

ATTENDANCE

DIRECTORS

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Ken Courtenay, Past Chair | <input checked="" type="checkbox"/> Brooke Correia | <input checked="" type="checkbox"/> Rick Pilon |
| <input checked="" type="checkbox"/> Julie Santarossa, Chair | <input checked="" type="checkbox"/> Ervin Keczem | <input checked="" type="checkbox"/> Karen Roberts |
| <input checked="" type="checkbox"/> Allen Provost, Vice Chair & Treasurer | <input checked="" type="checkbox"/> Patrick Kolowicz | <input checked="" type="checkbox"/> Marco Roy |
| <input type="checkbox"/> Norbert Bolger | <input checked="" type="checkbox"/> Linda Lloyd-Dupuis | <input type="checkbox"/> Maureen Rudall |
| <input checked="" type="checkbox"/> Cheryl Chaney | <input checked="" type="checkbox"/> Cari May | <input checked="" type="checkbox"/> Robert Smith |
| <input checked="" type="checkbox"/> Scott Collier | <input checked="" type="checkbox"/> Gloria Mousseau | <input checked="" type="checkbox"/> Nicole Wengrzynski |

EX-OFFICIO

ADMINISTRATION

- Elizabeth Dulmage
- Paul McCann
- Kelly Davey
- Rosanne St. Denis (recorder)

1.0 CALL TO ORDER & WELCOME/INTRODUCTIONS

The meeting was called to order at 6:05 pm.

1.1 QUORUM – met.

1.2 LAND ACKNOWLEDGEMENT read by the Chair.

1.3 DECLARATION OF CONFLICT OF INTEREST – none declared.

1.4 CONSENT AGENDA

- a) Meeting Agenda
- b) Minutes of the January 14, 2025 Regular Board Meeting
- c) Administrative Reports
 - Executive Director
 - Client Services
 - Finance
 - Fundraising
- d) Membership Acceptance (January 1- January 31, 2025) includes the following alumni:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- e) Membership of Board of Directors List, 2024-2025
- f) Board & Committee Meetings Calendar/Schedule

Moved by S. Collier; seconded by P. Kolowicz.

THAT items a-f under the Consent Agenda be accepted as presented. CARRIED

2.0 PRESENTATIONS-None

3.0 BUSINESS ARISING-None

4.0 STANDING ITEMS

4.1 Brentwood Foundation

All paperwork has been sent to the lawyer however it has been brought to our attention by the CRA that there is some information missing which Kelly has gathered and will be submitting to the lawyers tomorrow.

5.0 COMMITTEE REPORTS

5.1 Finance & Audit Committee

- **Q3 Financial Statements**

A. Provost provided highlights from the Income Statement including a review of revenue and expenses actual to budget and Balance Sheet statements, a nine-month financial snapshot for the period April 1, 2024 to December 31, 2024. The fiscal year runs to March 31, 2025.

R. Smith asked for a copy of the September board minutes noting Board approval for the Hart Hub proposal.

Moved by A. Provost; seconded by R. Pilon.

THAT the Third Quarter Financial Statements be accepted as recommended by the Finance & Audit Committee. CARRIED

- **Municipal Year-End Financial Statement (Bingo/Raffle Report)**

This report is an accounting for the revenues collected from January 1, 2024 to December 31, 2024 from bingos and raffles held for Brentwood. This report provides full disclosure for the period.

Moved by A. Provost; seconded by C. Chaney.

THAT the Municipal Year-End Financial Statement be accepted as recommended by the Finance & Audit Committee. CARRIED

5.2 Governance and Nominating Committee

- **Next meeting March 5, 2025**

No update.

5.3 Fundraising Committee Update

- **February 3, 2025 Meeting**

There were significant challenges with this year's lottery sales. There has now been a two year trend of decreased lottery ticket sales. A more significant prize board was offered in order to encourage increased sales however that was not the result and in fact ticket sales decreased for the second consecutive year. Brentwood will need to make up a substantial amount because the lottery resulted in negative proceeds.

There were several good ideas brought forward at last month's Fundraising Committee meeting. A brainstorming session will be held at the March Fundraising Committee meeting. The ideas will need to be implemented as soon as possible. S. Collier will keep the board updated on new ideas and plans for the next lottery. S. Collier will report back to the board in March and April.

Moved by A. Provost; seconded by E. Keczem.

THAT the Fundraising Committee report be accepted as presented. CARRIED

ACTION: S. Collier to provide the board with a report at the next board meeting.

5.4 Ad Hoc Strategic Planning Committee

The Discovery Report (summary of Interest-holder feedback, focused environmental scan and internal data analysis review) is in the process of being written by the consulting company. It will be ready end of March.

There will be a Summit, a highly interactive, generative, consensus-building experience, where participants will spend time reviewing the Discovery Report to determine the most pertinent themes for the Board to consider when developing the Strategic Plan. The Summit will also look at a draft refresh of the Vision, Mission, Values. The Summit will be a gathering on site including board members, staff, and alumni. The tentative date set is April 16 (3-7 pm).

There will be a tentative Saturday, April 26 (9 am-noon) session with the consultant and the board for strategy formulation which will result in the creation of a high-level strategic plan.

ACTION: R. St. Denis to send Board members holds in their calendars for the two April dates.

5.5 Search Committee (Executive Director Recruitment)

- **January 21, 2025 Meeting Update**

The committee met with Logic for 1.25 hours. The attributes needed for the position were discussed as well as next steps. There is a meeting tomorrow at 1 pm to finalize the job description.

- **Election for Director Vacancy**

E. Keczem has stepped down from the Search committee thereby leaving a vacancy. Expressions of interest were received from Marco Roy, Rob Smith, Karen Roberts, and Nicole Wengrzynski. Ballots were cast and the successful candidate was Karen Roberts.

6.0 NEW BUSINESS

6.1 Board Annual Plan

The Board was directed to page 21 of the meeting information package. This is a summary of board and board committee activities/priorities set for 2025 including status/targeted date for completion.

Moved by A. Provost; seconded by B. Correia.

THAT the Annual Plan be accepted as presented. CARRIED.

6.2 Key Performance Indicators (KPI)

Administration presented a draft Key Performance Indicator aka Scorecard. This will empower the Board to hold the Executive Director accountable to results and continuous quality improvement.

Administration noted operational items that can be removed that do not need to come to the board but that they will utilize to inform improvement.

Questions were asked and answered with regard to the tracking of volunteer hours. Administration acknowledged that this is an opportunity for improvement. A process for improvement is in development.

Moved by S. Collier; seconded by P. Kolowicz.

THAT the KPIs be accepted with the deletions noted and quarterly reporting.

6.3 2024-2025 Operational Plan

The document on page 23 is a status update on goals and activities related to the board and Brentwood's strategic priorities.

6.4 BRH Email Account and Suspicious Emails

The board was directed to the memo on page 24 of the information package. Board members were asked to be savvy when they click and read all emails seemingly from Brentwood.

6.5 Annual Items for Completion (Reminder)

- **Board Skills Matrix**

This is a reminder that if board members have not already completed the matrix that they do so by the end of this meeting.

- **Board/Committee Confidentiality Agreement**

This is a reminder that if board members have not already completed the confidentiality agreement that they do so by the end of this meeting.

7.0 IN-CAMERA MEETING

Moved by L. Lloyd-Dupuis; seconded by S. Collier.

THAT the meeting move in-camera. CARRIED.

The meeting moved to in-camera at 7:09 pm.

8.0 NEXT MEETING:

March 11, 2025 @ 6 pm

9.0 ADJOURNMENT at 7:34 pm.

Moved by G. Mousseau; seconded by A. Provost.

THAT the meeting be adjourned. CARRIED.