

Brain Injury Association of Windsor and Essex County
Board of Directors Meeting
MINUTES
Wednesday, February 22, 2023 5:30 via zoom

In attendance: Joanne King, Marcus Niessen, Alix Khanafer, Kim Spirou, Ann Marie Keough,
Rachel Olsen, Anna Jurak (ED), Sara Pender, Alexandra Carson, Lauren Fields
Regrets: Theresa Wunder, Claudia Town
Absent: Rachel Shore

1. Call to Order - 5:32pm by Joanne King
2. Declaration of Conflict of Interest - None
3. Approval of Agenda. **MOTION:** To approve the Agenda with changes. Add e) under new business: develop policy re what to do when client passes away. Moved by Marcus. Seconded by Kim. Passed.
4. Consent Items
 - (a) Approval of the Minutes of January 25, 2023. **MOTION:** To approve the Minutes of January 25, 2023. Moved by Marcus. Seconded by Alix K. Passed.
 - (b) Confirmation of approval of minutes of November 23, 2023. **MOTION:** To confirm the minutes of November 23, 2023. Moved by Marcus. Seconded by Anne Marie. Passed.
 - (c) Acceptance of the Executive Director's February Report. **MOTION:** To accept the Executive Director's report. Refer to report. In addition to Peer Support Group, Ali is assisting with overseeing Sunshine call program. There are currently approximately a dozen volunteers. She will check with volunteers and clients to see how it's going. Got approval for New Horizons grant this week, to provide clients with computer training so they can attend programs via zoom. Applied for two more trillium grants. **MOTION:** To approve the Executive Director's report. Moved by Marcus. Seconded by Kim. Passed.
 - (d) Confirmation of acceptance of Executive Director's December 2022, January 2022 Reports. **MOTION:** To approve the Executive Director's December 2022 and January 2022 Reports. Moved by Marcus. Seconded by Kim. Passed.
5. Board Reports
 - (a) Treasurer's Report – Refer to report. Update from Joanne. Duelling Pianos was a success; profit of approx. \$4800. **MOTION:** To approve the Treasurer's Report. Moved by Marcus. Seconded by Alix K.
 - (b) Education/Program Committee – no report. No meeting yet this month.

(c) Finance/Fundraising Committee – no report. No meeting yet this month.

6. Old Business

(a) Strategic Plan Finalization – defer until next meeting to give time for Board to review.

(b) Budget 2023 – defer until next meeting to give time for Board to review.

7. New Business

(a) Federal Petition re: Bill C-277 – petition to recognize brain injury and the support that's required and the importance of brain injury associations. **MOTION:** To send petition on behalf of BIAWE. Moved by Alix K. Seconded by Anne Marie. Passed.

(b) Incident Report/Letter from Client – develop Code of Conduct re expectations of clients following a bullying incident at the Coffee Chat program. Program attendance has been limited for this particular client to protect the experience of other attendees.

(c) Date for New Board Member Orientation – all invited. Proposed date Wednesday March 8th at 5:30. Anna to confirm with ALSO.

(d) Board Nomination Ad-hoc Committee – for April 26, 2023 Annual General Meeting. Anna and Joanne to circulate email in advance of Annual General Meeting re: Board members whose end of term are approaching.

(e) Develop policy re: deceased clients. Anna sent card to family of client who recently passed away. Discussed ideas ie ceremony at butterfly lane to release a butterfly in client's honour; discussed more permanent memorials such as adding butterfly to fence with the individual's name on it or adding engraved name to BIAWE monument at the river.

8. Date of next meeting: Wed. March 22, 2023 5:30 ALSO

9. Adjournment at 6:25pm