



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, January 10, 2019**

**Time: 8 a.m.**

**Location: AGH Board Room**

**APPROVED MINUTES**

<b>Committee Members</b>	<b>Present</b>	<b>Regrets</b>
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider		X
David Dern		X
Ian McBain	✓	
Betty Preston	✓	
Heather Sheffield	✓	
Heather Pettipas	✓ on phone	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓	
<b>Staff</b>		
Al Roberts	✓	
Carolyn Piché		X
Louise Beckinsale	✓	
Cheryl Moore – Recording Secretary	✓	

**Conflict of Interest Declaration:**

- No conflicts of interest were declared

**Call to Order**

- The Chair, Mr. Scott, called the meeting to order at 8:05 a.m.

**1.1 Approval of the Agenda**

IT WAS MOVED BY MR. BEATON AND SECONDED BY MR. LOWE THAT THE AGENDA OF JANUARY 10, 2019 BE APPROVED.

MOTION CARRIED

**1.2 Approval of the Minutes of November 1, 2018**

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MR. BEATON THAT THE MINUTES

OF NOVEMBER 1, 2018 BE APPROVED.

MOTION CARRIED

### **1.3 Approval of the Minutes of November 30, 2018**

- The Gift Allocation Policy will be renamed the Designated Gift Policy.

IT WAS MOVED BY MRS. SHEFFIELD AND SECONDED BY MR. PERLEY THAT THE GIFT ALLOCATION POLICY WILL BE AMENDED TO BE NAMED THE DESIGNATED GIFT POLICY.

MOTION CARRIED

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. BEATON THAT THE MINUTES OF NOVEMBER 30, 2018 BE APPROVED AS AMENDED.

MOTION CARRIED

## **2.0 Chair's Remarks**

- Louise Beckinsale was introduced as a temporary new staff member who is assisting the Foundation during Ms. Piche's absence
- Board members and staff are very active with a lot of work being done
- Development of the Strategic Plan and educating the public on what the Foundation does and what the Foundation needs to do will be the focus in the coming months

### **2.1 Correspondence**

- There was no correspondence.

## **3.0 Business Arising**

### **3.0 From the November 1, 2018 minutes**

- There was no business arising from the November 1, 2018 meeting minutes

### **3.1 From the November 30, 2018 minutes**

- There was no business arising from the November 30, 2018 meeting minutes

## **4.0 Business Items**

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

- The Report of the CEO and the Senior Team – November 26, 2018 was included in the meeting package.
- The Studer Group is an external organization working with the hospital to coach senior

management to learn to teach effective communication among staff members, patients etc. This ensures all staff are using the same terminology

- The Transformation funding from the LHIN will be used to continue this program at CPDMH??
- Policies about sponsorships or donations from Cannabis related organizations will be reviewed and will be added to the next Governance and Nominating meeting agenda

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

- The MD's Dashboard was distributed and reviewed at the meeting.
- The Dashboard is current to the end of October 2018

### **5.0 Strategic Items**

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

- A review was given of the steps taken after a potential donor is identified:
  - a) Board members identify a prospect.
  - b) The prospect is researched
  - c) A meeting is set up to educate the prospect on the hospital – site tours etc.
  - d) The prospect is asked how they would like to become involved in the hospital – donation, pledge, partnership
  - e) Immediate Follow up – receipting of donation
  - f) Future Follow up – Identify other ways the donor can be involved
  - g) Keep an on-going stream of communication with all donors

### **6.0 Committee Reports**

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

- The Fundraising, Stewardship and Communications meeting minutes from December 6, 2018 were included in the meeting package
- The Foundation's 4 major events will continue for this year – Spring Dance, Golf, Paddle Event and the MMRWR.
- The committee voted that the Paddle Event will continue as a Foundation Event this year and will be reviewed again for 2020. There will be no puppets at the event.
- The Spring Dance will take place on April 27, 2019

#### **6.2 Finance Report**

##### **6.2a Update on new financial reporting**

- Ms. Varley and Mrs. Harbord have been working to update all the Foundations financial statements
- The Financial Statements will be cleaner, more concise and easier to understand
- All expenses will be tracked though Quickbooks. All donations will still be entered in Raiser's Edge and reconciled with the monthly bank statements.
- All restricted and non-restricted funds will be tracked through Quickbooks

### **6.2b Financial Statements – October 2018**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. LOWE THAT THE FINANCIAL STATEMENT OF OCTOBER 2018 BE APPROVED.

MOTION CARRIED

### **6.2c Intercompany Account Payment – October 2018**

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MR. LOWE THAT THE OCTOBER 2018 INTER-COMPANY PAYMENT OF \$25,186 BE MADE TO THE HOSPITAL.

MOTION CARRIED

### **6.2d Monthly Intercompany Payments**

IT WAS MOVED BY MRS. PETTIPAS AND SECONDED BY MR. PERLEY THAT THE BOARD CONTIUES TO PAY AGH \$20,000 PER MONTH TO COVER INTERCOMPANY EXPENSES UNTIL THE NEXT APPROVED BUDGET IS PASSED IN APRIL 2019

MOTION CARRIED

### **6.2e Budgeted donation to the Hospital/Manor**

IT WAS MOVED BY MR. BEATON AND SECONDED BY MR. LOWE TO APPROVE A PAYMENT OF \$204,752 TO COVER THE COSTS FO THE DI CAPITAL COSTS, WARRANTY FOR NEW DI EQUIPMENT, OBS OPERATING THEATRE LIGHTS, INFECTION CONTROL EQUIPMENT ON CCC AND A BED ASSIST ON CCC.

MOTION CARRIED

## **6.3 Governance Report**

- The Governance Report is deferred.

## **7.0 New Business**

### **7.1 Planning retreat for new Strategic Plan**

- A retreat will take place with a facilitator with fundraising experience to work on the development of the Strategic Plan with board members.
- The date is TBD.

**8.0 In Camera**

- There was no In Camera session

**9.0 Next meeting:** March 7, 2019 8 a.m. AGH Board Room

**10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:56 a.m.



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Rob Scott, Chair

March 7, 2019

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**January 10, 2019**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Mr. Roberts		Review policies regarding partnerships or donations from company's cannabis
Recording Secretary		Update Designated Gift Policy
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.