

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

Wednesday, November 22, 2023, 5:30 ALSO 1100 University Ave. W.

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

1. Call to Order by Joanne at 5:45pm
2. Declaration of Conflict of Interest – None
3. Approval of Agenda. **MOTION:** To Approve the Agenda. Moved by Anne Marie. Seconded by Sara. Passed.
4. Consent Items
 - (a) Approval of the Minutes of October 25,2023 Meeting.
MOTION: To approve the Minutes of October 25, 2023. Moved by Theresa. Seconded by Sara. Passed.
 - (b) Acceptance of the Executive Director's November Report – Refer to report -Anna reviewed speech for Minister of Finance. Duelling Pianos scheduled for March 23/24, looking for ways to increase revenue from this event. Working on policy development.
MOTION: To accept the Executive Director's Report. Moved by Anne Marie. Seconded by Theresa. Passed.
5. Board Reports
 - (a) Treasurer's Report – budget approval – Refer to report Sara reviewed budget.
IN CAMERA: In camera for the budget discussion because wages and new positions discussed. Anna and Rachel left the meeting for this section. Budget approved by board members.
 - (b) Education/Program Committee – Refer to report
MOTION: To accept the Education/Program Committee Report. Moved by Theresa. Seconded by Anne Marie. Passed.
 - (c) Public Relations/Fundraising Committee- no meeting- discussed the importance of this committee to the organization and that more members are needed to plan and carry out more fundraisers.

6. Sub-Committee Reports

(a) Ad Hoc Board Member Nominations – potential board members

Lauren reviewed board member interviews and resumes. As the corporate by-laws are unclear (says we can have from 7 to 15 members) about what is considered a vacancy and therefore how to process the three potential new board members, Anna and Joanne will review, revise and present clarification to the board, as they were on the original by-laws committee, and when it is approved by the board, to the general membership at the Annual General Meeting in April. This will clarify when the potential board members can be appointed/elected.

7. Old Business

(a) Book Launch – still working on a venue.

8. New Business

(a) OBIA presentation – Suzanne DeFroy – absent – no report

(b) Accessibility for clients – discussed a policy to address special accommodations for clients with other disabilities – issue came up with one client – resolved, but need to have something in place in case this or another issue arises.

(c) Reports from Social Worker – Anna read some excerpts from some of the client reports (without naming names) that Ali provided regarding the services provided to clients. It highlighted the need to have a permanent social worker to address the gaps in services for those living with a brain injury.

9. Date of next meeting: Wed. January 24, 2024, 5:30 ALSO – 1100 University Ave. W.

10. Adjournment at 8:07pm

Next Board Meetings: Feb 28, March 27, AGM April 24