



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, May 16, 2019

Time: 8 a.m.

Location: AGH Board Room

APPROVED MINUTES

Committee Members	Present	Regrets
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider	✓	
David Dern	✓	
Ian McBain		X
Betty Preston	✓	
Heather Sheffield	✓	
Heather Pettipas	✓	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe		X
Ken Beaton	✓	
Paul Virgin - Guest	✓	
Staff		
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 8:01 a.m.

1.1 Approval of the Agenda

- The Governance and Nominating Report will be presented following the approval of the minutes
- The Strategic Plan will be discussed immediately after the G&N report with Mr. Virgin, Chair of the Campaign present.

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MRS. MUNRO THAT THE AGENDA OF MAY 16, 2019 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of March 7, 2019

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. MUNRO THAT THE MINUTES OF MARCH 7, 2019 BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- There was no remarks from the Chair

2.1 Correspondence

- There was no correspondence.

3.0 Business Arising from the March 7, 2019 minutes

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

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and the Senior Team – March 25, 2019 was included in the meeting package.
- The Mississippi River Health Alliance Newsletter (Better Together) – a newsletter about news at Almonte General Hospital, Fairview Manor, Lanark County Paramedic Service and Carleton Place & District Memorial Hospital was emailed to Board members.
- Accreditation takes place May 27-28, 2019. Accreditation is the process that evaluates the programs and services of the Hospital against the Standards of Excellence developed with input and guidance from experts in the field.

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 March 31, 2019

5.0 Strategic Items – DI Campaign Update

5.1 Update on Campaign

- Mr. Virgin, Chair of the Campaign, updated the committee on the progress of the Campaign and encouraged members to help get the message out to the community especially to new members of the community.
- A list of new prospects - individual and groups - is to be developed and a solid action plan put in place on who and how the Board members will reach out to these potential donors
- Board members are asked to come up with new names, organizations of potential donors and be

prepared to speak at events if requested

5.2 Strategic Plan and Key Messages

- The draft Strategic Plan and the report on key messages by S&D Coaching was included in the meeting package
- The Strategic Plan focuses on 3 areas – the need to communicate the case better, the need for more volunteer recruitment, prospect identification, and gift solicitation, and the Hospital/Foundation Alignment
- The feedback on the key messages developed by S&D Coaching was positive.
- Tactics will now be developed for communicating those messages to the key target audiences
- An operation plan with next steps will be produced.

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. MUNRO TO APPROVE THE STRATEGIC PLAN.

MOTION CARRIED

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- The Spring Dance was held on April 27, 2019 and was a great success.
- The Golf Tournament planning is going well. The auction will be held on line this year. More golfers are still needed.
- The Paddle for AGH committee is meeting regularly. There will be no admission this year. Money will be raised by raft registrations, donation buckets and a raffle for a painting. The events still need more sponsors.
- The MMRWR committee has changed the prize for the top fundraising team to a VIP tent highlighting the winners with massages, special food, etc. There will be an addition of a cheering section at the end of the race. Team captains are needed for the event.

6.2 Finance Report

6.2a February Statements

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MRS. SHEFFIED THAT THE FINANCIAL STATEMENTS ENDING FEBRUARY 2019 BE APPROVED.

MOTION CARRIED

6.2b Intercompany Payment

IT WAS MOVED BY MRS. MUNRO AND SECONDED BY MRS. PRESTON THAT THE INTER-COMPANY PAYMENT OF \$24,516 BE MADE TO THE HOSPITAL.

MOTION CARRIED

6.2c Year End Grant Transfer

IT WAS MOVED BY MRS. SHEFFIELD AND SECONDED BY MRS. PRESTON THAT THE YEAR END TRANSFER PAYMENT OF \$173,568 BE MADE TO THE HOSPITAL.

MOTION CARRIED

6.3 Governance Report

- The Governance Committee reviewed their policies with no changes being made
- The Gift Acceptance Policy will be amended to include the Foundation accepting funds from Cannabis related business with medical applications and that all branding will include the Medical side of the business
- The Policy will be updated and sent to the Board for approval
- Potential candidate for new board members are still needed

7.0 New Business

- There was no new business.

8.0 In Camera

- There was no In Camera session

9.0 Next meeting: Thursday, June 27, 2019 3 p.m. Octagon Room

10.0 Adjournment

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



Rob Scott, Chair

June 27, 2019

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

May 16, 2019

Action Items

Member	Due Date	Action Item
Mr. Roberts	June 27 Board Meeting	Update Key Messages for approval before collateral material can be produced
Mr. Roberts	ASAP	Operational plan on how the Board members will use the Key Messages
Mr. Roberts and Board Members	ASAP	Develop a list of potential donors and develop an action plan on how to reach these donors
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.