



**2023/2024
Board of Directors Meeting**

**PACE Board Room, Hampton Inn
20 Fen Ridge Court, Brantford
Thursday, June 29, 2023 at 4:54 p.m.
Thursday, June 29, 2023
Following The AGM**

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"Our signature Core Gift is improving lives.

We do it through having integrity, being forward thinking, having fiscal responsibility and by being engaged and doing more!"

In attendance:

Daniel Custodio,
Marylou Chatland
Tim Papez

Zile Ozols
Greg Hall
Duncan Ross

Cristin Ladner, Secretary/Executive Director
Stefennie Jagt

Regrets:

Tricia Klunder

Administration:

Wendy Matthews, Administrative Assistant, Recording

1.0 **Call To Order**

Daniel Custodio called the meeting to order at 4:54 p.m.

2.0 **Approval of Agenda**

Moved by Marylou Chatland and Seconded by Tim Papez that the agenda be approved as circulated. Carried.

3.0 **Declaration of Conflict of Interest**

There was no declaration of conflict of interest declared for this meeting.

4.0 New Business

ITEM	DISCUSSION/CONCLUSION	ACTION/RECOMMENDATION								
<p>4.1 Recommendation No. 2023/2024 – 1: Appointment of Officers of the Board</p>	<p>The appointment of the Officers of the Corporation, namely the President, Vice-President, Treasurer and Secretary, was conducted.</p> <p>(A) <u>Position of President</u> There was one nomination for the position of President – Daniel Custodio. Daniel agreed to stand for the position of President. Daniel was acclaimed as President.</p> <p>(B) <u>Position of Vice-President</u> There was one nomination for the position of Vice-President - Zile Ozols. Zile agreed to stand for the position of Vice-President. Zile was acclaimed as the Vice-President.</p> <p>(C) <u>Position of Treasurer</u> There was one nomination for the position of Treasurer – Tricia Klunder. Tricia was not in attendance, but submitted a letter agreeing to let her name stand for the position of Treasurer. Tricia was acclaimed as the Treasurer.</p> <p>(D) <u>Position of Secretary</u> There is one nomination for the position of Secretary – Cristin Ladner. Cristin agreed to stand for the position of Secretary. Cristin was acclaimed as the Secretary.</p>	<p>As all agreed to stand for their positions, it was Moved by: Zile Ozols and Seconded by: Greg Hall that the Slate of Officers for the Board of Directors for Community Living Brant for 2023/2024 be approved as presented.</p> <table data-bbox="1329 451 1959 641"> <tr> <td>President:</td> <td>Daniel Custodio</td> </tr> <tr> <td>Vice-President:</td> <td>Zile Ozols</td> </tr> <tr> <td>Treasurer:</td> <td>Tricia Klunder</td> </tr> <tr> <td>Secretary:</td> <td>Cristin Ladner, Executive Director</td> </tr> </table> <p>Carried.</p>	President:	Daniel Custodio	Vice-President:	Zile Ozols	Treasurer:	Tricia Klunder	Secretary:	Cristin Ladner, Executive Director
President:	Daniel Custodio									
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Secretary:	Cristin Ladner, Executive Director									

<p>4.2 Recommendation No. 2023/2024 -2: Approval of New Full Slate of Board Officers and Directors for 2023/2024</p>	<p>Daniel read the new slate for the Board:</p> <ul style="list-style-type: none"> • President: Daniel Custodio • Vice-President: Zile Ozols • Treasurer: Tricia Klunder • Secretary: Cristin Ladner, Executive Director • Directors: Marylou Chatland, Greg Hall, Stefennie Jagt, Tim Papez, and Duncan Ross 	<p>Moved by: Marylou Chatland and Seconded by: Greg Hall that the new Full Slate of the Board Officers and Directors for Community Living Brant for 2023/2024 be approved as presented. Carried.</p>
<p>4.3 Recommendation No. 2023/2024 – 3: Cheque Signing Authorities – Board of Directors</p>		<p>Moved by: Greg Hall and Seconded by: Marylou Chatland that the Board of Directors’ designated cheque signing authorities for 2023/2024 are: President, Vice-President, Treasurer and Secretary. Carried.</p>
<p>4.4 Recommendation No. 2023/2024 – 4: Cheque Signing Authorities – Management</p>		<p>Moved by: Tim Papez and Seconded by: Greg Hall that cheques up to \$5,000 are to be signed by “any two” of the: Executive Director; Senior Director; Directors of Support Services And That cheques over \$5,000 are to be signed by “any one” of the Executive Director or Senior Director TOGETHER with “any one” of the Officers OR “any two” of the Officers. Carried.</p>
<p>4.5 Recommendation No. 2023/2024 – 5: Execution of Documents</p>		<p>Moved by: Greg Hall and Seconded by Marylou Chatland that the Board approve contracts, documents, or instruments in writing requiring the signature of the Corporation may be signed by any one of the President or Vice President, together with any one of the Treasurer, Secretary or the Executive Director. Any such instruments in writing so signed shall be binding upon the</p>

		<p>Corporation without any further authorization or formality. The Board shall, from time to time, by resolution, have power to appoint any other Officer or Officers or any person or persons on behalf of the Corporation either to sign Contracts, documents, or other instruments in writing generally or to sign a specific Contract, document or instrument in writing. The Corporate Seal, if utilized by the Corporation, shall be affixed, when required, to any instruments in writing as aforesaid or by any Officer or Officers appointed by resolution of the Board of Directors.</p> <p>All deeds, transfers, assignments, contracts and obligations entered into by the organization must be signed by “any two” of the President, Vice-President, the Treasurer, the Secretary, the Executive Director, or Director, Administrative Support Services. These Officers are empowered to sign such documents as are necessary for transactions approved by the Board of Directors. Carried.</p>
5.0 New business		
5.1 Recommendation No. 2023/2024 – 6: Succession Plan	A copy of the draft 2023/2024 Succession Plan for Governance and Management Leadership was distributed with the agenda.	Following a review of the coverage details, it was Moved by: Duncan Ross and Seconded by: Tim Papez that the 2023/2024 Succession Plan for Governance and Management Leadership be approved as presented. Carried.
5.2 Business Over the summer	As there are no formal meetings conducted over the summer until September, Daniel reminded the Board that the process is if a non-critical issue arises that	

	requires the Board’s attention, we will provide the Board with the information and the Board will respond through an email vote – requiring all to respond, not just a quorum. For more contentious issues, the Board will be contacted to set up an impromptu meeting.	
5.3 Annual Self-Declaration Forms	At the start of each new Board year, the Directors are required to submit self-declarations regarding their Police Checks and Conflict of Interest, and provide Consent to the Collection, Use, or Disclosure of their personal information to meet legal and regulatory requirements for the 2023/2024 Board year. The forms to complete were distributed and Daniel requested that they be returned this evening before leaving the meeting. The Board was also reminded to complete and return to Cristin before July 7 th the Self-Evaluation forms provided to them at the June 5 th Meeting so Cristin can prepare the schedule for the next Board year.	
6.0 Meeting Dates for 2023/2024	At the last meeting, the Board agreed to remain with the meetings on the first Monday of each month at 5:30 p.m. These dates were circulated with the agenda. Note that the September and January meetings dates are the second Monday of the month due to stat holidays on the first Mondays. There were no other dates that conflicted with any national holidays or religious holidays that we should note.	
7.0 Adjournment		There being no further business it was Moved by Stefennie Jagt and Seconded by: Marylou Chatland that the meeting be adjourned at 5:02 p.m. Carried.
Income President’s Remarks	Daniel welcomed everyone to the new Board year and looks forward to working with the Board on the upcoming agendas.	

Daniel Custodio, President

Cristin Ladner , Secretary