



**COMMUNITY CARE of WEST NIAGARA**  
**EXECUTIVE COMMITTEE MEETING Minutes - DRAFT**  
Tuesday, April 8, 2025 – 5:00 p.m.

**Board Members Present:** Elizabeth Klassen, LeighAnne Siebert, Jean Brohman, Stuart Reimer (virtual) Stewart Capell

**Executive Director:** Carole Fuhrer

**Regrets:** None

**Secretary:** Leigh Anne Siebert

**1. Call to Order** - President – Stewart Capell  
Meeting started at 5:06pm

**2. Approval of Agenda -**

**Motion by** Jean Brohman to approve the Tuesday April 8, 2025, agenda... 2<sup>nd</sup> Leigh Anne Siebert... carried 2025-04-08.

**3. Declaration of Conflict.** None

**4. New Business:**

**I. CCWN Executive Committee**

- **Review of Governance** – The ED reviewed to the Committee the Policy 200 Governance Role of Community Care of West Niagara's Board of Directors and provided guidance on what changes might be made. The Committee decided on a few edits. Clean up the language.
- **Review of draft Executive Committee Terms of Reference** – There was discussion on the draft Terms of Reference that was presented. The Committee made some edits and additions to the new document.

**II. Review draft Board and Committees Workplan 2025-26**

- The ED explained the development of the workplan, The Ed went through 3 years of board minutes and ED reports to see a pattern of what decisions needed to be made and then cross referenced the Risk Management tools and what the board should be doing on an annual basis. Also looked at the Food banks Canada that CCWN needs to demonstrate has been completed. The Workplan is a guide to help all the committees/members know what they are signing up for and to help get the work completed.

**III. Review draft Strategic Plan 2025-26**

- The ED and Sean Reid met to discuss the draft Strategic plan. Crossed referenced feedback from the 2 days of planning. It was decided to remove some of the tactical wording and make it more strategic and reword the SWOT Analysis.
- Inviting Sean Reid to the April Board Meeting to review the plan.

**Motion by** Jean Brohman to accept the Executive Committee`s Terms of Reference, as edited.... 2<sup>nd</sup> by Stuart Reimer... all in favour.... carried...2025-04-08.

**Motion by** Leigh Anne Siebert to accept Policy 200 Governance of the Community of West Niagara`s Board of Directors with the recommended changes and edits...2<sup>nd</sup> by Liz Klassen.... all in favour...carried... 2025-04-08.

**Motion by** Stuart Reimer to accept the Board and Committees Annual Work Plan as presented.... 2<sup>nd</sup> by Liz Klassen... all in favour.... Carried 2025-04-08.

**Motion by** Jean Brohman to recommend accepting the 2025-2029 Strategic Plan as presented with the recommended edits identified and a retooling the SWOT Analysis...2<sup>nd</sup> by all in favour.... carried...2025-04-08.

**5. Next Steps:** None at this time

**6. Recommendations to bring to the April Board Meeting**

- The Executive Committee recommends the approval of the edits to the Terms of Reference for the Executive Committee
- The Executive Committee recommends the approval of the edits to Policy 200 – Governance Role of Community Care of West Niagara`s Board of Directors.
- The Executive Committee recommends accepting the implementation of the Annual Work Plan
- The Executive Committee recommends the approval of the 2025-2029 Strategic Plan that Sean will be presenting to the Board.

**7. NEXT MEETING DATE:** TBD

**8. Adjournment:** Adjourned: 7:32pm

**Motion by** Stuart Reimer to adjourn at 7:32pm 2<sup>nd</sup> by Jean Brohman...all in favour...carried...2025-04-08.