

**Brain Injury Association of Windsor and Essex County
Board of Directors Meeting**

MINUTES

Tuesday, February 27, 2024, 5:30 ALSO 1100 University Ave. W.

In Attendance: Theresa Wunder, Anna Jurak (ED), Rachel Olsen (Admin), Anne Marie Keough, Alex Carson, Marcus Niessen, Lauren Fields, Suzanne De Froy, Danielle Ferri (guest)

Regrets: Sara Pender, Alix Khanafer

1. Call to Order at 5:45pm by Joanne
2. Introduction of Guests - Danielle Ferri
3. Declaration of Conflict of Interest- None
4. Approval of Agenda. **MOTION:** To approve the agenda. Add 7c) Book launch committee. Moved by Lauren. Seconded by Marcus. Passed.
5. Consent Items
 - (a) Approval of the Minutes of January 23,2023 Meeting. **MOTION:** To approve the minutes of January 23, 2023. Moved by Anne Marie. Seconded by Alex. Passed.
 - (b) Acceptance of the Executive Director's February Report – Refer to report
Anna will be applying for more grants such as the senior's grant. We have a new 4th year nursing student who will be facilitating a journalling program and doing an objective assessment of the other programs.
MOTION: To accept the Executive Director's Report. Moved by Theresa. Seconded by Anne Marie. Passed.
6. Board Reports
 - (a) Treasurer's Report – no report
 - (b) Education Committee – Refer to report. We need someone to lead the Helmets for Kids Program. **MOTION:** To accept the Education Committee Report. Moved by Theresa. Seconded by Lauren. Passed.
 - (c) Fundraising Committee – Refer to Report. Update from Anne Marie. We will not be going ahead with the paint night fundraiser at this time as it is too expensive. Anne Marie brought "minute to win it" games for board to test out and get ideas for Brain Games event. Next meeting will be in person, location TBA.
MOTION: To accept the Fundraising Committee Report. Moved by Anne Marie. Seconded by Theresa. Passed.

7. Sub-Committee Reports

- (a) Ad Hoc Policy Committee – policies were emailed to board. Refer to policies. Will be developing another policy about staff attending client's homes for meetings. Discussed the wording of the Conference Attendance policy and who is eligible to attend; will send policy back to committee for review. **MOTION:** To approve all policies except Conference Policy. Moved by Marcus. Seconded by Anne Marie.
- (b) Conference Committee Update – Refer to report. Update from Theresa. Working on finding a new conference date due to speaker schedule conflicts. Waiting to hear from HDGH and will bring to a conference committee vote to approve new date. Will be changing sponsorship titles to be brain related (ie. Occipital Visionary). Currently reviewing more options for speakers; discussed Dr. Sharon Burey and Dr. Laszlo Erdodi.
- (c) Book launch committee- update from Suzanne. Will be having a community table at local hospitals to promote Kathy Worotny's book and Betty Penny's book. Media release has been reviewed and edited by Anna; it will be sent out one week before the book launch which is April 20, 2024. Books will also be available at Story Teller on Ottawa street. Suzanne gave copies of book to Brian Masse and Andrew Dowie. Suzanne is looking for someone to do an audio version of the book. Book launch committee will meet in the next couple weeks.

8. Old Business

- (a) Board Secretary – Re: Question -definition in board manual and in by-laws.
- (b) Update Mission Statement – defer until May

9. New Business

- (a) Driving Policy – staff, volunteers. Transportation is a major barrier for our clients attending programs. Anna spoke to insurance company about volunteers driving clients and it would be too much liability. Anna will develop a driving policy about this. Facilitators will encourage clients to carpool.
- (b) Resignation Board Member. **MOTION:** To accept Kim Spirou's resignation. Moved by Marcus. Seconded by Alex. Passed.
- (c) Test new brain games.

10. Date of next meeting: Tues. March 26, 5:30 at 1100 University Ave. W.

11. Adjournment at 7:20pm

Next Board Meetings: 5:30 ALSO, AGM Wed. April 24, Hungarian Cultural Centre, 790 Hanna E.

Attachments: Minutes of January 23, 2023, meeting, ED Report, Education Committee Meeting Minutes, Fundraising Committee Meeting Minutes, Various Policies,