



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: March 1, 2018

Time: 8 a.m.

Location: AGH Board Room

APPROVED MINUTES

Committee Members	Present	Regrets
Art Solomonian - Chair	✓	
Robert Brouillard		X
Mary Wilson Trider	✓	
David Dern	✓	
Ian McBain	✓	
Julie Munro	✓	
Betty Preston	✓	
Heather Sheffield	✓ (by phone)	
Rob Scott	✓	
Kris Parsons	✓	
Heather Pettipas		X
Ingrid Kadoke	✓	
Staff		
Al Roberts	✓	
Carolyn Piché	✓	
Cheryl Moore – Recording Secretary	✓	

Conflict of Interest Declaration:

- No conflicts of interest were declared

Call to Order

- The Chair, Mr. Solomonian, called the meeting to order at 8 a.m.

1.1 Approval of the Agenda

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. KADOKE THAT THE AGENDA OF MARCH 1, 2018 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of January 11, 2018

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MRS. MUNRO THAT THE MINUTES OF JANUARY 11, 2018 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of Electronic Vote

- The minutes should read Partnership Policy not Partnership Agreement

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. PARSONS THAT THE MINUTES OF THE ELECTRONIC VOTE ON THE PARTNERSHIP POLICY BE APPROVED.

MOTION CARRIED

2.0 Chair's Remarks

- There were no remarks from the Chair.

2.1 Correspondence

- There was no correspondence

3.0 Business Arising from the January 11, 2018

4.0 Business Items

4.1 CEO's Report

- The Almonte General Hospital Report of the CEO and Senior Team – January 22, 2018 was included in the meeting package.

4.2 MD's Report and Dashboard

- The MD's Dashboard was included in the meeting package.
- The Dashboard is current to the end of January 2018

5.0 Strategic Items

5.1 Update on Campaign

- The campaign is progressing well
- There are some large potential gifts that are in the process; however, 2 of the gifts are designated for other areas of the hospital than the DI campaign
- Third party events supporting the Campaign are increasing
- The money for the Campaign will come from special events and individual donors. If committee members have any ideas for prospective donors asks please contact Mr. Roberts

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- The FSC minutes from February 1, 2018 were included in the meeting package.
- The Report on Communication Outcomes of 2017-18 and the Stewardship Report were also included in the meeting package.

- Special event planning is underway with all committees formed and starting to work on their critical paths.
- The Paddle Event will consist of 3 components – Paddle and canoe activities/raft building and racing, Puppet shows and music. The planning is still in the beginning stages.
- Vendors will be set up during the day. There is need for an organizer to oversee this for the event.
- Mrs. Virgin (Campaign Co-Chair) is planning a Mother Daughter event. Details will be made available as they are known.
- Mrs. Wilson updated the members on the CT Scan saying that the operational issues are still under consideration.

6.1a Approve Annual Fundraising Plan

IT WAS MOVED BY MRS. PRESTON AND SECONDED MRS. MUNRO THAT THE FUNDRAISING PLAN BE APPROVED AS PRESENTED.

MOTION CARRIED

6.1b Communications Plan

- The Communications Plan is deferred to May 2018.

6.2 Finance Report

6.2a December 2017 and January 2018 Financial Statements

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MR. McBAIN THAT THE FINANCIAL STATEMENTS OF DECEMBER 2017 AND JANUARY 2018 BE APPROVED.

MOTION CARRIED

6.2b Intercompany Payment

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MR. McBAIN THAT THE JANUARY 2018 INTER-COMPANY PAYMENT OF \$38,325 BE MADE TO THE HOSPITAL.

MOTION CARRIED

6.2c Draft Budget 2018-2019

- The draft budget was presented on a screen so that details of the revenue and expenses could be shown and explained to board members.
- The Revenue includes both hospitals' share of the Car Raffle. The one-time payment to CPDMHF for their share of the revenue minus their share of the expenses is shown in the expenses for the Car Raffle.
- The Partnership Agreement between the two hospital Foundations for the raffle was included on SharePoint.
- The Foundation will not be able to fulfill the commitment of \$600,000 to the hospital because a significant amount of money (\$303,761) is in restricted funds
- The hospital is asking for a lesser amount because of the limited non-restricted funds

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MR. McBAIN THAT THE DRAFT BUDGET 2018-2019 BE APPROVED.

MOTION CARRIED

6.2d Approval of Payment to Hospital

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. SCOTT THAT A \$341,456 PAYMENT BE MADE TO ALMONTE GENERAL HOSPITAL TO FUND THE FOLLOWING: OBSTETRICS (\$16,971), PHYSIOTHERAPY (\$3,353), FAIRVIEW MANOR MISC. (\$8,112), ER/MS (14,733), DIAGNOSTIC IMAGING (\$243,549), DAY HOSPITAL (\$100), IPOD AND HEADPHONES (\$100), OPERATING ROOM (\$12,159), OPERATING ROOM (\$15,284), EMERGENCY ROOM (\$14,936) AND DIAGNOSTIC IMAGING - PACS UPGRADE (\$14,936).

MOTION CARRIED

- The Finance committee passed a motion February 27, 2017 to have the Governance and Nominating Committee develop a policy for using restricted funds.

6.3 Governance Report

- Board member recruitment was discussed
- The Board survey results were not published but an overview of the results was given.
- Board Survey results were positive.

7.0 New Business

- Board Advance will be held Saturday, March 17 – 8:30 a.m. to 2p.m. AGH Boardroom

8.0 In Camera

IT WAS MOVED BY MRS. PRESTON TO MOVE IN CAMERA AT 9:40 a.m.

- MD Performance Review and Compensation was discussed.

IT WAS MOVED BY MRS. PRESTON TO MOVE OUT OF CAMERA AT 9:37 a.m.

9.0 Next meeting: 8 a.m. – May 3, 2018 in the AGH Board Room

10.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:37 a.m.

May 3, 2018



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

March 1, 2018

Action Items

Member	Due Date	Action Item
G&N Committee		Develop a Policy for using restricted funds
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.