

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

MINUTES

Wednesday, October 26, 2023, 5:30 ALSO 1100 University Ave. W.

Attendance: Joanne King, Marcus Niessen, Theresa Wunder, Anne Marie Keough, Alex Carson, Lauren Fields, Sara Pender, Anna Jurak (ED)

Regrets: Kim Spirou, Rachel Olsen Absent: Suzanne DeFroy, Alix Khanafer

1. Call to Order by Joanne King at 5:38
2. Declaration of Conflict of Interest - none
3. Approval of Agenda **MOTION:** To approve the agenda, moving the Sub-Committee Reports first. Moved by Theresa, seconded by Alex...passed.
4. Sub-Committee Reports
 - (a) Conference Committee Update -Theresa reported that the conference on Oct 20 at HDGH was a success with 110 people attending and that it was a collaborative effort with the conference committee. Learnings from organizing it and will use it toward planning the next one. The food was expensive, but very good. Learned to avoid any zoom presentations. Reports from the survey indicate it was good to very good overall.
 - (b) Book Launch Update – the committee of Joanne, Lauren, Suzanne, and Ann Marie are meeting next week to plan this. (Oct 31 at 4:30)
5. Consent Items
 - (a) Approval of the Minutes - **MOTION:** To approve the minutes of the September 27,2023 Meeting Moved by: Theresa, seconded by Anne Marie...passed.
 - (b) Acceptance of the Executive Director's October Report **MOTION:** To approve the ED's October 2023 report. Moved by Theresa, seconded by Anne Marie...passed.
6. Board Reports
 - (a) Treasurer's Report – Joanne provided the updated to Sept 30 financial statements. The grant revenues were updated in the balance sheet and there's a net profit due to golf and conference revenues. (see attached report) **MOTION:** To approve the financial statements as presented. Moved by Sara, seconded by Alex...passed.

(b) Education/Program Committee – no meeting

(c) Public Relations/Fundraising Committee (minutes attached). **MOTION:** To approve the minutes of the PR/Fundraising committee as presented. Moved by: Lauren, seconded by Marcus...passed.

7. Old Business

(a) Duelling Pianos – March 23, 2024, at the Windsor Yacht Club. Will start promoting it.

8. New Business

(a) New Board Member search – one application has been received and at least three more have indicated interest in applying for a board director position. This is good for BIAWE, as these people are showing interest in what BIAWE is doing and want to be a part of it. An ad-hoc subcommittee of Joanne, Marcus and Lauren will interview them and make recommendations.

(b) Policy Update – Joanne, Theresa and Anna will meet to discuss policies. In the past there was not much need for them, as there was only one employee, but as BIAWE is growing, there needs to be clear guidance on issues so that everyone understands expectations.

(c) Other – the next board meeting in November will be longer, as the 2024 budget will be discussed, as well as the strategic plan. Financial information will be sent well in advance to be reviewed.

9. Date of next meeting: Wed. November 22, 2023, 5:30 ALSO – 1100 University Ave. W.

10. Adjournment at 6:35

Next Board Meetings: January 24, Feb 28, March 27,

Attachments: Minutes of September 27, 2022, meeting, ED Report, Fundraiser/PR Committee Report, Finances to Sept 30, 2024