



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: January 11, 2018**

**Time: 8 a.m.**

**Location: AGH Board Room**

**MINUTES**

<b>Committee Members</b>	<b>Present</b>	<b>Regrets</b>
Art Solomonian - Chair	✓	
Robert Brouillard		X
Mary Wilson Trider		X
David Dern		X
Ian McBain	✓	
Julie Munro	✓	
Betty Preston	✓	
Heather Sheffield		X
Rob Scott	✓	
Kris Parsons	✓	
Heather Pettipas	✓	
Ingrid Kadoke		X
<b>Staff</b>		
Al Roberts	✓	
Carolyn Piché	✓	
Cheryl Moore – Recording Secretary	✓	

**Board Education Session**

- There was no Board Education Session.

**Conflict of Interest Declaration:**

- No conflicts of interest were declared

**Call to Order**

- The Chair, Mr. Solomonian, called the meeting to order at 8 a.m.

**1.1 Approval of the Agenda**

- Item 6.1b - Motion to accept agreement between AGHFVMF and CPDMHF was changed to Motion 6.1a
- Item 6.2d – Motion to approve the allocation of \$200, 000 to AGH as per approved budget was added to the agenda
- An excerpt from the minutes of the Finance meeting of December 19, 2017 was distributed at

the meeting to board members as backup material for Item 6.2c – Suspension of Investment Policy Mix.

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. PRESTON THAT THE AGENDA BE APPROVED AS AMENDED.

MOTION CARRIED

### **1.2 Approval of the Minutes of November 2, 2017**

IT WAS MOVED BY MRS. PETTIPAS AND SECONDED BY MR. SCOTT THAT THE MINUTES OF THE BOARD MEETING OF NOVEMBER 2, 2017 BE APPROVED.

MOTION CARRIED

### **1.3 Approval of the Minutes of November 30, 2017**

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. PRESTON THAT THE MINUTES OF THE BOARD MEETING OF NOVEMBER 30, 2017 BE APPROVED.

MOTION CARRIED

## **2.0 Chair's Remarks**

- There were no remarks from the Chair.

## **2.1 Correspondence**

- An email was received by the Foundation from a family member concerned about how In Memorial Gifts are handled and how the recognition of gifts is communicated back to the family.
- Ms. Piche gave an overview of the process that is currently being used and explained a few changes that are going to be made. The Foundation's website has been updated to reflect these changes including asking on-line donors if they would like the family members notified of the donation and to identify the next of kin if known.
- An email was received addressed to the Chair from a donor who made a onetime gift; however, the donation was taken from the account more than once. Ms. Piche has resolved this problem and money was refunded to the donor.

## **3.0 Business Arising from the November 2, 2017**

## **4.0 Business Items**

### **4.1 CEO's Report**

The Almonte General Hospital Report of the CEO and Senior Team –November 27, 2017 was included in the meeting package.

### **4.2 MD's Report and Dashboard**

- The MD's Dashboard was included in the meeting package.
- The Dashboard is current to the end of November 2017 and does not reflect the Fall Mailing.

- The Foundation's Electronic Newsletter was sent out at the end of December and included a "Thank You" by AGH-FVM staff video which was very popular.
- The Association of Health Care Philanthropy National Conference will be held in Ottawa - May 16-18, 2018

## **5.0 Strategic Items**

### **5.1 Update on Campaign**

- Campaign Co-Chair, Mr. Virgin, met with the Medical Advisory Committee asking for support. This was followed up with letters and will then be followed up by personal phone calls from Mr. Virgin.
- Donations are steadily coming in with over 60 gifts over \$500. Two bequests have been confirmed through discussions with donors regarding campaign donations.
- Some monthly donors from last year's Family Campaign have been renewed but not as many as was hoped.
- The next meeting of the Campaign Committee will be January 17, 2018. Members will be updating the Matrix, adding new prospects and discussing upcoming spring fundraising activities.
- The ongoing effort of board members is appreciated – monthly donors, general donations, In-Memorial donations and participating in fundraising activities. It was reported that this board has 100% participation and contributed over \$19,000 in 2017.

## **6.0 Committee Reports**

### **6.1 Fundraising, Stewardship and Communications**

- The FSC minutes from December 7, 2017 were included in the meeting package.
- The Chairs for the major fundraising events will be meeting to share resources and approach potential partners for financial support.

#### **6.1a Raffle Update**

- The raffle is progressing well. A letter of agreement between AGHFVMF and CPDMHF is being developed. A marketing plan is also being developed.
- Keith Bean has agreed to donate the car in full.
- Obtaining the Lottery License is still an issue but a policy will be developed which will resolve the issue in time for the Feb. 1 application submission.
- Mr. Roberts sent an email to all board members prior to the meeting stating what the municipality needs in order to submit an application by early February.
- The raffle will be a joint partnership between AGHFVMF and CPDMHF; however only one hospital can apply for the license and it needs to be clear that the proceeds of the event can be equally split.
- A signed letter from the Chair of the Board attesting to this and minutes of the Board meeting which supports this activity is needed.

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. PRESTON THAT THE BOARD OF DIRECTORS OF THE ALMONTE GENERAL HOSPITAL FAIRVIEW MANOR FOUNDATION AGREES TO ENTER INTO A JOINT FUNDRAISING PARTNERSHIP CALLED THE CASH OR CAR FOR CARE RAFFLE WITH THE CARLETON PLACE & DISTRICT

MEMORIAL HOSPITAL FOUNDATION WHICH WILL RAISE SIGNIFICANT FUNDS FOR BOTH HOSPITALS. IT IS UNDERSTOOD THAT THE AGH-FVM FOUNDATION WILL BE THE LICENSE HOLDER AND THAT 50 PERCENT OF THE NET PROCEEDS WILL BE PROVIDED TO OUR PARTNER, THE CPDMHF.

MOTION CARRIED

- The letter from the Chair will be sent to Board members upon its completion. The letter will not be signed until confirmation from lawyers that the requirements indicated are enough to ensure that the Foundation's existing policies and Letter Patent and the above requirements will allow each hospital to receive 50 percent of the net proceeds of the raffle.
- A separate Lottery Account will be set up and managed by AGH

#### **6.1b Online Memorial Giving**

- On line memorial giving was discussed with regards to the correspondence received

### **6.2 Finance Report**

#### **6.2a October and November Financial Statements**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MRS. MUNRO THAT THE FINANCIAL STATEMENTS OF OCTOBER 2017 AND NOVEMBER 2017 BE APPROVED.

MOTION CARRIED

#### **6.2b Intercompany Payment**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MRS. MUNRO THAT THE NOVEMBER 2017 INTER-COMPANY PAYMENT OF \$39,334 BE MADE TO THE HOSPITAL.

MOTION CARRIED

#### **6.2c Suspension of Investment Policy Mix**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MR. McBAIN THAT THE ASSET MIX POLICY AND ITS PRACTICAL IMPLICATIONS—SHORT-TERM INVESTMENTS SECTION OF THE INVESTMENT POLICY PARAGRAPH 1. STATING "AN ASSET MIX POLICY OF 50% IN FIXED INCOME INVESTMENTS AND 50% IN CASH OR CASH EQUIVALENTS WILL PROVIDE THE BALANCE REQUIRED TO MEET THE NEED FOR LIQUIDITY AND THE NEED FOR A REASONABLE RETURN ON INVESTMENT FOR THOSE FUNDS DESIGNATED AS SHORT-TERM." REMAIN SUSPENDED TO ACCOMMODATE NEW SHORT TERM INVESTMENTS NEEDS OF THE FOUNDATION.

THIS ACTION WILL BE REVIEWED BY THE FINANCE COMMITTEE AT THE AUGUST 2018 MEETING OF THE FINANCE COMMITTEE FOR FURTHER RECOMMENDATIONS TO THE BOARD AT THE SEPTEMBER 2018 MEETING.

MOTION CARRIED

#### **6.2d Allocation to AGH as per approved budget**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MRS. MUNRO THAT THE \$200,000 PAYMENT BE MADE TO ALMONTE GENERAL HOSPITAL FOR DI EQUIPMENT AS PER THE FOUNDATION'S APPROVED BUDGET.

MOTION CARRIED

- The Finance Committee Meeting Minutes of December 19, 2017 are included in draft minutes of January 11<sup>th</sup> Board minutes as appendix 1 as requested by Mr. Scott.

#### **6.3 Governance Report**

- The minutes of the December 21, 2017 G&N meeting were included in the meeting package.

##### **6.3 a Donor Recognition Policy Update**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. McBAIN THAT THE DONOR RECOGNITION POLICY BE APPROVED AS UPDATED.

MOTION CARRIED

##### **6.03 b Completed Pledges Policy Update**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. PETTIPAS THAT THE COMPLETED PLEDGES POLICY BE APPROVED AS UPDATED.

MOTION CARRIED

#### **7.0 In Camera**

- There were no In Camera discussions.

#### **8.0 New Business**


- As part of Holy Name of Mary church's 175<sup>th</sup> Anniversary, they are having a dance Saturday, January 27, 2018 with a portion of the proceeds benefiting the Foundation's DI Campaign.

**9.0 Next meeting:** 8 a.m. - March 2, 2018 in the AGH Board Room

#### **10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:34 a.m.

  
\_\_\_\_\_  
Art Solomonian, Chair

  
\_\_\_\_\_  
Date



## ALMONTE GENERAL HOSPITAL FOUNDATION BOARD

January 11, 2018

### Action Items

Member	Due Date	Action Item
Recording Secretary	ASAP	Update all Donor Recognition Policy and Completed Pledges Policy and post on SharePoint
Mr. Solomonian and Mr. Roberts	ASAP	Develop letter for Raffle Agreement and send to Board members. Sign letter after hearing confirmation from Lawyers.
Staff	On-going	Update donor information on Raiser's Edge
Recording Secretary	On-going	Draft agenda based on work plans and meeting minutes given to committee chairs for approval one week prior to meeting
Committee Chairs	On-going	Finalized committee reports to be given to Recording Secretary four working days before board meetings to allow for preparation and posting with the meeting package.
Recording Secretary	On-going	Meeting packages to be posted on SharePoint 3 business day prior to each meeting.

