

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

**MINUTES**

**Tuesday, January 23, 2024, 5:30 ALSO 1100 University Ave. W.**

In Attendance: Alex Carson, Alix Khanafer, Ann Marie Keough, Marcus Niessen, Suzanne DeFroy, Sara Pender, Lauren Fields, Theresa Wunder, Anna Jurak (ED)  
Rachel Olsen (Admin) Absent: Kim Spirou Regrets: Joanne King

1. Call to Order by Alex Carson at 6:00pm
2. Declaration of Conflict of Interest – None
3. Approval of Agenda. **MOTION:** To approve the agenda. Moved by Sara. Seconded by Theresa. Passed.
4. Consent Items

(a) Approval of the Minutes of November 22,2023 Meeting.

**MOTION:** To approve the Minutes of November 22, 2023. Moved by Theresa. Seconded by Ann Marie. Passed.

(b) Acceptance of the Executive Director's December and January Report – Refer to report.

**MOTION:** To accept the Executive Director's report. Moved by Theresa. Seconded by Sara. Passed.

5. Board Reports

(a) Treasurer's Report - No report. New bookkeeper is catching up.

(b) Education Committee – Refer to report. Theresa provided update from minutes. It was suggested that Betty Penny be invited to attend if a proposed meeting to educate police takes place.

**MOTION:** To accept the Education Committee report. Moved by Ann Marie. Seconded by Marcus. Passed.

(c) Fundraising Committee – refer to report - approve new fundraiser. Alix provided update from minutes. Discussed forming subcommittee for Brain Games event.

**MOTION:** To approve the Fundraising Committee report. Moved by Alix. Seconded by Theresa. Passed.

6. Sub-Committee Reports

- (a) Ad Hoc Policy Committee – approve new policies (attached) – As the circulated policies may not be the revised ones, will circulate revised ones for next meeting to review.
- (b) Conference Committee – refer to report. Update from Theresa. Discussed possibility of having a panel of speakers.

**MOTION:** To approve the Conference report. Moved by Sara. Seconded by Ann Marie. Passed.

7. Old Business

- (a) Book Launch – update from Suzanne. Book launch will be at Hospice at April's Garden on April 20, 2024. Will do presentation at book launch about brain injury statistics, research on neuroplasticity. Suzanne and Kathy to set up booths at hospital to bring awareness and info to doctors.

8. New Business

- (a) By-Law Change approval.

**MOTION:** To approve the By-Law changes at 7.4 clarifying the definition of a vacancy on the board. Moved by Alix. Seconded by Ann Marie. Passed.

- (b) Potential Board Directors – As 7.4 in the bylaws was clarified, the potential board members who were vetted/approved by a committee may be invited to attend board meetings as non-voting members until their election at the AGM.
- (c) Board Secretary – defer to next meeting.
- (d) Update Mission Statement – statement needs to be revised to reflect more accurately what BIAWE does. Anna to send current mission statement to board to be reviewed and discussed at future meeting.
- (e) Other – Anna reviewed Bill C-277 -an act to establish a national strategy on brain injuries. Anna to meet with local MPs.

**MOTION:** To send letter from BIAWE to our local MPs showing support for this bill. Moved by Theresa. Seconded by Alix. Passed.

9. Date of next meeting: February 27, 2024

10. Adjournment at 7:10pm

Next Board Meetings: March 26, AGM April 24