

BOARD MEETING AGENDA
Thursday October 17, 2013 – 9:30 am IN-PERSON
BCCPA Boardroom 301 – 1338 W Broadway, Vancouver BC
VISION

The BC Care Providers Association delivers effective leadership and valued resources that support progressive change, promoting the growth and success of its members who provide the best possible care services for seniors.

Action Required: A=Approval I=Information D=discussion

Strategic Goal	ITEM #	TOPIC	PRESENTER	TIME	* Action required
1.0 AGENDA/ MINUTES					
	1.1	Approval of Consent Agenda Proposed Motion: Be it resolved that the consent agenda be approved in its entirety.	D Cheperdak	9:30	A
	a	Sept 19, 2013 minutes as circulated.		↓	
	b	Sept 25, 2013 minutes as circulated.			
	1.2	Approval of Agenda • Proposed Motion: Be it resolved that the agenda be approved in its entirety.	D Cheperdak	↓	A
STANDING REPORT					
	2.1	Financial Report	A Van Ryk	9:35	
	a	Financial Statements	A Van Ryk	↓	I
	b	Budget – 6 month projections • Proposed Motion: Be it resolved that the 2013/14 budget be amended/approved as circulated.	A Van Ryk	↓	A
CONTINUING BUSINESS					
	2.3	Governance Task Group Update	D Cheperdak	9:45	A
	a	Association Policy Review Proposed Motion: Be it resolved that the Financial Monitoring and Due Diligence policy first adopted in May 2004 be revised as circulated. – Moved by Andre Van Ryk, Seconded by___	A Van Ryk	↓	A
	b	Membership Review Committee Proposed Motion: Be it resolved that all current board of directors be appointed to serve on the Membership Review Committee.	D Cheperdak	↓	A
STANDING REPORT					
	2.4	CEO Report	D Fontaine	9:55	I
CONTINUING BUSINESS					
IN-CAMERA	2.5	SafeCare BC – Options for Consideration/Update Proposed Motion: Be it resolved that a SafeCare BC Implementation Working Group be established and that the Terms of Reference be approved. <i>(T of R to be circulated)</i>	D Fontaine Howe Group	10:15	A
	2.6	Negotiating Mandate Presentation + Q & A (15 min presentation followed by Q & A.)	Mark Slobin HEABC	11:00	I
	2.7	Core Review – Member engagement strategy	Michael Izen	11:30	I

Strategic Goal	ITEM #	TOPIC	PRESENTER	TIME	* Action required
LUNCH BREAK 12:00-12:30					
	2.8	Awards – BC Care Providers Day – Feb 2014 <ul style="list-style-type: none"> Proposed Motion: Be it resolved that the BCCPA establish four new awards which it will grant to recipients on an annual basis starting in 2014. Proposed Motions: Be it further resolved that the terms of reference for the Awards Nomination Committee be approved as circulated 	D Fontaine	12:30	A
	2.10	Annual Conference Committee Update	I Mackenzie	12:45	I
	2.11	HealthCare Benefit Trust Update on meeting with HBT executive and next steps Percentage of BCCPA members in HBT – update.	D Cheperdak D Fontaine	1:00	D
NEW BUSINESS					
	3.1	“FLUE to Catch” Campaign	Daniel	1:15	D
UPCOMING EVENTS					
	4.1	Care to Chat Series #1 – Nov 7 2013			I
	4.2	Christmas Open-House – Thurs Dec 5, 2013 (proposed)			I
	4.3	Care to Chat Series #2 – Jan 22 2014 (tbc)			I
	4.4	Care to Chat Series #3 – Mar 12 2014 (tbc)			I
	4.5	BCCPA Annual Conference – May 25-27 2014			I
	4.6	CALTC Conference – Aug 24, 25, 26 2014 (Hosted by BC)			I
ADJOURNMENT					
	5.1	The next meeting is scheduled for November 21, 2013		1:45	A
BOARD OF DIRECTORS DEBRIEF – 5 MIN					

BCCPA COMMITTEES:

INTERNAL

SafeCare BC – Hiring Committee (Aly Devji, Liz Dutton, Daniel Fontaine – chair yet to be determined)

Governance Task Group – Chair Dave Cheperdak, Sue Emmons, Elaine Price, Isobel Mackenzie

Annual 2014 Conference Committee: Isobel Mackenzie (Vice-Chair), Michael Aikins, Hendrik Van Ryk (Chair)

Human Resource Committee: Dave Cheperdak (Chair) + TBA

EXTERNAL

Ministry of Health – Standardized Contract Working Committee: Liz Monrad

HEABC Affiliate Committee: Aly Devji + Daniel Fontaine

NON-BCCPA Member

HEABC – Gavin Macintosh

BOARD MEETING MINUTES

Thursday September 19, 2013 – 9:30 am IN-PERSON
BCCPA Boardroom 301 – 1338 W Broadway, Vancouver BC

In attendance: David Cheperdak, Al Jina, Aly Devji, Elaine Price, Isobel Mackenzie, Donna Morasco (left at noon), Will McKay, Andre Van Ryk, Ron Pike, Liz Monrad, Sue Emmons, Liz Dutton (arrived at noon)

Not in attendance: Mary McDougall, Azim Jamal, Bob Attfield

AGENDA

1.1 Approval of Agenda

David outlined the revised Agenda format with the intention to tie items into the strategic plan, addition of debrief/in-camera at meetings, etc. Board directors indicated their support of the new format.

The following agenda item was added: 4.3 – BOD Meeting Schedule

Motion: Be it resolved that the agenda be approved in its entirety.

Moved by: Sue Emmons Seconded: Elaine Price **APPROVED**

1.2 Approval of Minutes

The Minutes April 11, 2013, April 29, 2013, May 6, 2013, June 14, 2013 were reviewed as submitted. A correction was noted on Minutes of April 19th (page 3 Errors and Omissions).

Motion: Be it resolved that the Minutes be approved as submitted with correction as noted above.

Moved by: Elaine Price Seconded: Sue Emmons **APPROVED**

Motion: Be it resolved that the 2013 AGM minutes be forwarded to the 2014 AGM for approval.

Moved by: Elaine Price Seconded: Sue Emmons **APPROVED**

STANDING REPORTS

2.1 CEO Report

Daniel reviewed his report and further clarified questions from Board members.

The following comments were noted:

- Hospice - language may require updating ie. Hospice “care” rather than hospice “beds”
- Reminder to be cognizant of Strategic Goals when engaging in projects
- David Cheperdak acknowledged the Board’s appreciation of Daniels initiation and success of upcoming

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Approved by:

CEO

Director

events; Care to Chat series as well as Minister Lunch.

- BC Care Aide Registry – Heather updated Board on issues being addressed.
 - BC Care Aide Registry has complete mandate to determine credentials etc for registry. Schools curriculum/standardization – consider using curriculum used by Douglas College/(Selkirk college) as a guideline
 - Heather has been meeting with a Working Committee and is also meeting with community stakeholders for feedback on Oct 23 and will report back to the Board in November on outcomes.
- Chargeable extras – wheelchair policy requires consultation.

2.2 Financial Report

Andre reviewed the Financial Statements as submitted, elaborating on key items for the Board.

The Financial Statements were accepted as submitted.

Andre also noted that a revised budget will be prepared and presented to the Board at Oct or November meeting; reflecting the implication of SafeCareBC revenue/expenses as well as the revenue now anticipated from upcoming events, etc.

CONTINUING BUSINESS

3.1a Governance Review Task Group

David Cheperdak reviewed the document as submitted and discussion followed.

- The Board discussed the implications of revising the Board positions (provincial rather than regional) as well as changing At Large appointments from regional to provincial etc.
- The Board agreed that the Governance Committee will be developing a Matrix providing guidelines in order to maintain an equitable and balanced representation of Board members.

Motion: Be it resolved that the recommendations from the Governance Review Task Group be approved as circulated.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

3.1b Board Policies

The Board of Directors reviewed the following Board Policies:

Motion: Be it resolved that the **Board Meeting Procedures** policy be approved as circulated.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Communications** policy be approved as circulated.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **CEO Evaluation** policy be approved as circulated.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

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Approved by:

CEO

Director

Motion: Be it resolved that the **Association Dues** policy be approved as circulated.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Networking** policy be revoked.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Attendance at Board Meetings** policy be approved as circulated with the addition of “Reinstatement will be considered by the BOD upon receipt of written reinstatement request”.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Board & Committee Travel** policy be approved as circulated with the addition under procedure of “by compliance with this policy” rather than CEO and the removal of references to Mitacs.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Annual Policy Review** policy be approved as circulated with the removal of first 3 paragraphs (background).

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Motion: Be it resolved that the **Financial Policy & Procedures** policy be approved as circulated with the following changes:

- III C #7 CEO and Treasurer shall review the bank reconciliations.
- IV B c. Annually the Finance & Audit Committee will assess the invested money’s position.
- Terms of Reference: Responsibilities: Add: #5. Audit Committee representative to meet with auditor annually.

Moved by: Isobel Mackenzie Seconded: Elaine Price **APPROVED**

Signing Authority Policy Revision –The Board requested that Andre review this policy in more details and submit revised recommendation to the next Board of Directors meeting for approval.

DEFERRED

At-Large Director Appointments Policy Revisions - The Board requested that the Governance Task Force meet to discuss further and provide a report at next Board meeting.

DEFERRED

3.1.c Consent Agenda

The Board discussed the use of a consent Agenda at future meetings.

Motion: That a Pilot consent agenda be used for next BOD Meeting.

Moved by: Donna Marasco Seconded: Elaine Price **APPROVED**

3.2 SafeCare BC – Update & Discussion on next steps

3.2.a WorkSafe Contract

Daniel noted that at this time the final contract from WorkSafe BC has not yet been received.

Motion: Be it resolved that the Board will discuss/review the contract regarding SafeCareBC upon receipt of contract from WorkSafeBC; via conference call if required.

Moved by: Donna Marasco Seconded: Elaine Price **APPROVED**

GUEST: Wynona Giannasi, Howe Group
Wynona of the Howe Group reviewed their proposal in details for the BOD.

Daniel recommended the Howe Group because of past experience and tight timelines for delivery regarding the short term action plan. Daniel clarified the expected results upon completion of the work of the Howegroup; what will be in place upon the hiring of the CEO of the new Assn. Budget was further explained by Daniel to clarify the cost expected to be incurred by the project and the revenue committed for the project.

3.2.d. Howe Group Contract

The Board suggested that line by line budget details of the Howe Group proposal be reviewed further by the CEO and Treasurer.

Motion: Be it resolved that the Board approve the hiring of the Howe Group to act as project managers as outlined in the proposal and associated budget; subject to the Association first receiving the finalized contract with WorkSafe BC.

Moved by: Sue Emmons Seconded: Liz Monrad **APPROVED**

3.2.b SafeCare BC - Hiring Committee Terms of Reference

Motion: Be it resolved that the Board approve the terms of reference for the SafeCare BC CEO Hiring Committee as circulated

Moved by: Elaine Price Seconded: Isobel Mackenzie **APPROVED**

3.2.c SafeCare BC - Hiring Committee Members

Motion: Be it resolved that the Board approve the appointment of Elizabeth Dutton and Aly Devji + CEO to the SafeCare BC Hiring Committee and that the Chair of the committee is to be a Board member as selected by the committee.

Moved by: Sue Emmons Seconded: Liz Monrad **APPROVED**

3.2.e SafeCare BC – Founding meeting

Motion: Be it resolved that the Board set May 27th as the target date for the founding meeting to establish SafeCare BC

Moved by: Andre Van Ryk Seconded: Elaine Price **APPROVED**

3.2.f SafeCare BC – CEO Job Description

The Board reviewed the Job description as submitted and suggested the following changes:

- Recruit change to “actively engage”
- Strengthen language in 2nd last bullet regarding “working with stakeholders”
- Include “familiarity with WCB regulations” as requirement

Motion: Be it resolved that the Board approve the job description for the CEO of the SafeCare BC with changes listed above.

Moved by: Al Jina Seconded: Liz Monrad **APPROVED**

3.3 Strategic Goals & Objectives

The Board discussed the document as submitted noting that:

- deliverables to be used for CEO evaluation
- Columns 1, 3, 4 can be made public for the members page of the website (Goals & Objectives)

Motion: Be it resolved that the Strategic Goals and Objectives be approved as submitted.

Moved by: Liz Monrad Seconded: Sue Emmons **APPROVED**

3.4 Strategic Partnership – (BCSLA & DHA) Update and Discussion on next steps

It was noted that previously planned meeting with other Associations have been postponed. Discussion was deferred to a future Board meeting.

NEW BUSINESS

4.1 Core Review - BCCPA Submission

Heather reviewed document as submitted. Michael Izen has been selected as the private consultant for the project to supervise/manage and procure student thru Mitacs.

4.2 Annual Conference 2014

Motion: Be it resolved that the Terms of Reference for the Conference Planning Committee be approved as circulated.

Moved by: Elaine Price Seconded: Andre Van Ryk **APPROVED**

The board discussed the following members for the 2014 Conference Planning Committee:

- Hendrik Van Ryk, H & H Total Care
- Isobel Mackenzie, Beacon Community Services
- Michael Aikens, Glacier View Lodge

Motion: Be it resolved that committee members be confirmed as listed.

Moved by: Liz Monrad Seconded: Liz Dutton **APPROVED**

4.3 BOD Meeting schedule

The Board discussed future meetings and agreed to hold meetings on the 3rd Thursday of each month. At each meeting it will be determined by the Board if the next/following meeting will be in-person or via telephone conference call.

UPCOMING EVENTS

- BCSLA Conference – Sept 29-Oct 1 2013
- Minister of Health Luncheon – Oct 9 2013
- Care to Chat Series #1 – Nov 7 2013
- Christmas Open-House – Thurs Dec 5, 2013 (*proposed*)
- Care to Chat Series #2 – Jan 22 2014 (*tbc*)
- Care to Chat Series #3 – Mar 12 2014 (*tbc*)
- BCCPA Annual Conference – May 25-27 2014
- CALTC Conference – Aug 24, 25, 26 2014 (Hosted by BC)

ADJOURNMENT + NEXT MEETING

The next meeting is scheduled for **October 17, 2013** in-person at the BCCPA Boardroom.

Minutes approved by:

Signature

Daniel Fontaine, CEO

Director Signature

Director (Print Name)

ATTACHMENTS – FOR INFORMATION:

- A.** [Van Sun Article by H Campbell](#) June 28 13
- B.** Letter to WorkSafeBC June 26 13
- C.** Letter from G Standell, re Care Aide Registry July 4 13
- D.** Letter(s) from Minister(s)
- E.** Letter from BCGEU July 18 13
- F.** BC Care Aide Letter Aug 22 13
- G.** Conference Planning Cttee Minutes Aug 23 13

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Approved by:

CEO

Director

BCCPA Board of Directors Meeting
September 25, 2013 – 2:00 pm
Teleconference

MINUTES

Present: David Cheperdak, Elaine Price, Andre Van Ryk, Sue Emmons, Al Jina, Ron Pike, Donna Marasco, Liz Dutton

Regrets: Bob Attfield, Azim Jamal, Will McKay, Mary McDougall, Aly Devji, Isobel MacKenzie, Liz Monrad

Staff Present: Daniel Fontaine, Heather Campbell

1. A Quorum was established and the meeting was called to order by the President, David Cheperdak.

Motion: That the Agenda be approved.

Moved by Al Jina, Seconded by Liz – carried unanimously

2. **SafeCare BC Contract and Timeline**

Daniel explained that WorkSafeBC said there is flexibility with clauses 1 to 6 of the contract, but clauses 7 to the end are pretty much non-negotiable. The BCCPA board's responsibility is really about setting up SafeCare BC (SCBC), not so much for delivering the services. Daniel reviewed the timeline as circulated.

Insurance coverage is a requirement in the agreement.

BCCPA will seek further legal counsel about the process to establish the new governance structure for SCBC.

Motion: Be it resolved that the board approve the WorkSafeBC contract, subject to the BCCPA CEO negotiating with WorkSafeBC on any necessary changes that do not change any material term of the agreement.

Moved by Sue Emmons, Seconded by Elaine Price – carried unanimously

3. **Daniel's interim SafeCare BC CEO Role**

This can be discussed at the October board meeting. The board will support Daniel accordingly. Daniel will be signing WorkSafeBC agreement as BCCPA CEO.

5 **Adjournment**

Motion: To adjourn the meeting at 2:34 pm

Moved by Elaine Price, Seconded Al Jina – Carried unanimously

Minutes approved by:

Signature

Daniel Fontaine, CEO

Director Signature

Director (Print Name)

ITEM 2.1.a.

Financial Statement Summary

Sept 2013

	Revenue	Expense	Balance
Association	\$ 75,042.29	\$ 46,088.77	\$ 28,953.52
Conference	\$ 3,129.24	\$ -	\$ 3,129.24
Assn Totals	\$ 78,171.53	\$ 46,088.77	\$ 32,082.76
BC Cares Project	\$ -	\$ -	\$ -
LR Project	\$ -	\$ -	\$ -
Anti-Psychotic Project	\$ -	\$ -	\$ -
			\$ 32,082.76

Year to Date April - Sept 2013

	Revenue	Expense	Balance
Association	\$ 276,716.71	\$ 254,836.84	\$ 21,879.87
Conference	\$ 253,609.24	\$ 148,223.89	\$ 105,385.35
Assn Totals	\$ 530,325.95	\$ 403,060.73	\$ 127,265.22
BC Cares Project	\$ 69,290.73	\$ 49,408.07	\$ 19,882.66
Grants (Labour Relations)	\$ -	\$ -	\$ -
Aniti-Psychotic Project	\$ 8,445.00	\$ 9,411.20	\$ (966.20)
			\$ 146,181.68

BC CARE PROVIDERS ASSN
Comparative Balance Sheet

	<u>As at Sep 30, 2013</u>	<u>As at Mar 31, 2013</u>
ASSET		
Bank - General	318,043.08	50,245.47
Term Deposits	150,000.00	250,000.00
A/R Membership Dues	47,924.05	0.00
A/R - Benefits	0.00	0.00
A/R - Interest	112.68	336.58
A/R - GST	0.00	0.00
A/R Other	0.00	9,961.47
Payroll Advances	0.00	0.00
Prepaid - Other	6,314.02	26,334.30
Prepaid - Intergenerational Project	0.00	0.00
Furniture	68,349.49	67,725.65
Acc Depreciation - Furniture	(56,880.74)	(56,880.74)
Equipment	52,037.38	52,037.38
Acc Depreciation - Equipment	(48,406.28)	(48,406.28)
Computer	20,367.55	17,420.90
Acc Depreciation - Computer	(9,874.46)	(9,874.46)
Leasehold Improvements	0.00	0.00
Acc Depreciation - Leasehold Improv	0.00	0.00
TOTAL ASSET	547,986.77	358,900.27
LIABILITY		
Accounts Payable	0.00	0.00
GST Payable	0.00	0.00
Total Receiver General Payable	(0.15)	(0.15)
WCB Payable	112.04	24.22
Total RRSP Payable	0.00	0.00
MSP Payable	(133.00)	(386.50)
Life Ins. & Ext. Health Payable	0.00	0.00
Additional Life Insurance	(50.00)	0.00
Accrued Other	(1,913.66)	21,599.59
Unearned Conference Registration	0.00	116,260.00
Unearned Membership Dues (Prepaid)	2,091.16	22,505.52
Unearned Revenue	2,500.00	4,045.00
Unearned Revenue - Community Srvs	0.00	0.00
Unearned Revenue - Social Services	0.00	0.00
Unearned Revenue - Residential Care	171,755.95	0.00
Unearned Revenue - Private Hospital	0.00	0.00
Unearned Revenue - CLPCC	6,801.40	0.00
Unearned Revenue - CHCA (Agencies)	10,245.00	0.00
Unearned Revenue - Commercial	23,988.76	0.00
Unearned Revenue - Associate	0.00	0.00
Unearned Revenue - HEABC LR Project	0.00	0.00
Unearned Revenue - BC Cares Project	0.00	0.00
Unearned Revenue - WCB Project	0.00	8,445.00
TOTAL LIABILITY	215,397.50	172,492.68
EQUITY		
Members Equity	64,385.61	21,071.14
Prior Year Equity (Capital Asset)	22,021.98	22,021.98
Support & Development Fund	100,000.00	100,000.00
Current Earnings	146,181.68	43,314.47
TOTAL EQUITY	332,589.27	186,407.59
LIABILITIES AND EQUITY	547,986.77	358,900.27

**BC CARE PROVIDERS ASSN
Comparative Income Statement**

	Actual Sep 01, 2013 to Sep 30, 2013	Budget Sep 01, 2013 to Sep 30, 2013	Difference
REVENUE			
Association Income (Revenue)			
Membership Dues - Residential Care	28,626.00	27,666.66	959.34
Membership Dues - CLPCC	1,133.57	916.66	216.91
Membership Dues - CHCA (Agencies)	1,707.50	1,250.00	457.50
Membership Dues - Commercial	3,998.12	3,500.00	498.12
Membership Dues - Associate	0.00	0.00	0.00
Assn Workshops - Education Sessions	1,315.00	166.66	1,148.34
Assn Workshops -Care to Chat Series	33,376.00	0.00	33,376.00
Assn Workshops - Delegate Day	0.00	0.00	0.00
Assn Publications/Merchandise	0.00	0.00	0.00
Assn Newsletter/Advertising	4,795.00	1,500.00	3,295.00
Interest	91.10	166.66	(75.56)
Grants from Government Agencies	0.00	0.00	0.00
Other Income	0.00	0.00	0.00
Financial Database Project	0.00	0.00	0.00
Conference	3,129.24	0.00	3,129.24
Unrestricted Net Assets	0.00	1,958.33	(1,958.33)
Restricted Funds - LR Project	0.00	0.00	0.00
GST Rebate	0.00	0.00	0.00
Total Association Revenue	78,171.53	37,124.97	41,046.56
Income - Other Projects			
BC Cares Project	0.00	0.00	0.00
Labour Relations Project	0.00	0.00	0.00
WCB Anti-Psychotic Project	0.00	0.00	0.00
Total - Income Other Projects	0.00	0.00	0.00
TOTAL REVENUE	78,171.53	37,124.97	41,046.56

EXPENSE			
Expenses - Association			
Total Payroll Expenses	25324.46	23749.98	1574.48
Travel/Staff Expenses	2,369.01	1,250.00	1,119.01
Cttee Exp - Advocacy/Govt Relations	0.00	0.00	0.00
Cttee Exp - Labour Relations	0.00	0.00	0.00
Cttee Exp -Other	0.00	0.00	0.00
Project - Finanaical Database	0.00	0.00	0.00
Board Expenses	1,860.21	666.66	1,193.55
Office Expenses	1,440.14	1,166.66	273.48
Printing	163.80	166.66	(2.86)
Furniture	0.00	0.00	0.00
IT Services-Computers	173.38	0.00	173.38
Manuals/Books	0.00	0.00	0.00
Education/Training	918.95	41.66	877.29
Workshop Exp - Education Sessions	200.00	0.00	200.00
Workshop Exp - Care to Chat Series	1,700.00	0.00	1,700.00
Workshop Exp - Delegate Day	0.00	0.00	0.00
Professional Fees/Contract Projects	2,125.00	666.66	1,458.34
Research Consultants/Students	0.00	2,291.66	(2,291.66)
Membership Fees	0.00	125.00	(125.00)
Communications/PR/Marketing	2,303.25	1,666.66	636.59
Website	1,050.00	1,000.00	50.00
Other Expenses	0.00	83.33	(83.33)
Rent	4,879.57	5,000.00	(120.43)
Insurance	0.00	333.33	(333.33)
Postage & Courier	0.00	375.00	(375.00)
Audit & Accounting	0.00	666.66	(666.66)
Legal Expenses	0.00	0.00	0.00
Telephone	405.75	750.00	(344.25)
Newsletter	1,032.13	666.66	365.47
Bank Charges	2.00	41.66	(39.66)

BC CARE PROVIDERS ASSN
Comparative Income Statement

	Actual Sep 01, 2013 to Sep 30, 2013	Budget Sep 01, 2013 to Sep 30, 2013	Difference
EXPENSES (Cont'd)			
VISA Fees - Sales	141.12	83.33	57.79
Depreciation Expense	0.00	83.33	(83.33)
GST Input Credit	0.00	0.00	0.00
Loss on disposal of capital assets	0.00	0.00	0.00
Total - Association	46,088.77	40,874.90	5,213.87
Expenses - Anti-Psychotic Project			
Consultants	0.00	0.00	0.00
Total - WCB Anti-Psychotic Project	0.00	0.00	0.00
Expenses - BC Cares			
Printing	0.00	0.00	0.00
Advertising	0.00	0.00	0.00
Consultants	0.00	0.00	0.00
Supplies/Office Exp	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Projects	0.00	0.00	0.00
Web Page	0.00	0.00	0.00
Chairperson Expenses	0.00	0.00	0.00
Committee Expenses	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total - BC Cares	0.00	0.00	0.00
Total - LR Project	0.00	0.00	0.00
Expenses - Conference			
Salaries & Benefits	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Committee Expenses (Conference)	0.00	0.00	0.00
Office Expenses	0.00	0.00	0.00
Printing	0.00	0.00	0.00
Graphic Design	0.00	0.00	0.00
GST Input Credit	0.00	0.00	0.00
Refunds	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Hotel Costs	0.00	0.00	0.00
Speakers	0.00	0.00	0.00
Entertainment	0.00	0.00	0.00
Displays	0.00	0.00	0.00
Golf & Other Events	0.00	0.00	0.00
Audio Visual	0.00	0.00	0.00
Meals	0.00	0.00	0.00
Contract Services	0.00	0.00	0.00
Other	0.00	0.00	0.00
VISA Fees - Conference	0.00	0.00	0.00
Total - Conference	0.00	0.00	0.00
TOTAL EXPENSE	46,088.77	40,874.90	5,213.87
NET INCOME	32,082.76	(3,749.93)	35,832.69

**BC CARE PROVIDERS ASSN
Comparative Income Statement**

	Actual Apr 01, 2013 to Sep 30, 2013	Budget Apr 01, 2013 to Sep 30, 2013	Difference
REVENUE			
Association Income (Revenue)			
Membership Dues - Residential Care	171,755.96	165,999.96	5,756.00
Membership Dues - CLPCC	6,801.38	5,499.96	1,301.42
Membership Dues - CHCA (Agencies)	10,245.00	7,500.00	2,745.00
Membership Dues - Commercial	23,646.24	21,000.00	2,646.24
Membership Dues - Associate	0.00	0.00	0.00
Assn Workshops - Education Sessions	9,865.00	999.96	8,865.04
Assn Workshops -Care to Chat Series	33,376.00	0.00	33,376.00
Assn Workshops - Delegate Day	0.00	0.00	0.00
Assn Publications/Merchandise	0.00	0.00	0.00
Assn Newsletter/Advertising	9,890.00	9,000.00	890.00
Interest	637.13	999.96	(362.83)
Grants from Government Agencies	0.00	0.00	0.00
Other Income	10,500.00	0.00	10,500.00
Financial Database Project	0.00	0.00	0.00
Conference	253,609.24	228,250.00	25,359.24
Unrestricted Net Assets	0.00	11,749.98	(11,749.98)
Restricted Funds - LR Project	0.00	0.00	0.00
GST Rebate	0.00	0.00	0.00
Total Association Revenue	530,325.95	450,999.82	79,326.13
Income - Other Projects			
BC Cares Project	69,290.73	0.00	69,290.73
Labour Relations Project	0.00	0.00	0.00
WCB Anti-Psychotic Project	8,445.00	0.00	8,445.00
Total - Income Other Projects	77,735.73	0.00	77,735.73
TOTAL REVENUE	608,061.68	450,999.82	157,061.86
EXPENSE			
Expenses - Association			
Total Payroll Expenses	149127.89	142499.88	6628.01
Travel/Staff Expenses	8,408.45	7,500.00	908.45
Cttee Exp - Advocacy/Govt Relations	0.00	0.00	0.00
Cttee Exp - Labour Relations	0.00	0.00	0.00
Cttee Exp -Other	0.00	0.00	0.00
Project - Finanaical Database	0.00	0.00	0.00
Board Expenses	9,183.44	3,999.96	5,183.48
Office Expenses	4,506.58	6,999.96	(2,493.38)
Printing	1,306.45	999.96	306.49
Furniture	0.00	0.00	0.00
IT Services-Computers	7,343.57	0.00	7,343.57
Manuals/Books	0.00	0.00	0.00
Education/Training	2,283.95	249.96	2,033.99
Workshop Exp - Education Sessions	200.00	0.00	200.00
Workshop Exp - Care to Chat Series	1,700.00	0.00	1,700.00
Workshop Exp - Delegate Day	0.00	0.00	0.00
Professional Fees/Contract Projects	25,171.38	3,999.96	21,171.42
Research Consultants/Students	0.00	13,749.96	(13,749.96)
Membership Fees	416.00	750.00	(334.00)
Communications/PR/Marketing	3,362.00	9,999.96	(6,637.96)
Website	3,648.75	6,000.00	(2,351.25)
Other Expenses	0.00	499.98	(499.98)
Rent	29,293.17	30,000.00	(706.83)
Insurance	1,760.00	1,999.98	(239.98)
Postage & Courier	448.68	2,250.00	(1,801.32)
Audit & Accounting	551.25	3,999.96	(3,448.71)

	Actual Apr 01, 2013 to Sep 30, 2013	Budget Apr 01, 2013 to Sep 30, 2013	Difference
EXPENSES (Cont'd)			
Legal Expenses	0.00	0.00	0.00
Telephone	2,499.19	4,500.00	(2,000.81)
Newsletter	3,067.10	3,999.96	(932.86)
Bank Charges	15.08	249.96	(234.88)
VISA Fees - Sales	543.91	499.98	43.93
Depreciation Expense	0.00	499.98	(499.98)
GST Input Credit	0.00	0.00	0.00
Loss on disposal of capital assets	0.00	0.00	0.00
Total - Association	254,836.84	245,249.40	9,587.44
Expenses - Anti-Psychotic Project			
Consultants	9,411.20	0.00	9,411.20
Total - WCB Anti-Psychotic Project	9,411.20	0.00	9,411.20
Expenses - BC Cares			
Printing	0.00	0.00	0.00
Advertising	0.00	0.00	0.00
Consultants	44,757.16	0.00	44,757.16
Supplies/Office Exp	423.41	0.00	423.41
Travel	0.00	0.00	0.00
Projects	2,000.00	0.00	2,000.00
Web Page	0.00	0.00	0.00
Chairperson Expenses	2,227.50	0.00	2,227.50
Committee Expenses	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total - BC Cares	49,408.07	0.00	49,408.07
Total - LR Project	0.00	0.00	0.00
Expenses - Conference			
Salaries & Benefits	6,623.76	6,000.00	623.76
Travel	0.00	0.00	0.00
Committee Expenses (Conference)	476.18	1,000.00	(523.82)
Office Expenses	429.97	500.00	(70.03)
Printing	3,034.63	3,500.00	(465.37)
Graphic Design	0.00	500.00	(500.00)
GST Input Credit	0.00	0.00	0.00
Refunds	0.00	0.00	0.00
Supplies	697.75	500.00	197.75
Hotel Costs	9,213.90	5,000.00	4,213.90
Speakers	20,984.43	22,000.00	(1,015.57)
Entertainment	1,193.52	6,000.00	(4,806.48)
Displays	6,548.40	6,000.00	548.40
Golf & Other Events	7,613.94	0.00	7,613.94
Audio Visual	9,171.60	12,000.00	(2,828.40)
Meals	66,074.38	86,250.00	(20,175.62)
Contract Services	11,792.00	13,000.00	(1,208.00)
Other	0.00	500.00	(500.00)
VISA Fees - Conference	4,369.43	5,500.00	(1,130.57)
Total - Conference	148,223.89	168,250.00	(20,026.11)
TOTAL EXPENSE	461,880.00	413,499.40	48,380.60
NET INCOME	146,181.68	37,500.42	108,681.26



Original Budget 2013/14 (Oct 1, 2013 through Mar 31, 2014)

Revenue

Association Dues		200,000.00
Residential Long Term Care	163,000.00	
Home Support	7,500.00	
Congregate/Assisted Living	5,500.00	
MH/Children & Families		
Commercial	21,000.00	
New Members	3,000.00	
	<hr/>	200,000.00
Advertising/Sales		9,000.00
Investments		1,000.00
Conference (net)		30,000.00
Fall Workshop/Lunch		1,000.00
Special Projects (net)		
Unrestricted Net Assets		11,750.00
		<hr/>
		252,750.00

Expenditures

Wages & Benefits		143,000.00
Travel		7,500.00
Committees/Board		4,000.00
Office/Printing		8,000.00
Research/Consultants/Education		13,750.00
	Interns x1	3,750.00
	Coop students x1	5,000.00
	Other	5,000.00
		<hr/>
		13,750.00
Delegate Day - Victoria		7,500.00
Public Relations/Newsletter/Web		20,000.00
Legal/Professional		4,000.00
Rent		30,000.00
Postage/Insurance/Membership		5,000.00
Audit/Accounting		4,000.00
Telephone		4,500.00
Misc/Depreciation/Bank/Visa		2,000.00
		<hr/>
		253,250.00



Budget 2013/14 (Oct 1-Mar 31)

Revenue

Association Dues		200,000.00
Residential Long Term Care	163,000.00	
Home Support	7,500.00	
Congregate/Assisted Living	5,500.00	
MH/Children & Families		
Commercial	21,000.00	
New Members	3,000.00	
	<hr/>	200,000.00
Advertising/Sales		3,500.00
Investments		1,000.00
Conference (net)		50,000.00
Care to Chat		63,000.00
BC Care Providers Day - Victoria		5,000.00
Unrestricted Net Assets		11,000.00
Cost Recovery		97,000.00
Overhead (charged back at 15%)*	40,000.00	
Rent	15,000.00	
Shared Staff**	42,000.00	
	97,000.00	
		<hr/> 430,500.00

Expenditures

Wages & Benefits	155,000.00
Travel	8,000.00
Committees/Board	4,000.00
Office/Printing (includes IT support)	8,000.00
Research/Consultants/Education****	30,000.00
Care to Chat	36,000.00
BC Care Provider Day - Victoria	15,000.00
Communications/Web/PR***	40,000.00
Legal/Professional	5,000.00
Rent	30,000.00
Postage/Insurance/Membership	5,000.00
Audit/Accounting	4,000.00
Telephone	2,500.00
Misc/Depreciation/Bank/Visa	2,000.00
	<hr/> 344,500.00



SECTION: ASSOCIATION POLICY	TOPIC: SIGNING AUTHORITY
	PAGE: 1 OF 1
AUTHORIZATION: BOARD	DATE ADOPTED: May 20, 2004
	REVISED DATE: September 25, 2013

SIGNING AUTHORITY:

- Approved signing authorities of the Association will consist of the CEO, President, Vice President, and Secretary Treasurer.
- Amounts up to \$2500 will be signed by any one of the approved signing authorities.
- Amounts in excess of \$2500 to \$5000 will require approval of two signing authorities; two signatures or one signature and written approval from a second signing authority.
- Amounts in excess of \$5000 will be signed by two approved signing authorities.
- Amounts in excess of \$2500 but not greater than \$5000 being paid to/for rent, Revenue Canada and RRSP contributions will be signed of one of the approved signing authorities.

PROCEDURE:

The Association staff, and approved signing authorities, will adhere to the following procedures for financial monitoring and due diligence:

- No cheques or electronic transfers will be signed without appropriate back up accompanying the cheque and all details (address, amount, etc) completed in advance.

The CEO and Treasurer will review and sign as approval the monthly cheque register and monthly bank reconciliation.

SECTION: ASSOCIATION POLICY	TOPIC: <u>FINANCIAL MONITORING AND DUE DILIGENCE SIGNING AUTHORITY</u>
	PAGE: 1 OF 1
AUTHORIZATION: BOARD	DATE ADOPTED: May 20, 2004
	REVISED DATE: February 11 <u>September 25, 2013</u>

SIGNING AUTHORITY:

- Approved signing authorities of the Association will consist of the CEO, President, Vice President, and Secretary Treasurer.
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- ~~Amounts in excess of \$2500 will require any two of the approved signing authorities.~~
- Amounts in excess of \$2500 to \$5000 will require approval of two signing authorities: two signatures or one signature and written approval from a second signing authority.
- Amounts in excess of \$5000 will be signed by two approved signing authorities.
- Amounts in excess of \$2500 but not greater ~~thenthan~~ \$5000 being paid to/for rent, Revenue Canada and RRSP contributions will be signed of one of the approved signing authorities.

PROCEDURE:

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- No cheques or electronic transfers will be signed without appropriate back up accompanying the cheque and all details (address, amount, etc) completed in advance.

301 -1338 West Broadway
Vancouver, BC V6H 1H2
Telephone: (604) 736-4233
Fax: (604) 736-4266

• The CEO and Treasurer will review and sign as approval the monthly cheque register and monthly bank reconciliation.

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BCCPA Awards

Long-Service Excellence

- Awarded to a member owner/operator or a member employee/contractor who has a 15+ year industry track record of developing and delivering quality care for individuals in care.

Active Volunteer

- Awarded to a volunteer who has demonstrated invaluable on-site support in a member care home setting or in partnership with a member home care provider.

BC Care Provider of the Year

- Awarded to a care provider in a member facility who has demonstrated a commitment to quality, compassion and excellence in delivering care to one or more of our residents.

Innovation of the Year

- Awarded to a member care provider or one of their employees who can demonstrate an innovation they have developed or introduced in a care setting which has served to improve the quality of care delivered.

Proposed Motion:

Be it resolved that the BCCPA establish four new awards which it will grant to recipients on an annual basis starting in 2014.

Be it further resolved that the terms of reference for the Awards Nomination Committee be approved as circulated.

Terms of Reference

BCCPA Awards Nomination Committee

The committee shall be appointed by the Board for a period of one year and comprise of:

- A minimum of two Board Directors
- One representative from the residential care sector
- One representative from the home care sector

The committee chair shall be a member of the board;

The committee shall meet either in-person or by phone to develop the judging criteria for each award;

The committee shall make the final judging criteria available to members of the board;

The committee will actively seek out nominations from our members by no later than November 30th each year;

The committee will seek to allow for a minimum 45 day period by which the nomination process will be undertaken;

The committee shall make every effort to provide recommendations to the Board regarding award finalists at least 30 days prior to the awards being announced;

In the case whereby a member of the committee has been nominated for an award, they shall recuse themselves from any deliberation process regarding said award;

The committee shall develop a budget for approval by the Board which will ensure award finalists are able to attend the award ceremony should they require financial assistance to do so.