



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, January 7, 2021**

**Time: 8 a.m.**

**Location: Zoom Video 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	✓	
Betty Preston	✓	
Heather Pettipas	✓	
Kris Parsons		X
Dave Perley	✓	
Jesse Lowe	✓	
Ken Beaton	✓ (Left 9:20 a.m.)	
Brittany Caldwell	✓	
Nancy MacGirr	✓	
Seth Richards	✓ (Left 9:30 a.m.)	
<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 Chair, Mr. Scott, called the meeting to order at 8:01 a.m.

**1.1 Approval of the Agenda**

- Items 6.3c and 6.3d from the Governance Report will be moved to the beginning of the meeting before the Board Education so that Mr. Richards can be appointed as a Director and attend the meeting

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MR. LOWE THAT THE AGENDA OF JANUARY 7, 2021 BE APPROVED AS AMMENDED.

MOTION CARRIED

## 6.3 Governance

### c. Resignation of Ken Beaton

- Ken Beaton provided a letter of resignation from the AGH Foundation Board effective January 7, 2021
- Mr. Beaton agreed to leave the Board to make room for a new member and will continue to support the Foundation as a member of the Cabinet
- On behalf of the Board, Mr. Dern accepted the resignation and thanked Mr. Beaton for all his work with the Foundation

### d. New Board Member – Seth Richard

- Mr. Richards has been interviewed by the Nominating Committee and his application for Director was included in the meeting package
- Mr. Richards has accepted the position of Chair for the DI Cabinet. It is important that he also be a member of the Board so that he can see the activities of the Board first hand.
- Mr. Richards is a big supporter of the Hospital and Foundation recently helping to raise money to purchase a Transport Ventilator and participating in special events
- Mr. Richards will be appointed to replace Mr. Beaton who resigned in the first year of his 3 year term.

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. MacGIRR TO APPOINT MR. RICHARDS AS BOARD DIRECTOR FOR THE BALANCE OF MR. BEATON'S OUTSTANDING TERM.

MOTION CARRIED

- Mr. Richards joined the meeting at 8:15 a.m.

## Board Education

- Mr. Roberts gave a presentation on major gifts fundraising and how the new Cabinet will move forward
- The presentation will be posted on SharePoint

### 1.2 Approval of the Minutes of November 5, 2020

IT WAS MOVED BY MRS. TRIDER AND SECONDED BY MRS. MacGIRR THAT THE MINUTES OF NOVEMBER 5, 2020 BE APPROVED.

MOTION CARRIED

### 2.1 Chair Remarks

- The Chair will discuss the results of the Board Evaluation later in the meeting as his remarks

### **3.1 Business Arising from the November 5, 2020 Minutes**

- The annual Valley Fundraising Retreat will not take place this year as an in-person event
- The area ED's will be having a meeting on February 12, 2021 and will discuss the possibility of replacing this year's event with a virtual event that would involve board members

### **4.1 Business Items**

#### **4.2 CEO's Report**

- The Report of the CEO and the Senior Team – November 23, 2020 was included in the meeting package.
- The Hospital continues to wait for news from the LHIN about the approval of the CT Scan application. The Ministry has notified the Hospital that the CT Scan application has been moved to the Capital Project Process because of necessary renovations needed to the Hospital involved with getting a CT Scan
- A renewed letter of support for the CT Scan will be needed from the Foundation and will include the announcement of the Scharf Family donation pledge and the new DI Cabinet
- The Covid lockdown has placed significant restrictions on visitors and access to the Hospital and Manor. Health care workers are now required to have a weekly Covid test.
- The Hospital is located within a yellow zone and is not a priority for receiving the Covid vaccine. The Covid Assessment Center will be responsible for developing the procedure for staff and residents to be vaccinated.
- A new family doctor and a new pediatrician have been hired and a new obstetrician is in the process of being hired

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

- The Dashboard report is current to the end of October 2020 and was included in the meeting package
- The Dashboard has been revamped to make it easier to follow. A new column was added to show the status of key activities
- There will be more opportunities for stewardship with Board members calling donors following the fall mailing and the donor recognition wall update. Stewardship is a standing item on the Fundraising, Stewardship and Communications Committee agenda.

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

#### **5.2 DI Cabinet Update**

- The newly formed Picture of Health Campaign Cabinet has had their first meeting. Mrs. Trider attended and welcomed the new members. Mr. Lowe and Ms. Caldwell are board members who will also sit on the Cabinet
- The committee is still forming and will be recruiting new members who will add to the Cabinet
- Committee members received training around identifying prospects
- Mr. Roberts will recruit a doctor who will give an overview of the CT Scan and why it is needed
- Documents *What is a Campaign Cabinet, Cabinet Terms of Reference, Role of the Cabinet Chair and Cabinet Member job descriptions* were included in the meeting package for reference

### **5.3 Strategic Plan Update**

- The Strategic Plan monitoring tool was included in the meeting package
- Kaylen Prescott was given a tour of the Hospital in preparation of the virtual tour of the Hospital video he will be producing.
- New literature is ready for use for Board members and the new Cabinet. There was an aggressive and successful digital media campaign supporting the Fall Mailing.
- The analysis of the Fall Mailing has not been completed yet but will be done in January.
- The possibility of Board members speaking at virtual community organization events to educate the public will be explored

### **6.1 Committee Reports**

#### **6.2 Fundraising, Stewardship and Communications**

- Fundraising still needs to proceed. There are still lots of opportunities to educate the community
- The Fundraising committee met to discuss and evaluate a number of possible new events and has a lot of momentum to move forward. A Trivia Night is being planned for late February or March.
- The Spring Dance, Run for Women's Health and the Golf Event will take place next fiscal year. Virtual, regular and hybrid versions are being explored.
- Partnership packages are being developed and will include what partners of virtual events will get in return
- The terms around the difference between a donation and a partnership will also be defined
- Shopper's Drug Mart will probably not be supporting the Run this year leaving a need for a new sponsor for the Run for Women's Health. (Shoppers has shifted their focus to Women's Shelters)
- Potential partners/prospects are cross referenced with the Foundation's data base to ensure there is no conflict between the Campaign and partners
- Donors who are either new to the donor wall or will be moving up a level will be recognized. Board members will be calling donors who have recently given \$500 or more.
- The Catch the Ace Lottery launched on January 5, 2021. This is a partnership between the Foundation and the Almonte Legion. The Foundation is providing technical support and helping with media and advertising for the lottery. The first draw takes place on January 12, 2021
- Foundation Board members and those living in the same household are asked not to buy tickets

#### **6.3 Finance Report**

##### **6.2a September 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. PERLEY AND SECONDED BY MS. CALDWELL TO APPROVE THE SEPTEMBER 2020 FINANCIAL STATEMENTS

MOTION CARRIED

##### **6.2b October 2020 Statements**

- The unrestricted balance continues to grow.
- A 5-year capital budget plan will be presented at the February finance committee meeting and will help the committee to plan the terms of the Foundation’s investments
- The surplus of \$55,000 from the DI campaign will be reallocated to the CT Scan funds
- The committee is optimistic that with donations that are planned to come and a successful fall mailing that the Foundation will meet its budget goals

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. DERN TO APPROVE THE OCTOBER 2020 FINANCIAL STATEMENTS

MOTION CARRIED

**6.3 Governance Report**

**a. Terms of Reference – Finance Committee**

- The Terms of Reference for the Finance Committees was included in the meeting package for review
- There is one minor change the Terms:

MEMBERSHIP: 3 voting members of the Board

Will be changed to:

MEMBERSHIP: 3 elective members of the Board

IT WAS MOVED BY MR. DERN AND SECONDED BY MR. LOWE TO APPROVE THE FINANCE’S COMMITTEE’S TERMS OF REFERENCE AS PRESENTED

MOTION CARRIED

**b. Investment Policy – Finance Committee**

- The Investment Policy was included in the meeting package for review
- There is one recommended change to the policy:

The word “may” replaces the word “will “in the following items under Purpose:

4. The management of the investment funds is delegated to the Managing Director of the Foundation, who may engage professional investment managers through a competitive process led by the Finance Committee to act on the Foundation’s behalf with semi-annual due diligence monitoring. The Managing Director is also empowered to engage Investment Advisors to assist him/her with this process.

5. The investment of funds has the following objectives:

a) to provide a reasonable flow of income to support operations and capital expenditures as more explicitly defined in the Foundation’s annual budget; and

b) to increase the market value of the funds so that capital, in real terms, is maintained.

6. To meet the above objectives, the Foundation **may** invest its funds in a diversified portfolio of Canadian, US and International equities and Canadian and US Fixed Income instruments.

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MRS. TRIDER APPROVE THE INVESTMENT POLICY AS PRESENTED

MOTION CARRIED

#### **e. Board Evaluation Results**

- The Board and Committee evaluation survey was given to board members in November to complete and was reviewed by the Governance Committee in December
- As a whole the board members see the Board as effective with no major concerns
- Some minor concerns were addressed:
  - The main role of the board is governance and finance responsibility with the secondary role being fundraising. The board is small and requires all members to assist in fundraising if able.
  - The new Cabinet will put more emphasis on raising money.
  - There were some comments about the length and frequency of Board meetings. Work is done at a committee level and presented to the Board. Board meetings should be quick and efficient. The executive Committee only meets when necessary and does not discuss items or make decisions that are not presented to the Board. The main role of the Committee is to review the performance of the Managing Director.
  - The addition of the Strategic Plan monitoring tool at the Board level will help board members stay updated with what each committee is accomplishing
  - The diversity of the Board can mean age, professional background, geography as well as heritage. All these factors are considered when looking for new board members.
  - All board members should feel free to contact the Chair, Mr. Scott, if they have any concerns.
  - Covid has had an impact on the Foundation making many things harder to do. The staff is making sure that with Zoom meetings, members have the best access we can to each other and to staff.

#### **7.1 New Business**

- There was no new business

#### **8.1 In Camera**

- There was no in camera meetings

#### **9.0 NEXT MEETING: Thursday, March 4, 2021**

#### **10.0 Adjournment**

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



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Rob Scott, Chair

March 4, 2021

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**January 7, 2021**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Mr. Roberts	ASAP	Develop a renewed letter of support for the CT Scan
Recording Secretary	ASAP	Update the Finance Committee's Terms of Reference and the Investment Policy
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.