



Timeline (guide):

5:15-5:30	Call to order and presentation of retirement gift: Gordon Moore (photos to be taken)
5:30-6:00	Dinner
6:00-6:30	Annual Board Meeting (starting with Auditor’s presentation)
6:30-7:30	Regular board meeting

Board of Directors

Frost, Jon	P	Kujath, Magdalena	R	Noronha, Adline	V
Grant, John	R	Landy, Mark (Chair)	P	Rizzetto, Maria (Vice Chair)	P
Haley, Matthew (Sec-Treasurer)	P	Vossen, Emma	R	Sullivan, Vickie	P
Kaur, Anuroop	P	Kiefte, Michael	P	Mason-Browne, Anne (CEO)	P
				Leslie, Kimberlee (Exec. Assistant)	V

Guests:

- Mr. R. Kolanko, Director of Finance and Operations
- Dr. Greg Noel, Director of Adult and Mi’kmaq Hearing and Speech Services
- Dr. Sharon Walker, Director of Pediatric and Autism Hearing and Speech Services

Present: (P)

Videoconference: (V)

Regrets: (R)

Absent: (A)

6:30 pm	<p>1. Call to Order The meeting was called to order at 6:39pm by Ms. Mason-Browne.</p>
6:30 pm	<p>2. Nominating Committee Report re: Election of Officers for 2024-25 Ms. Mason-Browne called for the Nominating Committee’s report. Ms. Rizzetto provided the report on behalf of the Nominating Committee recommending the following Slate of Officers for 2024-25:</p> <p>Chair: Mark Landy Vice Chair: Maria Rizzetto Secretary-Treasurer: Matthew Haley</p> <p>Ms. Mason-Browne called for nominations from the floor for the position of Chair. Hearing none, it was declared that Mr. Landy be appointment as Chair for 2024-25.</p> <p>Mr. Landy assumed the Chair and thanked the members for their support.</p> <p>Mr. Landy called for nominations from the floor for the position of Vice Chair. Hearing none, it was declared that Ms. Rizzetto be appointed as Vice Chair for 2024-25.</p> <p>Mr. Landy called for nominations from the floor for the position of Secretary-Treasurer. Hearing none, it was declared that Mr. Haley be appointed as Secretary-Treasurer for 2024-25.</p> <p>The Executive will also include Ms. Mason-Browne as ex-officio.</p> <p>MOTION: that the Board of Directors accept the Slate of Officers as presented. Motion moved and seconded. Motion carried.</p>

6:40 pm	<p>3. Approval of Agenda MOTION: that the Board of Directors approve the agenda as presented. Motion moved and seconded. Motion carried.</p>
6:40 pm	<p>4. Announcements 4.1 Regrets: John Grant, Magdalena Kujath, Emma Vossen 4.2 Declarations of potential conflict of interest: none</p>
6:45 pm	<p>5. Approval of minutes – May 16, 2024 MOTION: that the Board of Directors approve the previous minutes as presented. Motion moved and seconded. Motion carried.</p>
6:45 pm	<p>6. Board Executive Report Mr. Landy presented the Board Executive report.</p> <p>6.1 Annual Board Check-in Interviews Summary This is now complete. Information has been shared with the Nominating Committee and Policy and Governance Review Committee. A summary of the Board check-in summary is available to the Board members on Aprio</p> <p>6.2 Board Chair Evaluation Ms. Rizzetto announced that the Board Chair Evaluation has been completed and discussed with the Board Chair. Evaluation was positive with no concerns.</p> <p>6.3 George and Lenore Mencher Scholarship The scholarship has been granted to Brianna Hepditch. Ms. Hepditch will be invited to join the Board at the September meeting for the official presentation of the award. Dr. Kiefte will provide some background information on Ms. Hepditch before the presentation.</p> <p>6.4 HSNS Annual Report The annual report was reviewed.</p> <p>MOTION: that the Board of Directors approve the HSNS Annual Report for 2023-24 with the approved audited financial statement included as presented at the annual meeting of the society for distribution to the community.</p> <p>Motion moved and seconded. Motion carried.</p> <p>6.5 Board meeting dates for 2024-25 Mr. Landy reviewed the Board General meeting dates for 2024-25 and the suggested move of the June meeting to the 4th Thursday of June to give time for the Finance & Investment committee to receive and review the audited financial statements. Mr. Landy opened the floor for discussion. Discussion occurred around the date of the April board meeting. The Board suggested that the dates be accepted as listed and if there is an issue that there may not be quorum for a meeting, then the date could be amended by the Board. It was requested by the Board that the meeting invites be sent out as soon as possible.</p> <p>ACTION: Ms. Leslie will add the meeting dates to Aprio and send out calendar invites.</p> <p>MOTION: that the Board of Directors approve the Board meeting dates for 2024-25. Motion moved and seconded. Motion carried.</p>

6.6 Partners in Care designated as “Patient Advisors to the Board”

- DRAFT Roles & Responsibilities

Mr. Landy provided information on the importance of increasing the presence of patients in the decision-making process of the organization, which includes the Board. Mr. Landy provided a brief overview of the proposed position.

The Board commented that this would also provide credibility to the Board. There was also a comment that should be an outline about what the criteria or expectations are when selecting for the patient advisors. Development of this position is a work in progress. There are many aspects that still need to be clarified.

Q: Does Accreditation Canada recommend that patient advisors be a part of the Board governance structure?

A: Yes. However, we need to support the patient advisors, many of whom have communication challenges, in their participation at the Board table and HSNS has developed some strategies to assist them in their involvement with the Board. The HSNS Board of Directors typically has at least 50% members who have received HSNS services (or have family who have received services), and this is a targeted recruiting characteristic.

MOTION: that the Board of Directors approve the creation of the new membership position “Patient Advisor to the Board”.

Motion moved and seconded. Motion carried.

6.7 Barrie Coward Award

Mr. Landy provided a brief overview of the Barrie Coward Award.

Q: Where is the award being funded from?

A: It is embedded in the investment fund.

Q: Is \$1,500 enough to fund continuing education?

A: It may be sufficient to fund registration fees.

The Board commented that if the goal of the award is to fund someone going to continuing education, the amount awarded should be reviewed. This will be discussed at the next Finance & Investment committee meeting. Ms. Mason-Browne will bring forward feedback from staff on their experience with the award.

Q: What does the criteria statement of “related or not related to communication disorders” mean?

A: The award is not limited to only SLPs and audiologists. There are areas of skill development that complement HSNS work (e.g. Lean Sigma, LEADS, change management). If the Board would like to revise the criteria, it can do so.

Q: When would the award be granted?

A: With a call out for applications in the Fall, the award would be granted after the September Board meeting.

MOTION: That the Board of Directors approve the distribution of a communication in the Fall to invite staff applications for the Barrie Coward award for the 2024-25 year.

Motion moved and seconded. Motion carried.

MOTION: that the Board of Directors accept the Board Executive report as presented. Motion carried.

6:55 pm	<p>7. CEO Report</p> <p>7.1 Monthly Update</p> <p>Ms. Mason-Browne presented the CEO Report for June 2024.</p> <p>Q: Is there an overarching theme for the site visits undertaken by executive staff? A: No. The executive staff review the Occupational Health & Safety (OHS) site inspections and address any issues listed as outstanding or issues that should be addressed specific to the facility. Staff are invited to the table to discuss any topic and say what they want to say in a safe and open environment.</p> <p>Mr. Noel spoke about improvements to the website around engaging the community and our clients to help better our services. It is a platform where we can call for public input in policy review, improvement plans, or involvement in other projects. It will also look to drive individuals to consider joining the Partners in Care committee, the Board, and volunteering with the organization. We are hoping for a soft launch of this feature in early July.</p> <p>Q: How do we direct people to new engagement website page? A: We will inform staff and will advertise on social media.</p> <p>The Board commented that the new engagement page may present an opportunity to post a Board topic for public feedback a couple of months in advance.</p>
7:00 pm	<p>8. Committee Reports</p> <p>8.1 Finance and Investment Committee Report</p> <p>Mr. Haley presented that the committee did not have quorum. The agenda will be brought forward to the next meeting.</p> <p>8.2 Policy & Governance Review Committee Report</p> <p>Mr. Landy presented the Policy & Governance report for June 2024.</p> <ul style="list-style-type: none"> • Board evaluation feedback was reviewed, and educational topics are added to the cumulative list for planning. • Operational definitions: ‘Business Arising’, ‘Old Business’, ‘New Business’, and ‘Member’s Comments’ were reviewed with recommendations. The definitions were reviewed by the Board. Mr. Landy opened the floor for comments. <p>Q: Can a definition of ‘in-camera’ be added? Where will the definitions live? A: ‘In-camera’ can be added. It will reviewed at the next Policy & Governance meeting. The definitions will live in Aprio with the acronyms.</p> <p>MOTION: that the Board of Directors approve the removal of ‘Business Arising’ from the agenda. Motion moved and seconded. Motion carried.</p> <ul style="list-style-type: none"> • Accreditation Board Governance Functioning Tool The results of the tool were reviewed. Mr. Landy reviewed the areas that were yellow; indicating areas of improvement. The Policy & Governance committee will review the results again in the Fall and identify an action plan to address these

	<p>areas. Mr. Landy mentioned that if Accreditation Canada presents a new tool, the Board will be asked to complete it.</p> <ul style="list-style-type: none"> • Policy amendments Policies 25 and 27 were reviewed by the Board. <p>MOTION: that the Board of Directors approve the recommended amendments to policies 25 and 27 as presented by Policy & Governance. Motion moved. Motion carried.</p> <p>8.3 Nominating Committee Report Ms. Rizzetto presented the Nominating Committee report for May 2024. Ms. Rizzetto commended the nominating team for their ability to deal with the received expressions of interest on short notice via correspondence.</p> <p>Q: Barring any retirements or resignations, how many people are cycling off at the end of the 2024-25 year? A: We don't know at this time.</p> <p>Q: Would the patient advisor be an additional Board member? A: No, they would be an advisor to the Board, meaning they would not be a voting member of the Board.</p> <p>MOTION: that the Board of Directors accept the committee reports as presented. Motion moved. Motion carried.</p>
7:05 pm	<p>9. Business Arising None</p>
7:10 pm	<p>10. Old Business None</p>
7:10 pm	<p>11. New Business</p> <p><u>Fundraising</u> A Board member raised the question of fundraising and would like the Board to readdress the idea of fundraising.</p> <p>The Finance & Investment committee previously reviewed the idea of fundraising and it was not something that the committee was supportive of. When looking at fundraising, must keep in mind: What are we fundraising for, capacity to acquire capital equipment (currently HSNS capacity is full with current procurement backlog), and capacity to implement and oversee the fundraising. It was noted that HSNS cannot fundraise for operational costs or direct paid staff hours to fundraising.</p> <p>It was suggested that the Board member(s) come prepared with some ideas for fundraising to the next meeting. The Finance & Investment committee can then bring forward to their next meeting for discussion. Mr. Haley, chair of the Finance & Investment committee, suggested tabling the discussion until there is a need for capital expenditure. The Board agreed.</p> <p>Decision: the discussion of fundraising will be tabled until a need for expenditure is identified.</p>
7:15 pm	<p>12. Members' Comments</p> <ul style="list-style-type: none"> • Dinner and meeting discussion was great. • Feel disengaged in virtual meetings. Prefer in-person meetings.

7:20 pm	<p>13. In-camera session MOTION: that the Board of Directors move to the in-camera session. Motion carried.</p> <p>MOTION: that the Board of Directors move to adjourn the in-camera session. Motion carried.</p>
7:30 pm	<p>14. Date of next meeting: Sep 19, 2024 (In person, HSNS Provincial Office, Halifax)</p>
7:30 pm	<p>15. Adjournment MOTION: that the Board of Directors move to adjourn the meeting. Motion carried.</p> <p>Meeting adjourned at 8:15pm.</p>