**SCDSN Board meeting minutes**

**September 12, 2023**

**White Oaks Resort, Niagara-on-the-Lake**

**Present:**

Brian Swainson (Chair) Sunbeam Community and Development Services

Carol Blaind (Treasurer/Secretary) Access Community Services

Sherry Novak Brantwood Community Services

Patricia Kyle CWSDS

Paul McGowan Bethesda

Joel McCartney CTRC

Tom Turner DSLG

Jason Young Regional Support Associates

Jennifer Shaw Administrative Support

**Regrets:**

Marnie McDermott CLH Developmental Services

**Guests:**

None

**Minutes**

Brian opened the meeting at 1:08 p.m. with quorum.

1. **Approval of Agenda:**

Brian asked if there were any changes or additions to the agenda; hearing none he called for a vote to approve.

**Motion:** To approve the agenda as presented

**Moved/Seconded:** Paul/Carol

CARRIED

1. **Approval of Minutes from August 14th, 2023:**

Brian asked if there were any changes/corrections to the August 14th, 2023, meeting.

Correction: Paul McGowan is the Bethesda rep, not CTRC.

**Motion:** To approve August 14th, 2023, minutes as amended.

**Moved/Seconded:**  Tom/Joel  
CARRIED

1. **Business Arising**
   1. **Election of Executive**

Brian said he is willing to continue as Chair for this year only and Carol has said she is willing to continue as Treasurer and Secretary. Carol explained that the new bylaws allow for the Secretary and Treasurer positions to be combined and with the new reduced size of the Board it was agreed that this makes sense.

Carol said that Marnie had been in touch to say she was interested in the Vice-Chair role.

No other Board members were nominated for the available executive positions.

Slate of Candidates:

Chair: Brian Swainson

Vice-Chair: Marnie McDermott

Treasurer/Secretary: Carol Blaind

**Motion:** To approve the slate of candidates for the executive for 2023-2024.

**Moved/Seconded:**  Paul/Jason  
CARRIED

Listing of Officers 2021-2022

Board Chair Brian Swainson

Board Vice-Chair Marnie McDermott

Board Treasurer/Secretary Carol Blaind

* 1. **Confirmation of Meeting Dates**

Brian read out the upcoming meeting dates noting they were to be virtual unless otherwise stated. It was agreed that the November and January meetings would be virtual and at the January meeting the Board would look at March and April meetings as potentially in-person based on agenda and committee work.

* 1. **Financial Updates**

Carol reviewed the financial data to date noting the Network is in good standing. Carol also noted that the investment has started improving.

Carol said that she and Jennifer would be drafting a budget for the January meeting to begin in April 2024.

* 1. **Creation of Committees/Working Groups**

Brian mentioned that four committees are needed and asked for volunteers.

* + 1. Governance Committee: Carol is lead with support from Sherry and Tom
    2. Website/Name Launch Committee; Brigette is lead with support from Jason, Marnie and Brian
    3. Conference Committees: Marnie is lead with Sherry, Patricia, Darlene, Alastair and Carol
    4. Strategic Plan Committee: Paul is lead with support from Tom, Joel, Patricia, Brigette and Himanshu
  1. **Website Proposals**

Brian reviewed the revised proposal comparison, noting the addition of a proposal from 2Gen.net and the expanded criteria.

After discussion it was agreed that the 2Gen.net proposal should be accepted; Jason suggested confirming that SCDSN would have rights to the logo design in the contract.

**Motion:** To approve the website proposal provided by 2Gen.net

**Moved/Seconded:** Tom/Patricia

CARRIED

Brian noted that the original RFP had requested completion of the website and logo be done by October. He suggested that the end of November would be appropriate. Brian also noted that once the contract is signed the new Website committee will take over work to get the site and logo ready and approved.

1. **Other Items**
   1. **ONCA update**

Carol confirmed that all ONCA compliance is complete, well before the deadline.

* 1. **Passport – unused funds**

Tom asked how agencies are using Passport dollars noting his people are not in group homes. There was discussion of new and existing programs and activities both in house and in community that could be accessed with Passport funds.

* 1. **What to do with the issues raised at AGM.**

Brian noted that there had been a discussion at the AGM about various issues facing agencies providing clinical care. It was agreed that advocacy for these issues should be incorporated with the strategic plan work.

**5. Adjournment**

Adjournment: Joel moved to adjourn at 2:37 p.m.

**Next Meeting**

The next meeting will be November 7th 10:00 a.m. – 12:00 p.m. (virtual).

**Minutes recorded by Administrative Support person, Jennifer Shaw, Secretary**