



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: June 27, 2019

Time: 3p.m.

Location: Octagon Room

APPROVED MINUTES

Committee Members	Present	Regrets
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider	✓	
David Dern		X
Ian McBain		X
Betty Preston	✓	
Heather Sheffield	✓	
Kris Parsons	✓	
Heather Pettipas		X
Jesse Lowe	✓	
Ken Beaton	✓	
Dave Perley	✓	
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 3:05 p.m.

1.1 Approval of the Agenda

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

MOTION CARRIED

1.2 Approval of the Minutes of May 16, 2019

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MS. PARSONS THAT THE MINUTES OF MAY 16, 2019 BE APPROVED.

MOTION CARRIED

2.0 Business Arising from the May 16, 2019

- There was no business arising from the May 16, 2019 meeting

3.0 Committee Reports

3.1 a Financial Statements for the year ending March 31, 2019

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE FINANCIAL STATEMENTS FOR THE YEAR ENDING MARCH 31, 2019 BE APPROVED.

MOTION CARRIED

3.1 b Financial Statements for the month ending April 30, 2019

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE FINANCIAL STATEMENTS FOR THE MONTH ENDING APRIL 30, 2019 BE APPROVED

MOTION CARRIED

3.1 c March 2019 Intercompany Payment

IT WAS MOVED BY MR. LOWE AND SECONDED BY SECONDED BY MRS. PRESTON TO APPROVE THE MARCH 2019 INTERCOMPANY PAYMENT OF \$16, 206

MOTION CARRIED

3.1 d April 2019 Intercompany Payment

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY TO APPROVE THE APRIL 2019 INTERCOMPANY PAYMENT OF \$17, 807

MOTION CARRIED

3.1 e Intercompany Payment Increase

- A discussion was held about increasing the amount the Foundation pays to the Hospital to cover the operating costs of the Foundation at the June 24, 2019 Finance meeting
- It was agreed to recommend to the Board to increase the monthly Intercompany Payment

IT WAS MOVED BY MR. LOWE AND SECONDED BY MS. PARSONS THAT THE INTERCOMPANY PAYMENT BE INCREASED TO \$30,000 TO BE PAID MONTHLY UNTIL MARCH 2020.

MOTION CARRIED

3.1 f Designated Gift Policy

- The Designated Gift Policy states that the allocation of 10% be calculated and applied to restricted funds on semi-annual basis in March and September
- The Finance Department has been able to do this on a monthly basis
- It was recommended by the Finance Committee to amend the Designated Gift Policy to reflect this

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE DESIGNATION GIFT POLICY BE AMENDED TO STATE THAT THE ALLOCATION OF 10% BE CALCULATED AND APPLIED TO RESTRICTED FUNDS ON A **MONTHLY BASIS**.

- Mr. Scott thanked Ms. Varley and Ms. Harbord for all the work they have done working with the Foundation
- Mrs. Trider noted that because the Mississippi River Health Alliance, Almonte General Hospital and Carleton Place Hospitals share the CFO – Ms. Harbord. This left money in the budget to hire a Financial Advisor – Ms. Varley
- This support has enabled the Foundation to have clearer and easier to understand financial statements which the Board is more confident with

4.0 In Camera

- There was no In Camera session

5.0 Next Meeting: June 27, 2019 following Annual General Meeting

6.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO ADJOURN AT 3:17 p.m.

MOTION CARRIED



Rob Scott, Chair

September 12, 2019

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

June 27, 2019

Action Items

Member	Due Date	Action Item
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.