

Brain Injury Association of Windsor and Essex County

MINUTES: Board of Directors Meeting

Tuesday, October 28, 2025 6:00 p.m.

Location: ALSO

In Attendance: Theresa Wunder (Vice Chair), Lauren Fields (Secretary), Deborah Boose, Marcus Niessen, Dominic Damas, Krystal Decker, Pam McCurdy, Rachel Olsen (E.D.)

1. **Call to Order** Theresa Wunder (**Time: 6:05pm**)
2. **Declaration of Conflict of Interest:** None

3. **Agenda -**

Motion: to approve the agenda

Moved By: Marcus. **Seconded By:** Debbie. Passed.

4. **Minutes** dated September 23, 2025

Motion: to approve the minutes from the September 23, 2025 meeting.

Moved: Pam **Seconded:** Marcus. Passed.

5. **Reports**

a. Executive Director

Rachel

- Refer to reports
- Met with Beyond Disability Working Group (Oct 22nd) which we are now a part of. Met with New Canadians Centre of Excellence to do presentation to new Canadians about volunteering (Oct 24th).

b. Financial Report

Joanne

- Defer to November Board meeting

c. Education and Conference Report

Theresa

- Refer to reports
- Nov 6th OBIA announces the best brain injury association of Ontario.
- Strategic plan updated, approved and on the site.
- Conference update; met yesterday, changed title to 'Adults & Children' Speakers confirmed, pursuit sponsor & donors - **everyone come up with some for the next meeting!!**

d. Fundraising & Events Report

Joanne

- Refer to report
- Need about 150k/annually for operations & salaries. Awaiting to hear about 2026 grants.

Motion: to approve all reports

Moved By: Krystal **Seconded by:** Dom. Passed.

6. **Business Arising** (*from September Minutes*)

- a. St. Clair marketing presentations – Trivia night Alex/Rachel
 - Met last month with class, watched presentations, lots great ideas that we will follow through with. Will discuss more at the fundraising meeting. St.Clair is doing a Trivia event on **November 21st 2-5pm in Nexus Centre @ St.Clair College**, of which BIAWE will be the recipient of funds. Asking us for some raffle prizes. (*Is anyone able to go out and get some donations?*)
- b. Grant applications/denials Rachel/Theresa
 - Grant applications; various out and awaiting decisions. Denied Ontario Trillium grant due to having more than one year's operating costs in our account. Rachel met with Trillium staff for guidance on this- for next application, we will provide a one page letter explaining what the funds are earmarked for.
- c. Thank you event- sponsors, donors, volunteers Alex
 - Thank you event for donors and sponsors, looking at early winter. May need to delay due to other projects. Survey to donors and sponsors about their interest level in this event. Possible venues: Scottish Club or ALSO.

7. **New Business**

- a. Board Application of Joshawa Rupert Rachel

Motion: to approve interview **Approved by:** Marcus. **Seconded by:** Debbie. Passed.
- b. Music class Rachel
 - Very poor attendance. Costs \$100/month and only gets about 2 attendees a month. Rachel to meet w/ Alice, Music program facilitator, about incorporating basic instruments. (ex. Drum kit? Tambourines? Maracas? Cowbells?) Perform at the annual Christmas party?
- c. Youth ABI program Rachel
 - Combination of both helmet outreach program and support group. 2x helmet outreach, the rest support group. Continue monthly until May/June 2026 and reassess.
- d. ED Evaluation- In camera Theresa
 - Alex to create an anonymous survey for board members to fill out in future weeks. Joanne working on contract. Rachel requires a performance review and needs an ad hoc committee (anyone welcome to join, Theresa, Alex & Joanne to be a part of).

Motion: to adjourn:

Theresa Wunder (**Time: 7:15pm**)

Next meeting: November 25, 2025- 6:00pm- ALSO