

June 10, 2025

In person and via Zoom

ATTENDANCE

DIRECTORS

<input checked="" type="checkbox"/> Ken Courtenay, Past Chair	<input checked="" type="checkbox"/> Brooke Correia (Teams)	<input type="checkbox"/> Rick Pilon
<input type="checkbox"/> Julie Santarossa, Chair	<input checked="" type="checkbox"/> Ervin Keczem	<input checked="" type="checkbox"/> Karen Roberts
<input checked="" type="checkbox"/> Allen Provost, Acting Chair	<input checked="" type="checkbox"/> Patrick Kolowicz	<input checked="" type="checkbox"/> Marco Roy
<input type="checkbox"/> Norbert Bolger	<input checked="" type="checkbox"/> Linda Lloyd-Dupuis	<input checked="" type="checkbox"/> Robert Smith
<input checked="" type="checkbox"/> Cheryl Chaney	<input checked="" type="checkbox"/> Cari May	<input checked="" type="checkbox"/> Nicole Wengrzynski
<input checked="" type="checkbox"/> Scott Collier	<input checked="" type="checkbox"/> Gloria Mousseau	

EX-OFFICIO

Sonja Grbevski

ADMINISTRATION

Jennifer Bastien
 Kelly Davey
 Jennifer Lavin
 Paul McCann
 Rosanne St. Denis (recorder)

1.0 CALL TO ORDER & WELCOME/INTRODUCTIONS

The meeting was called to order at 6:04 pm.

1.1 QUORUM – met.

1.2 LAND ACKNOWLEDGEMENT read by the Acting Chair.

1.3 DECLARATION OF CONFLICT OF INTEREST – none declared.

1.4 REQUEST TO REMOVE ITEMS FROM CONSENT AGENDA – The In-Camera meeting agenda was removed to make the following revisions:

A.Provost requested “Fundraising and The Lottery” be added under “**3.0 ITEMS FOR DISCUSSION**”.
Standing Item “4.1 Human Resources” be moved to the bottom of the agenda [as 4.3].

1.5 CONSENT AGENDA

- a) Meeting Agenda
- b) Minutes of the May 13, 2025 Regular Board Meeting
- c) Administrative Reports
 - Executive Director
 - Client Services
 - Finance
 - Fundraising
 - People and Culture
- d) Membership Acceptance (May 1-May 31, 2025) includes the following alumni:
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]



Board of Directors' Meeting Minutes

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Moved by R. Smith; seconded by L. Lloyd-Dupuis.

THAT items a-d under the Consent Agenda be accepted. CARRIED

2.0 PRESENTATION

2.1 Charity House Financial Statements for Year Ended March 31, 2025

The auditor reviewed pages 4 and 5 of the financial statements, the Statement of Financial Position and Statement of Operating Fund Activities and Fund Balance. It was noted that there was a significant financial change in this period as a result of the loss in the Dream Home lottery and lottery home sale which resulted in a deficiency of revenue over expenses of [REDACTED] A. Provost commended Administration for doing a good job at cost control with expenses being close to last year. He acknowledged there is a revenue problem not an expense problem as a result of underfunding by the Ministry.

Moved by R. Smith; seconded by L. Lloyd-Dupuis.

THAT the Board approve the 2024-2025 Year-End Audited Financial Statements as presented.

CARRIED

3.0 BUSINESS ARISING

3.1 The Lord's Prayer

C. May provided a one-page double-sided attachment to the board package. The front side explains why The Lord's Prayer is recited and the reverse side provides a breakdown of the meaning of each line as it applies to the Brentwood program. The prayer speaks to the spirituality and foundation of the program created by Father Paul Charbonneau. It was presented in a manner that can be brought back to people on program so they understand the premise of the Lord's Prayer.

Based on input from alumni, this document was created in response to a memo from the DEI Committee recommending Brentwood say the Lord's Prayer less often. This document will form part

of the Admissions Handbook for persons on program. Education will begin with alumni at 10:30 am meetings perhaps in segments—more to follow. There are also videos on The Lord's Prayer presented by Father Paul.

It was noted that the DEI Committee is working on other initiatives including designating a non-denominational prayer room to promote faith-based inclusion.

4.0 STANDING ITEMS

4.1 Brentwood Foundation

Administration is still waiting to be assigned to an agent.

5.0 COMMITTEE REPORTS

5.1 Finance & Audit Committee Update

- Next meeting June 3, 2025**

The meeting was substantially about the audited financial statements. Other discussion was about the operating fund and the development fund, both used to support Brentwood operations. A board member asked for a financial session to better understand the financial statements.

ACTION: A. Provost to schedule a financial statements information session for any interested board members. [Post meeting note: a session will be planned after October elections when all new board members are in place]

5.2 Governance and Nominating Committee

- Board of Director Recruitment**

- Applications Review, June 17, 2025**

All applications will be reviewed and screened for interviews. Board members were encouraged to promote community members to apply. Applications will now be received up to June 17, 2025. There are 3 alumni director vacancies, all 4 year terms and 2 non-alumni terms—one 4 year term and a 1 year term to fill Maureen Rudall's vacancy.

- Applicant Interviews, June 24, 2025**

Recommendations from the interviews will be made to the board for approval by e-mail or special meeting.

5.3 Fundraising Committee Update

- June 9, 2025 Meeting**

There were a lot of fundraising ideas brought forward. The Committee will need to work through these to generate revenue to replace what has been lost in the Dream Home lottery.

5.4 Ad Hoc Strategic Planning Committee

- **2025-2030 Strategic Plan**
 - **Questions/Suggestions**

Input on the proposed strategic plan document was received from two individuals (pages 27-28 of the board package). The Board was asked to take a last look at the document and advise of any suggested edits.

It was decided that all input will be brought back to the Strategic Planning Committee to finalize wording. Once polished it will go back to the board via email for acceptance.

6.0 NEW BUSINESS

6.1 Multi-Sector Service Accountability Agreements (Board Chair Compliance Declaration)

The Declaration of Compliance is a requirement of Ontario Health West in conjunction with the reconciliation of documents. K. Davey highlighted Items (i)-(ii) below (pages 31-33) of the board package noting Item (iii) is not applicable.

Moved by C. May; seconded by C. Chaney.

THAT the Board of Directors Authorizes the Chairperson of the Board by way of resolution to declare that after making inquiries of the Executive Director that to the best of the Board's knowledge and belief that Charity House (Windsor) has fulfilled its obligations under the Agreement in effect during the Applicable Period (April 1, 2024 to March 31, 2025).

Without limiting the generality of the foregoing, Charity House (Windsor) has complied with:

- (i) Article 4.8 of the Agreement concerning applicable procurement practices*
- (ii) The Connection Care Act: 2019; and*
- (iii) Any compensation restraint legislation which applies to Charity House (Windsor). CARRIED*

6.2 Brentwood Bylaws (Legal Review for ONCA Compliance) Update

For efficiency, Miller Thomson was hired to review the bylaws for ONCA compliance given they were the authors of the original bylaws in 2020. S. Grbevski left a message for Karima Kanani of Miller Thomson enquiring about the status of the updated bylaws but has not heard back. She will contact Karima again.

6.3 Board Evaluations

Board members were asked to complete the board evaluation on page 35 of the board package and return it to R. St. Denis by June 24, 2025. It can be left in an envelope and will remain anonymous. A summary will be provided at the September board meeting.

7.0 IN-CAMERA MEETING

Moved by R. Smith; seconded by N. Wengrzynski

THAT the meeting move in-camera. CARRIED.

The meeting moved to in-camera at 7:14 pm.

8.0 NEXT MEETING: September 9, 2025 @ 6 pm or at the Call of the Chair

9.0 ADJOURNMENT at 8:25 pm.