



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: April 6, 2017

Time: 8 a.m.

Location: Octagon Room

MINUTES

Committee Members	Present	Regrets
Art Solomonian - Chair	✓	
Robert Brouillard	✓	
Mary Wilson Trider	✓	
Joy Delahunt	✓	
David Dern		X
Ian McBain	✓	
Julie Munro	✓	
Betty Preston	✓	
Heather Sheffield		X
Sherri Wesley	✓	
Rob Scott		X
Staff		
Al Roberts	✓	
Carolyn Piché	✓	
Cheryl Moore – Recording Secretary	✓	

*All documents referred to in these minutes were pre-circulated for review by members

Conflict of Interest Declaration:

- There was no conflict of interest

Call to Order

- The Chair Mr. Solomonian called the meeting to order at 8:01.m.

1.1 Approval of the Agenda

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. BROUILLARD
THAT THE AGENDA BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of March 2, 2017

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. McBAIN THAT THE
MINUTES OF MARCH 2, 2017 BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- The Chair thanked everyone who attended the Board Advance. A lot of valuable information was presented and well worth everyone's time.

2.1 Correspondence:

- There was no correspondence.

3.0 Business arising from the March 2, 2017 minutes

4.0 Business items

• **4.1 MD's Report & Dashboard**

- A questionnaire was sent to all participants to evaluate the Board Advance. Another session is being planned for October to check in based on what was learned during the first 6 months of the Capital Campaign.
- The annual Fundraising Day is May 16, 2017. Board members are encouraged to attend workshops that are being planned. Mr. Roberts will register three guests. If more than that expresses an interest, we will draw names.
- LG Lee and Sons is the Title Sponsor of the Paddle Event and is also providing merchandise and gift certificates.
- The dashboard was included in the meeting package and reviewed by Mr. Roberts.

4.2 Strat Plan

- Mr. Roberts spoke to the Strategic Planning document that was circulated in the meeting package and asked if there were any questions.
- The Strat Plan will be used to monitor and track progress.

IT WAS MOVED BY MRS. TRIDER AND SECONDED BY MRS. PRESTON THAT THE STRAT PLAN BE APPROVED AS PRESENTED.

MOTION CARRIED

- Mrs. Trider then recommended that a chart of timelines in which the Strat Plan will be accomplished should be the next immediate step.
- A discussion on the Strat plan included
 - All goals, actions and tasks need to be measurable to ensure they can be accomplished.
 - All Board and committee agendas should relate back to the Strat Plan.
 - The Strat Plan is a 3 to 5 year plan. Goals and tasks will be prioritized to determine if and when items can be completed.

4.3 Hospital Update

- The Hospital Report was included in the meeting package.

- There were no additional questions.

5.0 Strategic Items

5.1 Family Campaign

- A Family Campaign celebration is being planned for April 12 from 10 a.m. to 2 p.m. in the Octagon Room.
- A formal cheque presentation will be at 12 noon announcing that \$100,000 has been raised to date.
- Board members were asked to participate.

5.2 General Campaign

- The launch of the Campaign will be a breakfast celebration May 10 from 8 to 9:30 a.m. at the Civitan Hall.
- Invitations are being sent by email.
- Board members are asked to volunteer at the Launch.
- The spring Direct Mail will coincide with the launch and feature Eric and Sharron Pottle.
- The Spring Newsletter will also be published around that date too.
- The Chairs of the Campaign will be announced at the launch.
- The Communications Committee will be working on the Campaign material.

6.0 Committee Reports

6.1 Governance

6.1a Board Candidate

IT WAS MOVED BY MRS. DELAHUNT AND SECONDED BY MRS. TRIDER TO APPROVE BOARD CANDIDATE, KRIS PARSON, TO THE BOARD OF DIRECTORS FOR A THREE YEAR TERM.

MOTION CARRIED

6.1b Governance Report

- The Governance Report was included in the meeting package.

6.2 Fundraising & Stewardship

- The Fundraising Report was included in the meeting package.
- The Foundation will have a table at the Mississippi Mills Volunteer Fair on April 26 from 12 to 2 p.m. and 6 to 8 p.m. This will be an opportunity to recruit volunteers for the Paddle Event as well as advertising for other fundraising events.
- Board members are asked to step up and volunteer for special events. Job descriptions for volunteer's roles that are needed were distributed.

6.3 Finance

6.3a February Statement

IT WAS MOVED BY MR. BROUILLARD AND SECONDED BY MRS. TRIDER THAT THE FEBRUARY STATEMENTS BE APPROVED.

MOTION CARRIED

6.3b Intercompany Payment

IT WAS MOVED BY MR. BROUILLARD AND SECONDED BY MRS. PRESTON THAT THE INTERCOMPANY PAYMENT OF \$16,758 BE APPROVED.

MOTION CARRIED

- There will be 3 interviews with potential tenders for auditors in the coming weeks.

6.4 Communications

- Mrs. Munro met with the Governance committee to discuss the Social Media Policy.
- The Policy will be revised and sent back to the Governance Committee for approval.

7.0 In Camera

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. WELSEY THAT THE BOARD MOVED IN CAMERA AT 9:15.

- Mr. Solomonian discussed the process for the Performance Review of the MD and asked all members to respond quickly to the survey that will be sent out.
- Results of the survey and a full discussion will take place at the May meeting

8.0 Next meeting: The next meeting will be May 4, 2017 at 8 a.m.

9.0 Adjournment

IT WAS MOVED BY MRS PRESTON THAT THE MEETING BE ADJOURNED AT 9:27.


Art Solomonian, Chair


Date



ALMONTE GENERAL HOSPITAL FOUNDATION BOARD

April 6, 2017

Action Items

Member	Due Date	Action Item
Mr. Roberts	ASAP	Develop a chart of timelines in which the Strat Plan will be accomplished
Executive Committee	ASAP	Meet to prepare MD Performance Survey and review results
All members		Make a commitment to volunteer and/or participate in upcoming special events
Recording Secretary	On-going	Draft agenda based on work plans and meeting minutes given to committee chairs for approval one week prior to meeting
Recording Secretary	On-going	Meeting packages to be posted on SharePoint 3 business day prior to each meeting.

