



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: November 2, 2017

Time: 8 a.m.

Location: Octagon Room

DRAFT MINUTES

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

Board Education Session – Presentation by Ultrasound Technologist Angie Crites

- Mrs. Crites, AGH Ultrasound Technologist, gave a presentation on the new x-ray and ultra sound equipment and how important it was to the hospital and the staff and patients that use it.
- This presentation was also given at the Thanksgiving Reception held October 5, 2017.
- It is a great resource to share with other organizations to promote the DI Campaign.

Conflict of Interest Declaration:

- No conflicts of interest were declared

Call to Order

- The Chair, Mr. Solomonian, called the meeting to order at 8:22a.m.

1.1 Approval of the Agenda

- 6.4 Board Work Plan was added to the agenda

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

MOTION CARRIED

1.2 Approval of the Minutes of September 7, 2017

IT WAS MOVED BY MRS. SHEFFIELD AND SECONDED BY MRS. PRESTON THAT THE MINUTES OF THE BOARD MEETING OF SEPTEMBER 7, 2017 BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- Mr. Solomonian congratulated the Senior Team on a successful Halloween celebration at AGH-FVM.
- Mr. Solomonian apologized for the late additions to the meeting package this month and stated that staff will work on having the meeting package to board members 3 business days prior to a meeting.
- The Chair expressed his pleasure that the Foundation's first ever electronic newsletter was mailed to donors and to board members just a few days ago.

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and Senior Team – September 25, 2017 was included in the meeting package.
- Mr. Roberts highlighted the success of the launch of the new EMR (Electronic Medical Records). Mrs. Kadoke and Mrs. Preston credited the high quality staff of AGH-FVM and their hard work and dedication to make this program a great achievement.
- Donor dollars were not applied directly to this project

4.2 MD's Report and Dashboard

- The MD's Report was included in the meeting package.
- The Dashboard was included on SharePoint as a late addition to the meeting package. It was reviewed during the meeting.
- The Donor Wall Reception will be held from 5:30pm to 7:30pm on November 28 as part of Giving Tuesday. All board members are encouraged to attend.
- The Seasonal direct mailing is now underway and will be dropped Nov. 14.

5.0 Strategic Items

5.1 Update on Campaign

- The next meeting of the Campaign Committee will be November 8, 2017 at 8 a.m.
- All board members are welcome to attend.

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- The FSC report was included on SharePoint as a late addition to the meeting package.
- Mrs. Munro reviewed her report.

a. Social Media Review and Presentation

- The Foundation's Facebook Page and Twitter Page were shown to the committee for review and comments.
- The benefits of using social media as a way of expanding the Foundation community and raising awareness of its events were discussed.
- Social Media and the electronic newsletters can be tracked by staff and will enable staff to see who is looking at their sites, what pages are most popular etc. This information will be useful to improve and customize the Foundations social media sites.

b. Learnings from the Valley Retreat

- Due to a lack of time, discussions from the Valley Retreat were held after the meeting was adjourned.

6.2 Finance Report

a. August and September Statements

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. SCOTT THAT THE FINANCIAL STATEMENTS OF AUGUST 2017 AND SEPTEMBER 2017 BE APPROVED.

MOTION CARRIED

b. Intercompany Payment

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. MUNRO THAT THE SEPTEMBER 2017 INTER-COMPANY PAYMENT OF \$47,407 BE MADE TO THE HOSPITAL.

MOTION CARRIED

c. Finance Chair

- At the request of Mr. Brouillard, a new Chair for the Finance Committee will be selected to complete Mr. Brouillard's term

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. TRIDER THAT MR.

SCOTT COMPLETES MR.BROUILLARD'S TERM AS CHAIR OF THE FINANCE COMMITTEE.

MOTION CARRIED

6.3 Governance Report

- The minutes of the October 12, 2017 G&N meeting were included in the meeting package.

a. Terms of Reference – All committees

- All Committee and Board Terms of Reference will be amended to reflect the new meeting schedules.

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. MUNRO THAT ALL THE COMMITTEE AND BOARD TERMS OF REFERENCE BE APPROVED AS ADMENDED.

MOTION CARRIED

6.4 Board Work Plan

- The Board Work Plan was included on SharePoint as a late addition to the meeting package.

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. KADOKE THAT THE BOARD WORK PLAN BE ACCEPTED AS PRESENTED.

MOTION CARRIED

- The committee and Board Work Plans will be used as templates for the agenda.
- Each committee's major deliverables will be rolled up and reflected on the board's Work Plan.

7.0 In Camera

- There were no In Camera discussions.

8.0 Next meeting: January 4, 2018 at 8am

9.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:37.


Art Solomonian, Chair


Date



ALMONTE GENERAL HOSPITAL FOUNDATION BOARD

November 2, 2017, 2017

Action Items

Member	Due Date	Action Item
Recording Secretary	ASAP	Update all committee Terms of Reference – SharePoint
Recording Secretary	ASAP	Update Board Work Plan - SharePoint
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.

