



OADD Board of Directors Meeting Minutes

Virtual Meeting

1. Welcome

Present:

In person: none

Video conference: Lisa Holmes (Chair), Gary Dowe (Past Chair), Sue VanDeVelde-Coke (Chair-Elect), Jason Young (Treasurer), Kim Rodrigues (Secretary), Mark Benner (DSSIG chair), Susan Wavell, Tracey Berman, Lisa Whittingham (RSIG chair), Dean Johnson, Melody Hamilton (Conference chair); arrived 11:10 a.m.

Teleconference:

Regrets: none

Recorder: Jennifer Shaw

Lisa H. welcomed everyone saying it was nice to see people's faces and that everyone seemed to be very comfortable with virtual meetings now.

The meeting started at 10:00 a.m. with quorum

2. Approval of Agenda

Lisa H. asked if there were any additions to the agenda. Hearing none she called for a vote.

Moved by: Kim Rodrigues

Seconded by: Jason Young

THAT the agenda for the June 1st, 2020 meeting be approved as presented.

Discussion: There was no further discussion

Carried

3. Previous Minutes

a) Approval of Previous Minutes

Lisa H. asked if there were any errors or omissions in the previous Board meeting minutes noting that each would be approved separately.

Moved by: Susan Wavell

Seconded by: Gary Dowe

THAT the minutes of the March 9th, 2020 meeting be approved as presented.

Discussion: There was no further discussion

Carried

Moved by: Sue VanDeVelde-Coke
Seconded by: Kim Rodrigues

THAT the minutes of the April 15th, 2020 meeting be approved as presented.

Discussion: There was no further discussion

Carried

Moved by: Jason Young
Seconded by: Gary Dowe

THAT the minutes of the April 15th, 2020 Executive committee meeting be approved as presented.

Discussion: There was no further discussion

Carried

B) Business arising

Follow up discussion from the executive committee meeting

The April 15th executive committee meeting had focused on general finances and cost saving measures in view of the cancellation of the conference.

One of the items discussed was the contract with Surrey Place. Lisa H. said that she and Jason had spoken with Terri Hewitt (SP CEO) and SP will use COVID savings and waive the OADD contract fee for the balance of the year while continuing to pay the contract for admin staff (Jennifer).

It was agreed that a letter from the OADD Board thanking SP for their support and formalizing the arrangements should be sent to Terri.

4. Reports of Committees

Finance Committee Report

Financial Statements

Jason noted that these are interesting times and this is his first report as treasurer. Statements for February and March had been sent out previously. He noted that in March there was a slight surplus however, this is because the report shows conference revenue that has now been refunded. April and May statements will show the adjustments to contract costs.

Moved by: Susan Wavell
Seconded by: Tracey Berman

THAT the February and March 2020, financial reports be accepted as presented.

Discussion/Questions: There was no further discussion.

Carried

Investment Options

Investments are holding, Jason said he would not recommend making any changes at this time.

2019 HST filing

Jason noted that due to SP office closures (COVID) the 2019 HST filing was not done by the end of March. SP accounting will do the filing the next time they have access to the office. Jason noted we are

anticipating a small refund and the government has extended the deadline for filing so there should be no penalties.

Strategic Plan Goal One

Nominations and Membership Committee Report

Strategic Plan Goal #1

Gary said that this goal is completely on hold due to COVID. See discussion under item “DSSIG” - it was agreed that perhaps a summer teleconference check-in with the group would be helpful.

Membership

Gary said we currently have 61 members, with 35 at the Organizational or Patron level. Gary also said that the revenue for the year will be close to the budget.

He noted that there were several long-time members who had yet to renew. He said that Jennifer would follow up with the lapsed members and ask for support from Board members as needed.

Awards and Nominations

Gary said the retiring Board member recognition plaques will be mailed out with a thank you letter. The awards plaques will be held for a later date when they can be presented in person.

Strategic Plan Goal Two

Board and Committee Structure Report

Gary said that the board has been naturally evolving (RSIG, Journal, work with DSSIG etc.) but there has not been any concrete planning. Lisa H. suggested this be allowed to continue but be monitored and adjusted as needed.

It was agreed this would be a standing item so it could be monitored regularly

Developmental Service Special Interest Group (DSSIG)

Mark said that nothing has happened since March however COVID has reinforced the need for professionalization in the sector to get recognition for front-line staff. Mark is now teaching on-line.

Lisa H. asked given the current circumstances if this would be a good time to renew efforts with the Strat Plan Goal one group. Mark agreed that the next step should be another group meeting via VC (Jennifer to set up).

Gary said there is a need to leverage the focus on frontline work (discussion for next group meeting).

Research Special Interest Group (RSIG)

2020 RSIG conference revision

Lisa W. said they wanted to at least complete their agenda for the research day that students could use for their CVs. She noted that people who were accepted had submitted abstracts and these will be imbedded into the agenda. When the agenda is ready, she will send it out and ask that it be posted on the OADD website.

Lisa W. said that RSIG will meet as a group in July. They will be promoting research and RSIG through social media and will release the oral presentations on Youtube. They will also put Peter Park's 2017 presentation on Youtube as a benefit for students and for research. Lisa W said a goal of RSIG is making research available more broadly.

Lisa W was asked about research on the evolution of clinical work in the current climate (COVID). No one was aware of any work being done in this area however Lisa H said that she is working on a paper about using Telehealth to assess people with FASD.

Strategic Plan Goal Three

Publications Committee Report

Sue noted that Tracey Berman has agreed to join the committee and will be mentoring this year for the role of publications chair in 2021.

Journal

As part of the COVID cost savings measures and to ensure that journal articles are published in a timely fashion the committee will now post finished articles as "On-line first". The primary difference between regularly published issues and on-line first is the formatting. Regular issues are formatted as a full issue with a cover page, table of contents and all article pages numbered sequentially. JoDD uses a paid professional formatter and although the issues are broken up for posting on the website they can be printed as a full publication.

For on-line first publishing each article is formatted as a stand-alone article as it becomes available by the OADD admin person (Jennifer). The articles are posted on the website in the same manner as regular issues but there is no cover page, table of contents etc. Each article is assigned to an issue (volume, number & year) and must be downloaded individually. The formatting is not set up to allow for a full issue to be printed.

The committee discussed the option for having the On-line first articles formatted professionally at a later date pending the availability of funding.

Currently the first "On-line first" issue has been posted on the website.

Sue said the committee will meet in the summer to see about a second issue. She asked the Board members to go to the website, check out and provide feedback on the On-line First issue.

Sue also noted that a group of RSIG members is proposing a special issue for 2021 on the impact of changing social situations on families and caregivers. The call for abstracts will come out this summer.

Textbook

Sue noted that the 3rd edition is now out of print. The remaining books have been sent to Kerry's place. Sue asked that any Board Member who would like a copy to send her an email with their mailing address.

The 4th Edition will not be digital at this point, the publisher and editors are working on a hard copy only. Jennifer is following up with the publisher and editors to negotiate the role of OADD in distributing the print books.

Conference Committee Report

Update and plans

Melody said that the hotel has agreed to re-book the conference to April 12 – 15, 2021 and defer the deposit from 2020. She noted that we have the contract but it has not yet been signed.

Melody said that all conference registrations and sponsorships have been refunded in full. She noted that the conference bags had already been purchased but the expense was covered by a sponsorship from

OPTIONS Northwest. The Executive Director of OPTIONS had been contacted and did not want the sponsorship refunded.

Melody noted that she and Jennifer had been talking about a series of small, virtual workshops. She would like to see this be a revenue generator to replace some of the conference revenue. The workshops could be a full day or ½ day.

Discussion followed around the fact that there are many live streaming workshops being provided for free. To compete OADD workshops will need to be short (lunch & learn or 1 - 2 hours), topical and free of charge. The target audience could be members and/or conference registrants to acknowledge them and build a future audience. Melody said she would set meetings for the summer so the workshops could start in September.

There was discussion about appropriate platforms and Dean offered to have his IT person do a comparison of the three major platforms for the committee.

Strategic Plan Goal Four

Communications & Marketing Committee Report

Lisa H. said that the committee hasn't met recently although she has spoken to Jennifer about getting provincial surveys out to members and a newsletter to highlight our role and advocacy. She also suggested adding a shout out to conference registration

OADD GLS Cooperation

Gary noted that GLS has had no formal discussions about the OADD GLS link. Currently the focus for GLS has been on advocating for specialized services.

5. Other Business Brought Forward

Provincial Network

Lisa H. is the primary representative for OADD to the PN but a back-up rep is needed. It is not necessary for both members to attend meetings, but it is encouraged if they are available. The PN has been meeting twice a week for an hour through the pandemic but typically meets once per month. Currently all meetings are being held remotely.

Dean is already at the PN meetings for the CNSCs and can't be a dual rep. Sue said she can be back up but can't attend regularly, Kim said she is also interested and willing to take on the role. Lisa will send Kim the information and the arrangements will be reviewed in a few months.

6. New Business

OADD support for members

Discussion on how to support members focused on the following points:

- virtual information sessions/trainings one-day.
- Lessons learned – i.e. what will things look like months from now. People are liking some of the changes and they may stay
- other provincial groups researching provincial response to providing clinical services virtually
- PN has been sending out surveys and responses re: leadership in the new normal what has changed and what leadership skills are needed
- Tool kits and protocols for safe return to the workplace and maintaining staff moral (high now but can it be sustained?)
- PN OASIS CLO – want to see DSPs designated with essential worker status – how can we help?

It was noted that several of the above items were addressed in other minuted discussions; this topic will be addressed again at the September meeting.

Process for signing minutes electronically

Options were discussed for signing the minutes electronically due to the current situation. It was agreed that mailing the documents did not make sense. Electronic options include: having signatories print, sign, scan and return minutes via email or just use an email trail that gets kept with the minutes. It was generally agreed that the email trail would be sufficient.

Moved by: Kim Rodrigues

Second by: Dean Johnson

THAT electronic messages (email) to approve meeting minutes is appropriate when in-person approval is not practical.

Discussion: There was no further discussion

Carried

The meeting was adjourned at 11:40 a.m. by consensus

7. Next Meeting

The next scheduled Board meeting is:

Sept 14th, 2020 Virtual meeting (note: date and/or location can be changed as needed)

I certify that these minutes were considered and approved at the meeting of the Board of Directors on

__September 14, 2020__.



Lisa Holmes
Chair

Kim Rodrigues
Secretary

From: [Jennifer Shaw](#)
To: [Jennifer Shaw](#)
Subject: FW: Documents for Sept 14th
Date: September 16, 2020 11:09:15 AM
Attachments: [image003.jpg](#)

From: Lisa Holmes <lholfmes@ongwanada.com>
Sent: Monday, September 14, 2020 2:50 PM
To: 'Kim Rodrigues' <kim.rodrigues@hopewellchildrenshomes.ca>
Cc: Jennifer Shaw <Jennifer.Shaw@surreyplace.ca>
Subject: RE: Documents for Sept 14th

I approve these minutes for June 1, 2020 OADD Board meeting.

Lisa Holmes
Manager, Eastern Region Community Network of Specialized Care
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Kingston, ON, K7M 8A6
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613-548-4417 ext.1177
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From: Kim Rodrigues [<mailto:kim.rodrigues@hopewellchildrenshomes.ca>]
Sent: Monday, September 14, 2020 2:21 PM
To: Lisa Holmes <lholfmes@ongwanada.com>
Cc: Jennifer Shaw <Jennifer.Shaw@surreyplace.ca>
Subject: FW: Documents for Sept 14th

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lisa and Jennifer,

I took the liberty of editing the minutes as per meeting today (added Dean to list) and have dated and signed the minutes. Lisa once you have signed then if you could send back to Jennifer and myself. I will ensure while secretary that I maintain a copy of signed minutes as well.

Hope you are well Jennifer and on the mend as best you can.

Kim Rodrigues
Executive Director
Hopewell
Tel: 519.836.9641 x 224
Fax: 519.836.8830

Support Hopewell by participating in this year's Duck Race:

From: Jennifer Shaw <Jennifer.Shaw@surreyplace.ca>
Sent: Wednesday, September 9, 2020 1:00 PM
To: Benner, Mark <MBenner@fanshawec.ca>; Cheryl Boston <cheryl.boston@kerrysplace.org>; Dean Johnson <dean.johnson@clhmidland.on.ca>; 'Gary Dowe' <gdowe@ctrc.on.ca>; Jason Young <jyoung@wgh.on.ca>; Kim Rodrigues <kim.rodrigues@hopewellchildrenshomes.ca>; Lisa Holmes <lholmes@ongwanada.com>; Lisa Whittingham <lisa.whittingham@brocku.ca>; Melody Hamilton <Melody@elementssupportservices.com>; Sarah Cashabec (<scashabec@ctrc.on.ca>) <scashabec@ctrc.on.ca>; sfinlay@sympatico.ca; sue.coke@kerrysplace.org; Susan Wavell <SWavell@clhaldimand.com>; Tracey Berman <tberman@communitylivingyorksouth.ca>
Subject: Documents for Sept 14th

[EXTERNAL] This message was sent by a 3rd party, outside of the Hopewell Children's Homes organization. Do not click links or open attachments unless you recognize the sender's email address and know the contents to be safe.

Hi everyone,

The attached are the minutes from the June Board meeting, the agenda for the September meeting and the financial statements to the end of July.

Any comments or changes should be addressed with Lisa H.

Thanks
Jennifer Shaw
OADD Administration

www.oadd.org
416-429-3720

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