



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, January 9, 2020**

**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	✓	
Ian McBain	✓	
Betty Preston	✓	
Heather Pettipas	✓ (by phone)	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓	
<b>Staff</b>		
Al Roberts	✓	
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 8:02 a.m.

**Board Education**

- The video “Train Your Board to Fundraise at Board Meetings - Ask the Fundraising Expert” was shown
- The video discussed ways of training board members and how Board members can better interact with potential board donors
- Members discussed what topics that they would like to receive training on
- Mr. Scott and Mr. Lowe will develop a board training session on an overview of finance, reading a financial statement and the budget process. There will also be a fundraising training session and a Governance training session.
- Board members need to educate themselves on the functions of each committee and how the committees interact with each other
- Committee meetings are open to all members of the board so members are welcome to attend

any meeting to better understand what the different committees do

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

- Item 6.3b - Approval of the revised Investment Policy will be added to the agenda

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MR. BEATON THAT THE AGENDA OF JANUARY 9, 2020 BE APPROVED AS AMMENDED.

MOTION CARRIED

### **1.2 Approval of the Minutes of November 7, 2019**

IT WAS MOVED BY MR. BEATON AND SECONDED BY MR. PERLEY THAT THE MINUTES OF NOVEMBER 7, 2019 BE APPROVED.

MOTION CARRIED

## **2.0 Chair's Remarks**

- A discussion on the Board Evaluations and concerns that arose will be held during the Governance Report
- The planning for the next year's budget has started. The Foundation budget process is to establish a budget collectively. The staff prepares a budget, the executive committee will review the budget and then the budget will be brought to the Finance committee and the Board for final approvals
- All members are welcome to participate in the budget process
- Member are asked to follow up with those that they invited to the Inspiration dinners

## **3.0 Business arising from the November 7, 2019 minutes**

- There was no business arising from the November 7, 2019 meeting minutes

## **4.0 Business Items**

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

- The Report of the CEO and the Senior Team – November 25, 2019 was included in the meeting package.
- Fairview Manor has space to develop new long term beds when approved by the Ministry of Long Term
- In the future the Foundation will be approached to fund a Capital Build Campaign– funding to build the additional space needed for the new beds

### **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 November 2019
- Donations of \$500 or more are increasing
- The Hospital is becoming known in the community and patients are donating after receiving quality care

- Five people have identified that the Hospital is in their wills
- There are many 3<sup>rd</sup> party events including the unveiling of the new Anesthesiology Machines (January 16), Euchre Tournament (January 23), Curling Bonspiel (February 1), Valleryne Bake (February 14), Inspiration Dinner (February 27), Planned Giving Seminar (March 3) and the launch of the Win 2020 Car Raffle on April 1.
- Many new donors come from participation in 3<sup>rd</sup> party events
- The first time donor packages are being sent to new donors
- The Volunteer Services Committee was disbanded on January 8. Current volunteer projects will continue and will now be funded through the Gift Shop as well as some fundraising events. The current members of the Committee were presented with Angel Pins for their work throughout the Hospital by outgoing Chair Mary Dillabaugh.

## **5.0 Strategic Items – DI Campaign Update**

### **5.1 Board Challenge – Presentation Palooza**

- Mr. Roberts challenged the Board members to come up with ideas for 2 presentations to community organizations each month for the next six months
- There is a canned speech available to use that board members can use and will be able to personalize it for themselves

## **6.0 Committee Reports**

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

- All committees for this year’s events have had meetings to begin planning
- The run will have a new name this year. The run committee will also be using a new platform to handle on-line registrations
- Board members are encouraged to find ways to express that they are proud to be Foundation Board members – example - add a “I’m a proud member of the AGH-FVM Foundation” to your email signature line
- Ways to collect pledges through monthly giving was discussed. It will be added to the next Fundraising committee meeting agenda for more detailed conversation
- The new collateral material is still being reviewed by Mrs. Trider. The new material will be used by staff and board members in 1:1 discussions with potential donors and partners
- A one page leave, behind page will be developed to use for events such as the Inspiration dinners.

### **6.2 Finance Report**

- The finance meeting was delayed a month to ensure that both the October and November 2019 Financial statements were ready for review by the committee
- The Hospital staff and the Finance committee reviews and the Finance committee approves each of the financial statements before they are brought to the Board for final approval

#### **6.2a October 2019 Statements**

- The October Notes to the Financial Statements – Statement of Operation - should include the notes on the Jim Cuddy concert that were included in the November Notes

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. PERLEY THAT THE FINANCIAL STATEMENTS ENDING OCTOBER 2019 BE APPROVED.

MOTION CARRIED

**6.2b November 2019 Statements**

- The Campaign expenses are higher than budgeted. The expenses included costs to Susan Doyle for work on the Inspiration Dinners, collateral material for the CT Scan and for the canned speech for Board members to use when making presentations to community organizations. The money for these costs will be moved to Consulting and Professional Fees

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. PRESTON THAT THE FINANCIAL STATEMENTS ENDING NOVEMBER 2019 BE APPROVED

MOTION CARRIED

**6.2c Grant Transfer – Anesthesiology Machine**

- Two new Anesthesiology Machines have been purchased by the Hospital
- The Hospital is requesting a grant transfer from the Foundation to fund the equipment

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. PRESTON THAT THE GRANT OF \$193,915 TO THE HOSPITAL BE APPROVED

MOTION CARRIED

**6.3 Governance Report**

**a. Board Evaluation**

- The Board Evaluations were sent via Survey Monkey to members in November.
- The results were reviewed at the December G&N Meeting
- Board members are encouraged to share any concerns they have throughout the year so there was no major concerns with the annual evaluations
- The survey allows the Governance committee is talk more in depth if concerns do arise with the survey
- Some areas of concern were:
- Strategic Plan - Members were concerned that they were not being informed regularly on the process of the Strategic Plan. Strat Plan updates will be included every two months in Board meetings and in all Committee meetings agendas
- Mix of Skills – The board needs to know how we define ourselves as a board and what skills

are needed in new board members to help meet the needs of the Board. The Board is moving from an Operational Board to a more Strategic and Fundraising Board

- Decisions making of the Executive – Any decisions that were made by the Executive Committee and that were not presented to the Board first were all in accordance to the Foundations By-laws. Members with concerns about the Executive Committee are asked to contact Mr. Scott.

**b. Approval of the revised Investment Policy**

- The Investment policy was reviewed and amended by the Finance Committee and the Governance Committee.
- It was recommended to the Board for approval

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. McBAIN THAT THE INVESTMENT POLICY BE APPROVED AS AMMENDED.

MOTION CARRIED

**7.0 New Business**

- There was no new business

**8.0 In Camera**

There was no in camera sessions

**9.0 Next Meeting:** The next meeting will be March 5, 2020

**10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:50 a.m.



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Rob Scott, Chair

March 12, 2020

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**January 9, 2019**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Board Members		Board members are asked to follow up with those that they invited to the Inspiration dinner
Mr. Scott and Mr. Lowe		Meet to develop a board training session on an overview of finance, reading a financial statement and the budget process
Recording Secretary		Board education in Fundraising and Governance added to future agendas
Fundraising Committee	February 6	Add Event pledges – monthly donors on the next agenda
Ms. Beckinsale	ASAP	Develop a one page, leave behind information sheet to be used at events such as the Inspiration dinners
Recording Secretary	ASAP	Update Investment Policy
Recording Secretary	On-going	Add Strategic Plan update to Committee and Board Meeting agendas
Recording Secretary	On-going	Update events 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
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.