

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

**MINUTES**

**Tuesday, March 26, 2024, 5:30 ALSO 1100 University Ave. W.**

**In Attendance: Alex Carson, Sara Pender, Theresa Wunder, Ann Marie Keough,  
Marcus Niessen, Joanne King, Anna Jurak (ED), Rachel Olsen (Admin)**

**Guests: Allison Kivisto, Danielle Ferri**

**Regrets: Lauren Fields, Suzanne DeFroy**

**Absent: Alix Khanfer**

1. Call to Order by Joanne King at 5:49pm
2. Declaration of Conflict of Interest – None
3. Approval of Agenda. **MOTION:** To approve the Agenda. Moved by Alex. Seconded by Marcus Passed.
4. Consent Items
  - (a) Approval of the Minutes of February 27, 2024, Meeting.
  - (b) Acceptance of the Executive Director’s March Report – Refer to Report.  
Update from Anna re: meeting today with Brian Masse- they will be planning an event for June. Working on a policy about accommodating clients with allergies and special needs. Met with the Executive Director at ALSO and will be setting up a meeting with City of Windsor about developing a program for unhoused people with ABI and educating police about ABI. Applied for the Senior’s Grant. Applied to May Court for helmet donations. Walkerville Brewery will be presenting a cheque tomorrow for proceeds from the Fun Run.  
  
**MOTION:** To approve the consent items. Moved by Ann Marie. Seconded by Sara. Passed.
5. Board Reports
  - (a) Treasurer’s Report – Refer to Report on December 31, 2023 balance sheet and income statement. Update from Joanne. **MOTION:** To approve the Treasurer’s Report. Moved by Sara. Seconded by Ann Marie. Passed.
  - (b) Education Committee – Refer to Report. Update from Theresa. We will move ahead with Education Newsletter being distributed via FloDesk to increase usability and track analytics. **MOTION:** To approve the Education Committee Report. Moved by Theresa. Seconded by Sara. Passed.
  - (c) Fundraising Committee – Brain Games – Committee met and tested out games for Brain Games Event.

6. Sub-Committee Reports

- (a) Conference Committee Update – update from Theresa. Date has been set for Oct. 5, 2024 at HDGH. Five speakers and MC are confirmed. Discussed making a save the date poster for the conference; Anna will ask Donna to make a poster.
- (b) Nominating Committee – slate provided – update from Joanne. Alix, Ann Marie and Theresa agreed to stay on, Joanne will stay on as chair, Alex Carson as vice-chair, and Sara Pender as treasurer.

7. Old Business

- (a) Conference Policy revision – for information only

8. New Business

- (a) Update on Client Surveys – Rachel – provided summary of client feedback. Overall very positive responses from clients about our programs and facilitators. The biggest barrier to program attendance is transportation. Rachel will continue calling clients and prepare a report.
- (b) Other – discussed having a car show fundraiser. To refer this to the Fundraising Committee.

9. Date of next meeting: Wed. April 24, 5:30 at 790 Hanna St. E. (Hungarian Cultural Centre). This will also include a Volunteer Appreciation component.

10. Adjournment at 6:55pm

**Attachments:** Minutes of February 27, 2024 meeting, ED Report, Education Committee Meeting Minutes, Fundraising Committee Meeting Minutes, Conference Policy