



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, September 12, 2019

Time: 8 a.m.

Location: FVM Conference Rm 2

APPROVED MINUTES

Committee Members	Present	Regrets
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider		X
David Dern	✓	
Ian McBain	✓	
Betty Preston	✓	
Heather Pettipas	✓	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓	
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

- Item 5.0 Strategic Items will be moved to the end of the agenda after Item 6.0 Committee Reports

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. BEATON THAT THE AGENDA OF SEPTEMBER 12, 2019 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of June 27, 2019

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE MINUTES OF JUNE 27, 2019 BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- The Chair remarked that it has been a very busy summer and congratulated everyone for their involvement in all the Foundation's events and activities
- The Inspiration Dinner held on September 10 was designed to be informative and to gather information from the community; it was very successful
- Board members need to stay focused on the Strategic Initiatives (Recruiting volunteers, spreading the word about the Hospital's needs, identifying and engaging potential supporters)
- To keep the Hospital & Manor functioning at the highest level, the Foundation needs to continue to provide funds for capital and equipment— an ongoing journey that doesn't end with the purchase of a CT Scan.

3.0 Business Arising from the June 27, 2019 minutes

- There was no business arising from the June 27, 2019 meeting minutes

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and the Senior Team – August 1, 2019 was included in the meeting package.
- Several Hospital Board members attended the Foundation's Inspiration Dinner held on September 10, 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 July 31, 2019
- The First Time Donor Package is complete and will begin going out to new donors
- The next Tax Planning Seminar will take place on October 1st at the Old Town Hall. Board members are needed to attend
- The date for the Thanksgiving Donor Reception held at Orchard View by the Mississippi is being determined. It is hoped that we can provide an update on the application for the CT Scan, and could serve as the launch of the campaign focusing on the CT Scan
- Randall Prescott, Tracey Prescott-Brown and Jim Cuddy along with family members are doing a benefit concert for the Hospital on Sunday, October 20 at the Old Town Hall. Details will be announced later.
- The Donor Wall unveiling event will take place on December 3, 2019

5.0 Strategic Items – DI Campaign Update

5.1 Update on Campaign

- Board members discussed the Inspiration Dinner that was held on September 10
- There were 50 attendees

- The time of the meet and greet time should be extended
- The message should be that the community including outlining areas needs the Hospital to be well resourced
- Not to focus on just Mississippi Mills
- Mr. Roberts will email board members the next steps to Board members including a script and pre-set questions for follow up
- Board members will follow up the people that they invited to the event

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- Ms. Beckinsale has now participated in all of the Foundations Signature fundraising events in her new role as Development Coordinator. She will now be able to organize events – minimizing tasks and get committees up and running for next year’s events
- Several new volunteers were recruited to assist with the events
- Two new crafting fundraising events are being organized for the fall
- Stewardship activities and events will take place in the fall

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 May 2019 Statements

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

MOTION CARRIED

6.2b June 2019 Statements

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

MOTION CARRIED

6.2c July 2019 Statements

IT WAS MOVED BY MR. LOWE AND SECONDED BY MRS. PETTIPAS THAT THE FINANCIAL STATEMENTS ENDING JULY 2019 BE APPROVED

MOTION CARRIED

6.2d Intercompany Payments

- The Foundation has approved an Intercompany \$30,000 be paid to the Hospital each month to cover operating expenses.
- The additional Intercompany Payment of \$43,074 is to cover the cumulative expenses that occurred from May 2019 to July 2019

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. DERN THAT THE INTERCOMPANY PAYMENT OF \$43,074 BE MADE TO THE HOSPITAL

MOTION CARRIED

6.2e Year End Grant Transfer

- The Finance Committee receives copies of the invoices for the year end grant transfer and approves them at committee meetings

IT WAS MOVED BY MRS. PETTIPAS AND SECONDED BY MR. BEATON THAT THE YEAR END TRANSFER OF \$170,097 BE MADE TO THE HOSPITAL

MOTION CARRIED

6.3 Governance Report

- There was no Governance Report
- The next meeting for the Governance Committee will be Thursday, September 26, 2019

7.0 New Business

7.1 Approval of the Board Work Plan 2019-2020

- A draft Work Plan was included in the meeting package

IT WAS MOVED BY MR. LOWE AND SECONDED BY MRS. PRESTON TO APPROVE THE BOARD WORK PLAN FOR 2019-20

MOTION CARRIED

8.0 In Camera

IT WAS MOVED TO GO IN CAMERA AT 9:20 a.m.

- Committee members discussed the Managing Director's Performance Review

9.0 Next meeting: Thursday, November 7, 2019

10.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:45 a.m.



Rob Scott, Chair

November 7, 2019

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

September 12, 2019

Action Items

Member	Due Date	Action Item
Mr. Roberts		<ul style="list-style-type: none"> Mr. Roberts will email board members the next steps to Board members including a script and pre-set questions for follow up
Board Members		<ul style="list-style-type: none"> Board members will follow up the people that they invited to the event
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.