



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: May 4, 2017**

**Time: 8 a.m.**

**Location: AGH Board Room**

**DRAFT MINUTES**

<b>Committee Members</b>	<b>Present</b>	<b>Regrets</b>
Art Solomonian - Chair	✓	
Robert Brouillard	✓	
Mary Wilson Trider	✓	
Joy Delahunt	✓	
David Dern	✓	
Ian McBain	✓	
Julie Munro	✓	
Betty Preston	✓	
Heather Sheffield	✓	
Sherri Wesley	✓	
Rob Scott	✓	
Kris Parsons	✓	
Claire Nixon – Special Guest	✓	
<b>Staff</b>		
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 8:04a.m.

The Chair welcomed new Board members – Mrs. Parsons and Mr. Scott.

The Chair welcomed guest Mrs. Nixon.

**Education Session:**

- An education session will be held at the beginning of every Board meeting throughout the Campaign

- Board members paired up and role played talking about the Campaign to someone they had just met. They discussed what the Campaign was about and what they as Board members did. They did not practice asking for donations.
- Board members had positive feedback about the activity
- A sheet of talking points was requested by Board members. These talking points will be used to build on the conversation instead of focusing on the talking points themselves.
- Brochures and campaign material will be available before the Campaign launch and will be used by Board members when discussing the Campaign with potential donors.
- Mrs. Trider will find out the answer to - if donations are designated for a new CAT Scan and approval does not come through what happens to the money?

### **1.1 Approval of the Agenda**

- Item 4.2 Hospital Report was added to the agenda and will become a monthly report

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

MOTION CARRIED

### **1.2 Approval of the Minutes of April 6, 2017**

IT WAS MOVED BY MRS. TRIDER AND SECONDED BY MR. DERN THAT THE MINUTES OF APRIL 6, 2017 BE APPROVED.

MOTION CARRIED

### **2.0 Chair's Remarks**

There were no remarks from the Chair.

### **2.1 Correspondence:**

- There was no correspondence.

### **3.0 Business arising from the April 6, 2017 minutes**

#### **4.0 Business items**

##### **4.1 MD's Report & Dashboard**

- The Dashboard report was included in the meeting package
- There was no Finance Committee meeting in April so the Revenue and Expense numbers have not been approved.
- The 3<sup>rd</sup> Party Event organized by Paddy Mann raised over \$8,000.00 for the hospital.
- Patrice's Independent Grocers will be selling Nevada Tickets in support of the hospital.
- Campaign merchandise – t-shirts, hats and sweatshirts – will be given to Circle of Friends donors as incentives to give monthly
- The bottom 4 items on the Dashboard pertain to the Campaign and will increase as the Campaign grows.

#### **4.2 Hospital Report**

- Area hospitals are very busy and as a result Almonte General Hospital has been taking on patients from both Carleton Place and Ottawa hospitals.
- The hospital has completed an update to its sprinkler system causing disruptions throughout the hospital that were handled very well by all staff, volunteers, patients and family members.
- The Hospital Board is working on the Strat Plan and will launch the final plan at the June AGM
- The provincial budget includes an increase in health care investment. There are no specifics for AGH-FVM, however, it meets the expectations brought forth with the Hospital budget.
- Tobacco Enforcement Officers visited the hospital resulting in several warnings.
- As a result as of May 12, 2017 there will be a total ban on smoking on hospital property with the exception of the FVM patient smoking area. Staff and by-law officers will work to find a solution for residents who smoke. This includes smoke, vapor and marijuana.
- The hospital will be working with the town and by-law officers to comply with the ban.
- The GAIN project – Electronic medical information system has successfully completed the first phase and will begin the next phase in October 2017.

#### **5.0 Strategic Items**

##### **5.1 Update on Campaign**

- The Campaign Launch will be breakfast May 10 at the Almonte Civitan Club.
- The program has been finalized and will include Leanne Cusack from CJOH News at Noon interviewing Mrs. Trider and Dr. Deschenes. The launch will be broadcast live on Heritage Radio. There will be check presentations, the announcement of the Campaign Co-Chairs (Paul and Rhonda Virgin) and is meant to be a very festive occasion.
- Campaign material – t-shirts, hats and sweatshirts will be available.
- The Campaign newsletter will be going out in the Canadian Gazette, Carleton Review and Arnprior Chronicle.

#### **6.0 Committee Reports**

##### **6.1 Governance**

- The Social Media Policy was approved at the Communications Meeting on April 20. The Social Media Policy was circulated to the G&N Committee members and approved by email before the meeting.
- The draft Social Media Policy is included in the Board meeting package for Board Approval.
- The following updates to the Governance Committee's Terms of Reference were presented and approved by the committee.

#### **MEETINGS:**

- The Recording Secretary will be the Managing Director or designate.
- Minutes shall be distributed to all members. Master copies of the minutes shall be stored in the Administration office.
- Meetings shall be held monthly between September and June.
- All Committees will be asked to approve these updates for each committee's Terms of Reference.

- The Governance Committee will be responsible for reviewing policies from all other committees before recommending them for Board approval.
- The following item has been amended to the Duties and Responsibilities of the Governance Committee's Terms of Reference:

11. Review draft policies from other Board committees to ensure policy content and formatting meets the requirements of the Foundation before recommending them to the Board for approval.

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. TRIDER TO APPROVE THE GOVERNANCE AND NOMINATING COMMITTEE'S TERMS OF REFERENCE AS AMENDED.

MOTION CARRIED

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. MUNRO THAT THE SOCIAL MEDIA POLICY BE APPROVED AS POSTED IN THE BOARD MEETING PACKAGE.

MOTION CARRIED

#### **6.2 Fundraising & Stewardship**

- The Fundraising Report was included in the meeting package.
- The sales of tickets for "Flying in the Dark" are very slow and Board members are encouraged to share the information about the event or purchase tickets themselves.
- The AGH Golf Classic planning is going well but there is still a need for sponsorships and auction items.
- Brochures and posters for the Paddle Event are now available.

#### **6.3 Finance**

- There was no finance meeting in April. The March and April statements will be deferred to the next meeting for approval.
- Interviews were held and an auditor was chosen. A report will be available at the June AGM.

#### **6.4 Communications**

- The Social Media Policy was reviewed and approved and sent to the Governance Committee.
- The campaign materials were reviewed at the last Communications meeting.
- Samples of the T-shirts, hats and sweatshirts that will be used for Circle of Friends donors were presented.

#### **7.0 In Camera**

IT WAS MOVED BY MR. SOLOMONIAN AND SECONDED BY MRS. TRIDER THAT THE BOARD MOVED IN CAMERA AT 9:12.

- The MD's Performance Evaluation was discussed in the in camera session

**8.0 Next meeting:** The next meeting will be June 1, 2017 at 8 a.m.

**9.0 Adjournment**

**IT WAS MOVED BY MRS. PRESTON THAT THE MEETING BE ADJOURNED AT 9:30a.m.**

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

  
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Date



## ALMONTE GENERAL HOSPITAL FOUNDATION BOARD

May 4, 2017

### Action Items

Member	Due Date	Action Item
Mr. Roberts	ASAP	Develop a sheet of talking points for Board members discussing the Campaign with potential donors.
Mrs. Wilson	ASAP	If donations are designated for a new CAT Scan and approval does not come through what happens to the money?
Recording Secretary	ASAP	Post Social Media Policy on SharePoint
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.