



Board of Directors Meeting Minutes

Regular Meeting Date and Time

Tuesday, November 25, 2025
7:00 p.m.

Location

MS Teams

Chairperson

Sarah-lynn Klassen

Admin Support

Tammy Hanstead

Time Meeting Called to Order: 7:07 p.m.

Time Meeting Adjourned: 7:42 p.m.

Present:

- ✓ Bell, Carlyne, FIREFLY Board of Director (signed on at 6:22 p.m.)
- ✓ Curtis, Darcia, Chief Executive Officer
- ✓ Fletcher, Morgan, FIREFLY Board of Director
- ✓ Johnson, Jennifer, FIREFLY Treasurer
- ✓ Klassen, Sarah-lynn, FIREFLY Board Chair
- ✓ Marquis, Jennifer, Director of Systems and Performance Management
- ✓ Parks, Kirby, Director of Finance
- ✓ Page, Crystal, FIREFLY Board of Director
- ✓ Ralko, Jared, FIREFLY Vice-Chair
- ✓ Trembath, Kendall, FIREFLY Board of Director
- ✓ Kim Vares, FIREFLY Board of Director
- ✓ Willett, Joel, Director of Service Excellence & Partnerships

Regrets/Absent:

- ✓ Larson, Debbie, FIREFLY Secretary
- ✓ Suleman, Karim, FIREFLY Board of Director

Agenda Items

Discussion

Action

Call to Order and welcome

Chairperson called the meeting to order at 7:07 p.m. and welcomed all attendees to the meeting.

Called to Order

Land Acknowledgement

The Board acknowledged the traditional lands of First Nations, Inuit, and Métis peoples across Ontario.

Presentation

A Risk and Compliance in Health Care Governance training session was held prior to the Board meeting, facilitated by Kate Dewhirst, Health Law.

For information

Agenda Items	Discussion	Action
Review of Agenda	Moved by Jared Ralko and seconded by Carlynnne Bell that the agenda of November 25, 2025 be approved as presented.	Motion #1 Carried
Declaration of Conflict of Interest	No conflicts of interest were declared.	None declared
Approval of Consent Agenda	<p>Moved by Carlynnne Bell and seconded by Kim Vares that the consent agenda of November 25, 2025 be approved.</p> <p>Minutes:</p> <ul style="list-style-type: none"> • Governance and Quality Committee meeting minutes - October 28, 2025 • FIREFLY Board of Director meeting minutes - October 28, 2025 • Special Board meeting minutes - November 18, 2025 <p>Other:</p> <ul style="list-style-type: none"> • Operations and Client Services Report - October 2025 • CEO and Lead Agency Report • Finance Report 	Motion #2 Carried
Discussion Items	There were no discussion items.	
Committee Updates	<p>Board Development Committee</p> <p>The Board Development Committee Chair provided an update. The Committee completed its annual review of the Skills and Experience Matrix and confirmed a minor revision to question #13. The Committee also discussed preliminary planning for the upcoming Board Retreat, including date, location, and alignment with other organizational events. Further details will be finalized at the January Board meeting.</p>	For information
CEO Session	<p>Strategic Planning</p> <p>The CEO presented the Optimal Affect proposal. The Board agreed to proceed with a one-hour virtual meeting with Optimal Affect on December 4, 2025, and a full-day in-person session in Kenora on January 21, 2026.</p>	

Agenda Items	Discussion	Action
<p>Finance</p>	<p>Investment Moved by Jared Ralko and seconded by Crystal Page that the Board approves the investment of \$20,000 from the interest earned on GICs into the Kenora and Lake of the Woods Regional Community Foundation Endowment Fund.</p> <p>Signing Officers Moved by Carlynnne Bell and seconded by Crystal Page that the signing officers for the FIREFLY's 2025-2026 Fiscal Year Be:</p> <ul style="list-style-type: none"> • Sarah-Iynn Klassen, Chair • Jared Ralko, Vice-Chair • Jennifer Johnson, Treasurer • Darcia Curtis, CEO • Jennifer Marquis, Director 	<p>Motion #3 Carried</p> <p>Motion #4 Carried</p>
<p>Correspondence</p>	<p>Winnipeg Jets Alumni & Friends, Triple P.L.A.Y. and Project II partner to provide mental health support for Kenora youth.</p>	<p>For information</p>
<p>New Business</p>	<p>Board Member Resignation Carlynnne Bell submitted her resignation from the Board, effective December 31, 2025.</p> <p>Client Safety Plan The Client Safety Plan is included on the Board's annual workplan for review. The Plan was reviewed by the Strategy & Performance Team and the Governance and Quality Committee, and presented to the Board for their consideration. The Board accepted the Client Safety Plan as presented.</p>	<p>For information</p>
<p>Move to In-Camera Meeting</p>	<p>Moved by Kim Vares and seconded by Carlynnne Bell that the Board moves to In-Camera at 7:29 p.m.</p>	<p>Motion # 5 Carried</p>
<p>Evaluation of Meeting</p>	<p>Carlynnne Bell completed the meeting evaluation. She noted that the meeting was concise and well-paced, with training content that was clear, relevant, and time-sensitive. The presenter stayed on schedule. She appreciated the pre-meeting materials, describing them as extremely organized, easy to navigate, and enhanced by hyperlinks to presentations and reports. She highlighted this format as something new this year and expressed hope that it continues. Overall, she found the meeting engaging, effective, and informative, with no recommended changes.</p>	<p>For information</p>

Agenda Items**Discussion****Action****Next Meeting****Date and Time:**

Tuesday, January 27, 2026 at 6:00 p.m.

Location:

MS Teams

Land Acknowledgement and Evaluation of Meeting:

Jennifer Johnson

For information

Adjournment

Having no further business, the Chairperson accepted a motion to adjourn the regular meeting at 7:42 p.m.

Adjourned



Sarah-lynn Klassen, Chair



Darcia Curtis, Chief Executive Officer