. Lesley Nagoda was Recording Secretary

### 1.2 Disclosure of Conflict of Interest

- No conflict of interest was declared.
- Alysha shared that she is now with the Ministry of the Environment and Jenn indicated that she is now a Director at St Leonard's Place Peel

**ACTION:** Disclosures of Interest to be updated

### 1.3 Land acknowledgement

- The Chair opened the meeting with a land acknowledgement.

### 1.4 Approval of agenda

- No changes to the agenda

**MOTION: Lori moved to approve the regular Board agenda as well as items listed under the consent agenda. Seconded by Justyn. CARRIED.**

### 1.5 Chairs Remarks

- The Chair welcomed members of the Board and Staff and reflected on the incredible work taking place within the Board Committees
- The Chair also reflected on the second page of the agenda which has SHIPs Ethical decision making Framework and reminded members to use the principles when needed during Board discussions. These principles have been incorporated into the package.

### 1.6 Board Action Log

- n/a

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

1.7 CEO Compliance Statement: Statutory Reporting

- The CEO stated that during this period there are no identifiable risks or claims for the organization at this time. All submissions have been reported to the Ministry promptly and we comply with legislation, insurance coverage, rules and regulations as set down by our funders.

**2.0 CONSENT AGENDA**

- 2.1 Board Meeting Minutes from March 21, 2022
- 2.2 Receipt of the Governance Committee Minutes
- 2.3 Receipt of the Quality Committee Minutes
- 2.4 Receipt of the Health System Transformation Committee Minutes

**3.0 BUSINESS OF THE MEETING**

3.1 Board Education

- Chris Brown and Lisa Neuman provided the Board with an overview on Mental Health Awareness and People Centered Care.
- The presentation covered topics such as mental health statistics, stigma and stereotypes, how we do our work, evaluation, service model and continuum, person centered care

3.2 Staff Experience story

- A staff experience story from SHIPs Peace Ranch program was shared.

3.2 CEO Report

- The CEO highlighted the following from the report:
  - Updates on 236 First Street
  - Mask Policy Update
  - Funding updates
  - MSA update
  - 30<sup>th</sup> Year Celebration
  - Town Hall

3.4 Q4 Operations Report

- The CEO presented the Q4 Operations performance. It was noted that during this period the focus was on
  - Closing off work in the 22/23 year with planning for our activity in 23/24
  - Focus on our staff, their wellness and engagement and
  - Work on our target obligations
- Discussion occurred to continue to monitor staff stress levels

**ACTION:** request to develop a Cyber Security communication plan (how IS is notified of an event, how quickly we react, we notify staff, when to get a lawyer involved, etc.)

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

### 3.5 Finance and Risk Update

- 2022/23 Preliminary Year End Financial Results
  - The Finance and Risk Committee reviewed the preliminary financial report for the year ended March 31, 2023. The report presents the preliminary financial results which are subject to the audit and final year-end adjustments.
  - SHIP's management team has met the target of having a surplus less than 1.5%. The overall surplus is approximately 1.2% of revenue.
  - In June the final audited financial statements will be presented to the board.
  
- Semi Annual Investment Report and Investment Policy
  - The semi-annual investment report was presented. The report highlighted the performance of SHIP's investments for the year and a proposed asset mix.
  - The CFO presented an update to the investment policy. SHIP had the policy reviewed by charity law specialist, Mark Blumberg, and he suggested a few changes to the current policy.

**MOTION: Lori moved that the Board of Directors approve the investment asset mix and that no additional funds be invested until the second half of the fiscal year and that the board approve the updated investment policy. Seconded by Alysha. CARRIED**

- 236 First Street Update
  - The CFO provided an update on the First Street renovations and funding. Updates to funding and construction costs were presented. The updates to the funding related to a letter of intent from Canada Mortgage and Housing Corporation (CMHC) for a loan under the Co-invest program to help fund the project.
  - If approved, SHIP would receive both a repayable and forgivable loan from CMHC.
  - It is recommended that the amount remaining be funded from SHIP's capital reserve. The risk to SHIP in proceeding this way is low. Management will continue to look at other funding sources for capital grants and loans and fundraising opportunities and donations.

**MOTION: Justyn moved that the Board of Directors approve up to \$4.3 million of the unrestricted capital reserve funds be used for the 236 First Street project and that the board of directors approve proceeding with the letter of intent and look to enter into a loan agreement with CMHC. Seconded by Jennifer. CARRIED**

### 3.6 Quality Committee Update

- The update from the Quality committee covered:
  - Quality Dashboard: the newly developed 2023/2024 Quality & Safety Dashboard that is populated with targets was presented. This will be monitored as part of meetings and Directors were reminded that this is in part in response to the Governance Functioning Tool outcomes for more quality and safety oversight.
  - The Board received an updated on the top five client related incidents and improvement opportunities as a response.
  - The 2022/2023 Year End Quality Improvement Plan report was provided.

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman

### 3.7 Governance Update

- The update from the Quality committee covered:
  - Accreditation
  - Board Education and Development Schedule
  - SHIPs Communication Strategy: this is a new draft document that is currently being reviewed by a consultant.
  - 2023/2024 EDI Action Plan: The plan will continue to focus on three areas: Our People, Our Culture and Our Systems and has 14 priority areas and 38 activities.
  - Succession Planning (Risk Register): a draft policy to provide succession planning for key positions in the organization (i.e. CEO, CFO and Directors) was presented to the Governance Committee. At the next Governance Committee meeting staff are to make formal recommendations to be presented to the Board.
  - Governance Policy Review: A full review of the Governance Manual was conducted through an EDI lens with a number of key changes and further recommendations. These changes will be incorporated and brought back to the June Governance committee meeting for a recommendation to the Board. It was recommended that the finance policies be reviewed by the Finance Committee.
  - Land Acknowledgement: the addition of Land Acknowledgements will be incorporated into the opening of each Board Committee meeting. It is recommended that committee members rotate doing the Land Acknowledgements amongst committee members.

### 3.8 HST Committee Update

- There was an ask for additional members of the HST Committee. The Committee meets four times per year.

**ACTION:** interested Directors are to reach out to Lori if they are interested in participating on the HST Committee.

## **4.0 OTHER BUSINESS**

No other business was discussed.

## **5.0 INFORMATION ITEMS**

### 5.1 Site Tours: May 26, 2023

- Reminder of site tours on Friday May 26, 2023

### 5.2 Next Town Hall

- May 29, 2023 – Lori Ker to present

### 5.3 Next Meeting

- The date of the next Board Meeting is June 20, 2023 and will be in-person.

## **6.0 IN CAMERA**

n/a

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman



**Board of Directors Meeting  
Draft Meeting Minutes  
Agenda Item # 2.1**

**7.0 MEETING WITHOUT MANAGEMENT – CEO**

n/a

**8.0 MEETING WITHOUT MANAGEMENT**

n/a

**9.0 ADJOURNMENT**

There being no further business brought before the Board, the meeting was adjourned at 7:35 pm

\_\_\_\_\_  
Brian Scott  
Board Chair

and / or

\_\_\_\_\_  
Lesley Nagoda  
Board Secretary

\_\_\_\_\_ Secretary and / or \_\_\_\_\_ Chairman