

**General Meeting of the Cerebral Palsy Parent Council of Toronto
& Parent Communication Meeting**

Wednesday April 24, 2013 at 2:00 pm

Board Room, 9 Butternut Lane

Meeting Notes

In Attendance:

CPPC

Wayne Barta
Maureen Barta
Melanie DeLuca
Susan Manley
Harry Miller
Janet Mountney
Art Shaw
Lillian Slade
Hilda Sutherland
Ross Waters

BOARD

Phil Garment, Board Chair
Wayne King, Chair, Parent Council Committee

STAFF

Frances DiCarlo, Executive Director
Lucy Lehman, Executive Assistant
Jeannette Wilson, Butternut Senior Staff
Ann-Marie Mori, Director, Resident Services
Kerry Scott , RN, Nurse Manager & Care Supervisor

1. Call To Order By Chair, Council Affairs Committee, Wayne King

The Chair of the Parent Council Committee, Wayne King, welcomed all present and called the meeting to order at 2:00 p.m.

2. Dates/Events Update

- 2.1. Golf Tournament, September 19, 2013
- 2.2. "Students Helping Students" Concert, November 8, 2013
- 2.3. Residents' & Families' Picnic June 23, 2013

3. Fire Safety

3.1. 9 Butternut Lane

Executive Director, Frances DiCarlo was pleased to report that the Fire Safety measures pre-inspection is complete and the final inspection is scheduled for tomorrow with all inspection items exceeding the outlined standards. PH is being touted as a leader for fire safety. The Chair reported that the ministry has paid \$320K for the Fire Sprinkler project. Frances DiCarlo mentioned that the ministry sent out a survey to the agencies regarding fire safety, sprinklers, etc. to assist them in determining the number of agencies and their status of how many of their homes were up to code.

3.2. Henderson House

The Fire Sprinkler System is still being worked on Henderson House; one issue that is being investigated relates to the water services in the area. The pre-inspections are being done to see if the area meets the standards. It was noted that changing the piping to accommodate the standards would increase costs substantially. The ministry is being pursued to fund these changes.

Other issues include the driveway, which is in need of refinishing and the wheelchair ramp, which needs to be replaced. As a workaround to the wheelchair ramp, Markham Mobility has gratefully donated a lift from the garage to the house.

4. Residents' Update

4.1. Individual Service Plan (ISP)

All ISPs are completed for the year; someone from our staff may be contacting you regarding your relative to discuss his/her ISP.

4.2. Activities & Outings

Jackie Booth, Resident & Family Coordinator, takes a tally of monthly activities for residents. Most residents have gone out to such activities like Marlies Hockey games, fitness class in Stouffville, mall shopping, live performances, dinner theatre, Wizard of Oz, pottery; onsite entertainment. We have a supporter, a gentleman from Unionville, who makes an annual donation \$5K that pays for all of the onsite entertainment. Rotary Club of Markham was onsite for a choir presentation and made a donation of \$2K toward our School Program.

5. General By-Law 2013

5.1. Proposed Amendments

Board Chair Phil Garment noted that the Ontario Nonprofit Corporation Act was expected to be enacted in July 2013, but has been postponed until January 2014. This act ensures compliance and is set at the provincial level. We have three years to comply with the act once enacted. We have updated our General By-Law document to reflect the current act to stay in compliance. The Board of Directors has approved the changes.

Frances DiCarlo reviewed the following key points:

- Changed the title and effective date: June 23, 2013
- Article Numbers have been added to the section titles
- Under General Information:
 - i. and ii. Updated our place of business
 - iv. Transfer of assets to a similar business/agency
- Under Annual and Other Meetings of Members:
 - Any member may attend any board meeting
 - iv. First sentence became its own paragraph v. with more detail

- Under The Board – Composition:
 - Number of Family Members presented as a range
- Under Committees:
 - Committees that are not required are now marked “Ad Hoc”
- Under Composition and Duties of the Committees:
 - Committee member composition was updated to be more generic and include, “such other persons as may be designated by the Board”
 - Duties of Executive Committee Members was removed due to redundancy
 - Updated other Committee Duties
 - Removed Constitution and By-Law section; now an Ad Hoc committee

A copy of the document will be distributed to all members for review and then voted on at AGM.

Family Member Maureen Barta brought up a discussion point to clarify the terms used regarding assignment of Power of Attorney; she stated that she believes the residents can't necessarily understand the choice. The Chairman of the Board noted that these types of changes will be addressed during the updates made as a result of the Act changes. Committee Chair Wayne King noted that our legal representative on the Board of Directors can help with the wording. Mr. Harry Miller, Family Member and Past Chairman of the Board noted that the regulations (Act) will help to clarify issues regarding these terms. The Chairman of the Board Phil Garment noted that we will wait to see what the government will dictate to us before making significant changes.

6. Further Business

Family Member, Mr. Art Shaw noted that there are new faces at the meeting with no introductions made. He said he would appreciate a friendlier atmosphere. Wayne King started off the introductions and those present said a few words about their affiliation with Participation House, Markham. The three staff members from Batternut Lane who were in attendance also reviewed some changes in the operations and care.

Future Developments

Phil Garment explained that the demand to have us leave this plot of land is high; the Board is looking for an activity centre in other locations so that we may expand our Adult Education Program. He stated that the Board would like to put together a plan to present to the ministry for potential funding and that we are making inquiries at this time – nothing is firm yet.

7. Question & Answer Period

Family Member Mr. Ross Waters asked if there is a seamstress available to mend resident clothing. He noted that some of the clothes are coming back from the laundry torn or have buttons missing; he questioned if this happening for others and no one said that it was for

them. He asked if the clothing can be checked and repaired. Frances DiCarlo remarked that the seamstress position which was 10 hours a week has been rolled into the laundry area and that staff are in place to review all clothing for repair or replacement. She noted that we can do some of this work in-house, or we can use a volunteer to do it. Wayne King volunteered his wife to help.

8. Adjournment

The meeting adjourned at 2:50 p.m.