



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, May 7, 2020**

**Time: 8 a.m.**

**Location: Zoom Conference Call**

**APPROVED MINUTES**

<b>Committee Members</b>	<b>Present</b>	<b>Regrets</b>
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider	✓	
David Dern	✓	
Ian McBain	✓	
Betty Preston	✓	
Heather Pettipas	✓	
Kris Parsons		X
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓	
Brittany Caldwell	✓	
<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 Vice Chair, Mrs. Munro assumed the role of Chair
- The Vice Chair, Mrs. Munro, called the meeting to order at 8:09 a.m.

**1.1 Approval of the Agenda**

IT WAS MOVED BY MRS. PETTIPAS AND SECONDED BY MR. LOWE THAT THE AGENDA OF MAY 7, 2020 BE APPROVED.

MOTION CARRIED

**1.2 Approval of the Minutes of March 12, 2020**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MS. CALDWELL THAT THE MINUTES OF MARCH 12, 2020 BE APPROVED.

MOTION CARRIED

## **2.0 Chair Remarks**

- The Chair remarked that as a Foundation we need to engage the community in as many ways as we can. Health care is the primary focus with many people right now and they will be listening to our message.

## **3.0 Business Arising from the March 12, 2020 Minutes**

- There was no business arising from the March 12, 2020 minutes

## **4.0 Business Items**

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

- The Report of the CEO and the Senior Team – March 23, 2020 was included in the meeting package.
- A press release was sent encouraging the public to still come to the emergency department for care if they are sick. The Hospital is following strict guidelines to ensure the safety of the public.
- The inpatient unit has less activity. Long term care transfers are currently delayed filling up some of the beds.
- The COVID 19 Assessment Center is opened and has assessed over 600 people
- The Hospital has been overwhelmed by community/business donations of food for staff, gift certificates etc. A press release will be sent thanking the community for all the support and kindness and asking the community to consider supporting other organizations that require help at this time as well
- Thank you to Mrs. Trider and her team for all the leadership during this time

### **4.2 MD's Report and Dashboard**

- The Dashboard report to the end of February 2020 was included in the meeting package
- Key indicators are showing positive results. There were many new donors, mostly as a result of a 3<sup>rd</sup> Party event (Tae Kwon Do) who made small donations. This also resulted in the average donation amount decreasing
- Monthly donors are remaining consistent
- New major donors are down as the result of changing the way donations were categorized
- The WIN 2020 Hospital Lottery launched on May 1<sup>st</sup>
- Over 2,500 tickets have been sold so far. The first early bird draw will take place on May 15<sup>th</sup>
- The Lottery is heavily regulated by the AGCO and follows strict guidelines
- Foundation Staff, board members and family members living in the same household are asked not to purchase tickets or to buy tickets as gifts using their credit card
- The name associated with credit card used to purchase the ticket is tied to the ticket owner Mr. Roberts will clarify this and will let board members who have already purchased a ticket for

family members know what they should do

- The spring direct mail campaign has gone out. An unaddressed postcard was sent to all residents within a 10 km range of the Hospital. A donor letter was mailed to active and some lapsed donors, approximately 2500 records
- Donors are encouraged to donate online but can also call the office with credit card information, mail a check or drop the donation off in a locked mailbox that has been installed outside the front door of the Hospital
- A donation was received from the Women's Institute. This donation was tied directly to the presentation that Mrs. Preston did at one of their meetings. Board members are encouraged to come forward with ideas of more places to speak
- Mrs. Preston and Ms. Beckinsale will develop a list of questions that were asked at the presentation and get answers so they are easily answered at future presentations
- These questions will be shared to Mrs. Trider and the Hospital will take the opportunity to do a press release or put something on the website if the information requested was something the public should be aware of

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

- The DI Campaign is currently in a holding pattern while the Foundation focuses on Front Line Support
- IV pumps and other equipment needed by front line staff are a priority now
- The Hospital requested that the Foundation raise funds to purchase a Transport Ventilator
- Several community businesses came together and held a mini campaign that raised the \$23,000 to purchase the Ventilator. A second Ventilator will be purchased and will be shared with Carleton Place Hospital.

## **6.0 Committee Reports**

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

- The Spring Dance has been postponed until August 29<sup>th</sup>. It is not know yet if the Dance will be allowed to continue or if it will be postponed again or cancelled
- The Run for Women's Health Committee will decide before the end of May if the Run will be changed to a virtual run and begin planning
- The Run will be a good opportunity to connect with the community and promote healthy activities during isolation
- The committee would like to create an event on the Foundation's Facebook page to focus on health tips and promoting staying healthy during isolation
- Board members are asked to come up with names of places and/or organizations where members can do a presentation about the Hospital

### **6.2 Finance Report**

#### **6.2a January 2020 Statements**

- The Hospital finance staff and the Foundation Finance committee reviews financial statements before they are brought to the Board for final approval

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. DERN TO APPROVE THE JANUARY 2020 FINANCIAL STATEMENTS

MOTION CARRIED

**6.2b February 2020 Statements**

- The Hospital finance staff and the Foundation Finance committee reviews financial statements before they are brought to the Board for final approval

IT WAS MOVED BY MR. MCBAIN AND SECONDED BY MR. LOWE TO APPROVE THE FEBRUARY 2020 FINANCIAL STATEMENTS

MOTION CARRIED

**6.2c Amended Draft 2020-21 COVID 19 Budget**

- Mr. Scott requested that an amended budget reflecting the impact the COVID 19 Pandemic will have on the Foundation be drafted
- A special working meeting was held to discuss the changes to the budget
- The amended 2020-21 COVID Budget was reviewed and approved by the Finance Committee
- There will be a projected 25%-30% reduction in revenue and a 18%-20% reduction in expenses
- The Foundation will still be able to meet its commitment to the Hospital for Capital Funding. The biggest reduction will be in the ability to raise money for the DI Campaign (CT Scan)
- The biggest loss of revenue is projected in a decrease in major gifts, the cancellation of owned special events and the loss of 3<sup>rd</sup> Party events and fundraising activities
- Staff and committee volunteers will look at the owed events to see if there is a way to reorganize the event to still be able to get some revenue or come up with other fundraising activities to fill in the gap of lost revenue
- The direct mail will focus on showing support for Front-Line workers and is expected to meet the revenue goals of the budget
- Planned Giving has already received a \$100,000 estate gift
- The expenses will be reduced by backing out the contingency plan of hiring a third p/t staff to help with special events like the WIN 2020 Hospital Lottery and the Chase the Ace Lottery.
- The change to Donor Perfect from Raiser's Edge for the Foundations data base will be delayed for a year
- The Donor Motivation program will not be re-engaged this year. There is still one more session to host this year that was cancelled in March. This event is already paid for

IT WAS MOVED BY MR. MCBAIN AND SECONDED BY MR. PERLEY TO APPROVE THE AMENDED 2020-21 COVID 19 BUDGET

MOTION CARRIED

**6.2d Year End Grant Transfer to Hospital**

- The Year End Grant request was reviewed and approved by the Finance Committee
- The invoices were not available for the Finance Committee to review and were brought straight to the Board for review and approval
- The grant request includes funding for capital equipment and the final payments of the DI equipment

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. LOWE TO APPROVE THE YEAR  
END GRANT TRANSFER TO THE HOSPITAL

MOTION CARRIED

### **6.3 Governance Report**

- The Governance committee is focused on Board recruitment
- There is 1 and possible 2 seats that will be available to fill at the June AGM
- There has been 2 current event committee volunteers identified as potential candidates as board members.
- Board members are asked to submit any names of other potential candidates

### **7.0 New Business**

- Board members are asked to come up with ideas for activities to replace the revenue that will be lost as a result of cancelling special events
- Participants and partners that have already paid for events will be asked to donate the money to the Foundation instead of receiving a refund. They will then be issued a charitable tax receipt for their donation
- New events need to be creative – the idea of what a special event looks like will change

### **8.0 In Camera**

- There was no in camera meetings

### **9.0 NEXT MEETING: Thursday, June 25, 2020**

### **10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:40 a.m.



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Rob Scott, Chair

June 18, 2020

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**May 7, 2020**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Mrs. Preston & Ms. Beckinsale		Develop a list of questions and answers for presentations to Community organizations
Mrs. Munro & Ms. Beckinsale		Facebook event page for the Run for Women's Health
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.