



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, November 7, 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	✓	
Betty Preston	✓	
Heather Pettipas	✓	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe		X
Ken Beaton		X
Guests		
Susan Doyle -SD Coaching	✓	
Paul Virgin-Chair DI Campaign	✓	
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 8:05 a.m.

1.1 Approval of the Agenda

- Ms. Doyle and Mr. Virgin will discuss the Inspiration Dinner and Follow up at 9 a.m.
- A motion to approve the Governance & Nominating Committee’s Terms of Reference was added to the agenda

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MRS. MUNRO THAT THE AGENDA OF NOVEMBER 7, 2019 BE APPROVED AS AMMENDED.

MOTION CARRIED

1.2 Approval of the Minutes of September 12, 2019

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. PETTIPAS THAT THE MINUTES OF SEPTEMBER 12, 2019 BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- The Chair commented on the success of the Inspiration Dinners
- Community members are hearing the message and carrying it forward
- Board members are asked to be diligent in following up with the guests that they invited to the dinner

3.0 Business arising from the September 12, 2019 minutes

- There was no business arising from the September 12, 2019 meeting minutes

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and the Senior Team – September 23, 2019 was included in the meeting package.
- The Perth and Smiths Falls Hospitals put together a 10 year Equipment and Technology Plan that came with a huge price tag. Strategies were developed to look for funding. Lanark County was approached and it was decided that if they were going to fund area Hospitals that AGH and CPDMH would also need to be included.
- \$100,000 was received and will have its own designation – Lanark County Equipment/Building
- This was meant to be a multi-year commitment but with Government changes it will be a one-time gift for now but may change in the future
- Several Hospital Board members attended the Foundation's Inspiration Dinner held on September 10, and on October 5, 2019

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 September 2019
- The Welcome Package for first time donors is being sent out and the renewal of first time donors will be tracked
- The next Planned Giving Seminar will be held on November 19. This approach to Planned Giving Seminars will be reviewed in the new year .
- There is currently no stewardship activities for planned giving donors but will be developed in the future
- The Fall Direct Mail featuring the story of Richard and Bonnie Love will be sent out in the next 2 weeks
- New volunteers are needed for special events committees and the board
- It has been a very successful year with 3rd party events with a euchre tournament, Jim Cuddy Family/Prescott-Brown Family concert, Smile Cookie Campaign and Kick it for the Hospital

fundraiser

- The “Close to Home” Marketplace is November 16 and Orchard View’s Sock Hop in support of AGH is November 19. The great Bijoux Bash – an on-line used jewelry auction will take place from November 15th to 30th.
- The AGHF and CPDMHF will partner for another car raffle.
- Keith Bean is donating a 2020 Camaro.
- The Raffle will begin on February 14, 2020 with the draw taking place on July 1, 2020. Ticket sales will be completely on-line.
- CPDMHF will be applying for the licensing

5.0 Strategic Items – DI Campaign Update

5.1 Update on Campaign

- Ms. Doyle (SD Coaching) and Mr. Virgin (Co-Chair – DI Campaign) joined the meeting at 9 a.m.
- Discussions were held on the Inspiration Dinners
- Ms. Doyle is also working with the Managing Director and Development Coordinator on new collateral material for the Campaign and will a canned presentation/speech that board members can use out a community events, dinners, etc. Recommendations for the next dinner include: smaller table arrangements with round tables, tea/coffee and a tour instead of a sit down dinner, locations outside of Almonte
- A board member should be at every table
- Feedback with attendees should be within 48 hours
- Power point presentation with information scrolling in the background would help get the message to attendees

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- A Partnership Package is being developed
- Board members are asked to bring forward any names of small businesses that might be interested in becoming partners for any upcoming special events
- The Fan\$ave App will be added to the Partner Package. Participating partners would offer a deal or discount on their products or services and that deal would be offered to users of the application
- The Golf Committee has started to meet for the 2020 Golf Classic. The location will be changed to the Mississippi Golf Course and will have an impact on the number of golfers participating but means reduced per golfer costs
- The MMRRW Committee has starting meeting. A new online registration process will be used next year.
- The Donor Wall Reception will take place on December 3 in the Front Lobby of the Hospital

6.2 Finance Report

- The Finance Committee reviews and approves each of the financial statements before they are brought to the Board for approval

6.2a August 2019 Statements

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

MOTION CARRIED

6.2b September 2019 Statements

IT WAS MOVED BY MRS. TRIDER AND SECONDED BY MRS. PRESTON THAT THE FINANCIAL STATEMENTS ENDING SEPTEMBER 2019 BE APPROVED

MOTION CARRIED

6.2c Resolution re: RBC Wealth Management

- The Foundation is moving from Raymond James to RBC Dominion Securities (RBC DS) for all investments
- A draft resolution outlining the terms of the agreement between AGHF and RBC DS was included in the meeting package for approval
- The draft resolution will be amended to clarify that the Managing Director will be a Trading Officer but not a Signing Officer

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. DERN THAT THE RESOLUTION RBC WEALTH MANAGEMENT BE APPROVED AS AMMEMDED

MOTION CARRIED

6.3 Governance Report

- The minutes of the September 26 meeting were included in the meeting package
- The Board Evaluations will be sent via Survey Monkey to members in November.
- The results will be reviewed at the December G&N Meeting and presented to the Board in January 2020
- A draft policy on transfers of grants to the Hospital was developed and will be presented to the Finance Committee for approval
- The G&N Committee Terms of Reference will be changed to read:

Meeting: Shall be held 4 times per year or at the call of the Chair

IT WAS MOVED BY MR. DERN AND SECONDED BY MR. PERLEY TO APPROVE THE TERMS OF REFERENCE AS AMMEMDED.

MOTION CARRIED

7.0 Next meeting: Thursday, January 9, 2020

9.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:55 a.m.



Rob Scott, Chair

____ January 9, 2020 _____
Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

November 7, 2019

Action Items

Member	Due Date	Action Item
Board Members		Board members are asked to follow up with those that they invited to the Inspiration dinner
Recording Secretary	ASAP	Amend the Resolution for RBC Wealth Management
Recording Secretary	ASAP	Amend the G&N Committee Terms of Reference
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.