



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, March 12, 2020

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 Pettipas	✓	
Kris Parsons		X
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓	
Brittany Caldwell	✓	
Guests		
Paul Virgin, Co-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 8:01 a.m.

Board Education

- Mrs. Trider made a presentation updating the Board members on the progress of the application process for the CT Scan
- The presentation will be posted on SharePoint
- The same presentation was made to and approved by the regional DI Network
- The presentation will now be updated to meet the criteria of the LIHN and presented
- It will then be presented to the Ministry of Health

1.1 Approval of the Agenda

IT WAS MOVED BY MR. DERN AND SECONDED BY MR. PERLEY THAT THE AGENDA OF MARCH 12, 2020 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of January 9, 2020

IT WAS MOVED BY MR. DERN AND SECONDED BY MR. PERLEY THAT THE MINUTES OF JANUARY 9, 2020 BE APPROVED.

MOTION CARRIED

2.0 Governance Report

- The Governance Committee has worked to identify potential new Board members
- The Nominating Committee interviewed one candidate and is recommending that the Board appoint Brittany Caldwell as a Board Director
- Ms. Caldwell's Board Application and resume were included in the meeting package

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. PRESTON THAT THE BOARD APPOINT BRITTANY CALDWELL TO A 3 YEAR TERM AS BOARD DIRECTOR

MOTION CARRIED

- Ms. Caldwell joined the meeting at 8:05 a.m. and was introduced to the Board

3.0 Chair's Remarks

- The Chair ensured the Board that the Hospital was implementing procedures to keep the Hospital, staff and volunteers safe during the Coronavirus outbreak
- The Coronavirus will have a potential financial impact on the Foundation
- The Board will be approving the 2020-21 Budget at this meeting and the Chair would like members to look at the budget as it was developed and presented
- If a contingency plan is necessary, it will be developed at a future date

4.0 Business arising from the January 9, 2020 minutes

- There was no business arising from the January 9, 2020 meeting minutes

5.0 Business Items

5.1 CEO's Report

- The Report of the CEO and the Senior Team – January 27, 2020 was included in the meeting

package.

- Mrs. Trider reported that the Hospital was following the advice from the Province and the LIHN in response to the Coronavirus outbreak
- Screening processes are now in place at Fairview Manor as directed by the Ministry of Long-term Care
- Screening and restrictions will begin to be implemented in the Hospital in the near future based on direction from the Ministry of Health

5.2 MD's Report and Dashboard

- The MD's Dashboard was distributed and reviewed at the meeting.
- The Dashboard is current to the end of December 2019
- The Almonte Legion currently runs a Chase the Ace Fundraiser using a municipal license which limits the number of tickets available to sell. After this round of Chase the Ace the Legion will apply for a Provincial License allowing for more tickets to be sold and increased revenue. The Foundation will receive part of the proceeds. A conservative estimate of revenue is included in the draft 2020-21 budget
- The Foundation will be the recipient of funds raised through the Carp Fair's Women's Night
- The Foundation received a \$10,000 grant from RBC
- The WIN 2020 Car Raffle is coming together
- The next Tax Planning seminar will be held on March 25, 2020
- The Lake 88 Radio-a-thon will take place on May 21, 2020
- Board members are asked to continue to submit names of organizations or groups that would be willing to have a Board member come to speak and inform the community on the need for supporting the Hospital
- It is a challenge to find grants that are available to smaller community hospitals Mr. Dern will assist in looking for potential grant applications.

6.0 Strategic Items – DI Campaign Update

- The next Inspiration Dinner will be held on March 12, 2020
- The purpose of the dinners is to generate new prospects
- The dinners are having an impact creating community interest in the Hospital and recruiting new volunteers
- Board members are reminded to get the feedback from those that they invited to the dinners
- Past attendees will be contacted and will meet in smaller groups to discuss ideas and gather input
- Creating new ways of interacting and communicating with the past attendees will be developed. One possibility discussed was to use a separate stream of email informing the participants of Foundation news, events etc. before going public with the information

7.0 Committee Reports

7.1 Fundraising, Stewardship and Communications

- The minutes of the Fundraising, Stewardship and Communications meeting were missing from the meeting package. They will be posted on SharePoint for Board members to review
- 3rd Party Events are growing in the community
- All the Foundations Signature Events are in the planning stages. Registrations have begun for

all events.

- New communication materials for the CT Scan have been developed. A one page information sheet will be available to distribute at the Inspiration Dinner
- An article will be put on the Foundation's Face Book page asking for groups and organizations that would like to have a Board member come and speak about the Hospital and the need for community support

7.1 a Fundraising Plan 2020-21

- The draft Fundraising Plan was included in the meeting package
- The Fundraising Plan was approved by the Fundraising, Stewardship & Communications Committee before it was brought to the Board for final approval
- The plan is to provide a minimum of \$200,000 to the Hospital for on-going capital equipment needs and \$400,000 to be held in reserve for the CT Scan
- The fundraising goals are to conduct the WIN2020 joint car raffle with CPDMHF, expand our Circle of Friends Monthly Giving Club, introduce the Kindred Spirits Giving Club, better engage first time donors, increase the numbers of donors who give on-line, re-engage the Donor Motivation Program for a second year, identify and solicit major gifts and continue with new volunteer recruitment and training
- Chase the Ace was not part of the Fundraising Plan but is included in the draft budget

IT WAS MOVED BY MRS. MUNRO AND SECONDED BY MR. BEATON TO APPROVE THE FUNDRAISING PLAN 2020-21 AS PRESENTED

MOTION CARRIED

7.2a December 2019 Statements

- The Hospital financial 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
- The fall mailing's revenue was down but the spring mailing was well received. Donations from the mailings are difficult to track. New coding procedures will be put in place for the next fiscal year
- The Unrestricted funds have increased to \$229,710 building a reserve for the Foundation to be used as needed
- The closing balance of the \$1.8 million Campaign pledge is \$13, 042. A celebration will be planned when the pledge is paid off.

IT WAS MOVED BY MR. LOWE AND SECONDED BY MS. PETTIPAS TO APPROVE THE DECEMBER 2019 STATEMENTS

MOTION CARRIED

7.2b 2020-21 Budget

- The draft 2020-21 budget was included in the meeting package
- Staff, Hospital financial staff and volunteers worked to prepare the draft budget
- The 2020-21 budget was approved by the Finance Committee before it was brought to the

Board for final approval

- The Foundation is committing to a grant transfer to the Hospital of \$200,000 for capital equipment and \$400,000 towards the CT Scan
- A plan to hire an additional .5F/T staff to assist with the WIN2020 Car Raffle, Chase the Ace and a potential new lottery was included in the draft budget to be used if necessary
- A contingency plan will be developed for the possibility of cancelling any special events due to the Coronavirus.

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE DRAFT 2020-21 BUDGET BE APPROVED AS PRESENTED

MOTION CARRIED

8.0 New Business

- There was no new business

9.0 In Camera

There was no in camera sessions

10.0 Next Meeting: The next meeting will be May 7, 2020

11.0 Adjournment

IT WAS MOVED BY MS. CALDWELL TO AJOURN AT 9:50 a.m.



Rob Scott, Chair

May 7, 2020

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

March 12, 2020

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
		Face Book page post asking for groups and organizations that would like to have a Board member come and speak about the Hospital
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
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.