



## OUR MISSION

To provide exceptional residential and respite care to help families whose children have complex physical and developmental disabilities.

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## MINUTES BOARD OF DIRECTORS MEETING

February 9, 2016  
6:40 PM – 8:20 PM

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### **DIRECTORS**

Lombardi, Connie  
Borenstein, Howard  
Zingaro, Tony  
Lazarus, Shavonne  
Fowler, Noela  
Weir, Andrew  
Ionescu, Daniel  
Bisaillon, Susan – Acting CEO

### **PRESENT**

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✓  
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✓  
✓

### **PROXY FOR FINANCIALS**

Peterson, Mary  
Marques, Ana Cristina

✓  
✓

### **ABSENT**

Gupta, Montu  
Blatchford, Christie

### **GUESTS:**

Ashmore, Colleen – Director of Operations  
Grewal, Karam – Administrative Assistant

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#### **1. Call Meeting to Order:**

Meeting called to order at 6:40pm

#### **2. Declarations of Conflicts/ Reading of Mission Statement**

There were no declared conflicts of interest.

Mission Statement was read aloud by Connie Lombardi to the board members.

### **3. Agenda**

**Motion:** Howard Borenstein

**Second:** Daniel Ionescu

**Carried:** To approve the February 9, 2016 meeting agenda

### **4. Presentation – Timber Lane Flood Update**

#### **Current Status**

- Insurance covered the bulk of damages.
  - Overall \$300k in evaluated damages to date from the insurance company.
  - \$17,000 is not covered at this point however we have allocated \$24,000 in the budget to support potentials uncovered costs.
  - Currently we are generating a list of items that we may have to cover off if the insurance does not cover.
  - Several areas are being replaced include the heating panel, rear sliding door and furnace. It was noted that the furnace is 5-10 years old.
  - A chemical in the water has rendered many items unusable as we are a health care provider we must adhere to the standard for the industry.
- Furniture
  - There is a meeting on Thursday, Feb 11, 2016 with staff and the interior designer to select colors and materials for the furniture and window fixtures .
  - A living room couch of equivalent quality will be sourced.
- Emergency Planning
  - Question arising from the discussion – “What if we did not have the capacity to support the Timber Lane kids?”
    - The children would have been temporarily relocated to other community partners.
    - Erin Oak Kids, Emily’s House, Holland Bloorview Kids, The Darling Home for Kids, etc.
  - There will be a reflective learning from this process to identify what we could do differently in the event that this happens in the future.

### **5. Presentation - New Safehaven Video**

Thoughts on the video created by Pulp Multimedia

- Consensus that that video runtime is too long, should be 1-3 minutes maximum.
- The purpose of the video was to be a quick showcase of Safehaven to show potential donors and inform individuals on Safehaven.
- This video is good for other purposes such as respite services and being utilized at events as background information.
- Agreed that the video should be “punchier and shorter.”

### **6. Appointment of Officers of the Board of Directors**

Moved to the next Board of Directors Meeting or conference call in advance of the next board meeting

## **7. Review of Meeting Minutes**

**Motion:** Tony Zingaro

**Second:** Shavone Lazarus

**Carried:** To accept the minutes of the November 10, 2015 Board Meeting

## **8. Committee Reports**

### **Finance Committee Update**

- Clarification that the financial committee is separate from the board and is a sub-committee of the board.
- There is currently 3 members on the committee, 1 has resigned.
  - Maria Ryan, Daniel Ionescu, Ron Jerkins and Eric Clark
- Maria Ryan has been doing well in her job and diligent worker for 4-5 years.

### **Financials**

- Safehaven's balance sheet is strong.
- Current tax exempt status
  - New CRA rules clarified expectations for tax exempt organizations
  - No immediate concerns noted in this area
- Charitable funds
  - Fundraising revenue is down in December 2015 from last year by \$44,000.
  - \$167,000 has been received to date versus \$228,000 last year.
- Investment
  - \$148,000 are lower in December 2015 versus last year same period.
  - The investment market is tighter than it was last year.
  - Expect fluxuations from time to time related to market.
- Fundraising Salary
  - Currently 75% charitable fund and 25% ministry.
  - Board felt adjustments are needed and there will be a meeting after to discuss
  - Consideration to 50% charitable and 50% ministry change for salary
- Signing Authority Protocol
  - To CEO or Designate.
  - Director of Operations to be removed from signing authority.

### **i. Finance Committee**

**Motion:** Andrew Weir

**Second:** Howard Borenstein

**Carried:** To approve the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Financials

## **9. CEO Report**

\*Recorder excused from this topic

## **10. New Business**

\*Recorder excused from this topic

### **Memberships**

**Motion:** Tony Zingaro

**Second:** Howard Borestein

**Carried:** To accept the new membership application for Debbie Perkell

**11. Date of next Board Meeting:**

Tuesday, March 8, 2016, 6:30PM, 1173 Bloor St. W. Toronto, Boardroom

**12. Adjournment**

\*Acting CEO/Recorder excused from the meeting

**Motion:** Shavone Lavarus

**Second:** Tony Zingaro


**Carried:** That the February 9, 2016 meeting be adjourned at 8:20PM

Recorder: Karam Grewal, Administrative Assistant  
Susan Bisailon, Acting CEO



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Connie Lombardi, President



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Shavone Lazarus, Secretary