

## CYPRESS VIEW FOUNDATION

Minutes of the meeting of the Board of Directors held on Thursday January 19, 2023

Present: Chris Czember (Chair), Ramona Robins (Vice-Chair) Michelle McKenzie, Dwight Kilpatrick, Darren Hirsch, Sourav Saha (CAO), Chelsy McArady (HR &Workflow Manager)

Regrets: Dan Hamilton

### **Call to Order**

The meeting was called to order by Chris Czember at 9:02 am.

#### **1. Approval of the Agenda**

MOTION: Moved by Chris Czember to approve the agenda as presented with addition to new business. CARRIED

#### **2. Approval of the Minutes**

MOTION: Moved by Ramona Robins to approve the minutes of the meeting of the Board of Directors held on December 15<sup>th</sup> 2022 as presented. CARRIED

#### **3. Business Arising from the Minutes**

Nothing to report.

#### **4. New Business**

##### **a) Occupancy Summary Report**

MOTION: Moved by Darren Hirsch to receive for information. CARRIED

##### **b) CAO Education**

MOTION: Moved by Michelle McKenzie to table CAO Education to next Board meeting with more information. CARRIED

##### **c) Outstanding Accounts Receivable**

MOTION: Moved by Ramona Robins to write off outstanding accounts receivable amount. CARRIED

#### **5. Committee Reports**

##### **a) Finance Committee – nothing to report.**

##### **b) Policy and Board Development Committee**

MOTION: Moved by Ramona Robins to approve the minutes of the Policy and Board Development Committee held on January 9<sup>th</sup>, 2023. CARRIED

### **Amendments to Policies:**

- a) P-1 Attendance  
MOTION: Moved by Ramona Robins to approve the revised P-1 Attendance. CARRIED
- b) P-3 Criminal Record Check  
MOTION: Moved by Michelle McKenzie to approve the revised P-3 Criminal Record Check. CARRIED
- c) P-36 Education and Professional Development  
MOTION: Moved by Ramona Robins to approve the revised P-36 Education and Professional Development. CARRIED
- d) R-11 Furniture and Personal Belongings  
MOTION: Moved by Darren Hirsch to approve the revised R-11 Furniture and Personal Belongings. CARRIED
- e) R-19 Damages to Foundation Property  
MOTION: Moved by Michelle McKenzie to approve the revised 19 Damages to Foundation Property. CARRIED

### **New Policies:**

- a) H-100 Diversity, Equality, Inclusion, and Belonging in the Workplace  
MOTION: Moved by Ramona Robins to approve the new H-100 Diversity, Equality, Inclusion, and Belonging in the Workplace. CARRIED
- b) H-101 Company Social Media  
MOTION: Moved by Dwight Kilpatrick to approve the new H-101 Company Social Media. CARRIED
- c) H-102 Personal Social Media  
MOTION: Moved by Michelle McKenzie to approve the revised H-102 Personal Social Media. CARRIED
- d) H-103 Cyberbullying  
MOTION: Moved by Ramona Robins to approve the revised H-103 Cyberbullying. CARRIED
- e) H-104 Respectful Communication in the Workplace  
MOTION: Moved by Darren Hirsch to approve the revised H-104 Respectful Communication in the Workplace. CARRIED

**6. Operational Reports**

**a) CAO Report**

MOTION: Moved by Michelle McKenzie to approve the CAO Report as presented.  
CARRIED

**b) December Occupancy Report**

MOTION: Moved by Ramona Robins to approve the December Occupancy Report as presented. CARRIED

**7. Next Meeting Date**

The next Board meeting will be February 16<sup>th</sup>, 2023 @ 9:00 am.

**8. In-Camera Session**

MOTION: Moved by Ramona Robins to go in-camera at 10:28 am. CARRIED

MOTION: Moved by Dwight Kilpatrick to return to regular session at 11:45 am.

CARRIED

**9. Adjournment**

The meeting was adjourned by the Board Chair at 11:46 am.

Minutes by Chelsy McArady, January 19<sup>th</sup>, 2023

Signed: \_\_\_\_\_ Date: \_\_\_\_\_