



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, March 4, 2021

Time: 8 a.m.

Location: Zoom Video Call

APPROVED MINUTES

Committee Members	Present	Regrets
Rob Scott - Chair	✓	
Julie Munro – Vice Chair	✓	
Mary Wilson Trider	✓	
David Dern	✓	
Betty Preston	✓	
Heather Pettipas		X
Kris Parsons		X
Dave Perley	✓	
Jesse Lowe	✓	
Brittany Caldwell	✓	
Nancy MacGirr	✓	
Seth Richards	✓	
Kimberley Harbord – Guest	✓	
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 8a.m.

1.1 Approval of the Agenda

- Item 6.2d –presentation of the 5 year Capital Plan will move 8:05 a.m.
- Item 7.1 will be added to the agenda – Comments from the Hospital Board Chair

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. PERLEY THAT THE AGENDA OF MARCH 4, 2021 BE APPROVED AS AMMENDED.

MOTION CARRIED

1.2 Approval of the Minutes of January 7, 2021

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MR. PERLEY THAT THE MINUTES OF JANUARY 7, 2021 BE APPROVED.

MOTION CARRIED

6.2d 5 year Capital Plan

- Ms. Harbord reviewed the 5 year Capital Plan with board members
- A lot of discussion and input from Hospital staff, doctors and senior team went into developing the Capital Plan
- The Plan will align with CPDMH's Plan – allowing both Hospitals to purchase items in bulk and not be doing the research and planning of equipment twice
- The Hospital Board will approve the final plan and will work to prioritize clinical equipment needs. When prioritizing equipment, it is not disclosed what the commitment of the Foundation is.
- Mr. Roberts will give his input on prioritizing equipment based on what pieces of clinic equipment he feels would appeal to fundraising initiatives
- In addition to funding the requested equipment, the Foundation will continue with its commitment to put aside money annually for the CT Scan
- Ms. Harbord will continue to give updates to the Board as needed

2.0 Chair Remarks

- The formation of the Cabinet will bring very positive results to the CT Scan
- Staff are working hard to find innovative ways to continue to raise money during the Pandemic
- The draft 2021-22 budget is being presented at this meeting for approval. The Chair thanks Ms. Harbord and Ms. Varley for all their help in preparing the budget

3.0 Business Arising from the January 7, 2021 Minutes

3.1 Develop a renewed letter of support for the CT Scan

- The plan is to set aside \$400,000 per year beginning in 2020-2021 and continuing for 5 years
- These funds plus \$166,460 from reserves as well as \$300,000 in pledges secured by the Foundation will go towards the purchase of the CT Scan
- The Foundation has received a \$100,000 grant from Lanark County which is unrestricted. The Board has not made the decision yet where the money will be designated
- A new letter of support for the CT Scan has been developed and sent to the Hospital for use in the application process for the CT Scan

3.2 Valley Fundraising Retreat

- The ED's from the Ottawa Valley Foundations met and one item they discussed is putting together a Valley Fundraisers Retreat geared towards board members
- There is competition for donors and support for special events within the area foundations. Mr. Roberts will work with other Foundations to ensure a that there is a shared understanding of events and donor relations between Foundations

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and the Senior Team – January 25, 2021 was included in the meeting package.
- Almonte Hospital is now a fixed site for vaccinations. There has been great cooperation between Public Health, Lanark County Paramedic Services, both Almonte and Carleton Place Hospitals and the Ottawa Valley Family Health Team to get the clinic organized
- The clinic will soon be open for public vaccinations starting with those 80+
- A rapid testing center for all staff working at Fairview is also set up at the Hospital. New regulations required staff to be tested 2 times a week.
- The current 14 empty beds at Fairview Manor are the result of isolation requirements for those being admitted to long term care as well as the ability to adequately isolate individuals being admitted to the Maple Grove unit who may already have trouble following directions and have wandering issues
- Membership of the OHT reflects the fact AGH sits on the border between Lanark County and Ottawa. Membership in 2 areas is not allowed so a strategic decision was made to have Almonte and Carleton Place doctors represented in 3 Rivers and the Hospital represented in Lanark allowing input in both groups

4.2 MD's Report and Dashboard

- The Dashboard current to December 31, 2021 was presented to the Board at the meeting
- A presentation about Covid was given by our doctors to staff and is now available on the Foundation's Face Book page. It generated significant social media traffic, the most ever to our FB site.
- New donors are down. The Run and other special events generate new donors.
- The renewal rate of donors is up thanks to the strategies identified by Gryphen Research on how to target potential lapsed donors
- There are 125 monthly donors.
- Foundation staff was notified by Iats (our payment processing system) that there was an attempted breach of our on line credit card processing. Staff worked with Virtual Web Experts to further shore up our security which held firm. Additional safety measures are now in place and the platform was up in running again within 48 hours

5.0 Strategic Items – DI Campaign Update

5.1 DI Cabinet Update

- Mr. Richards gave an update of the CT Cabinet activities and results
- Every member of the Cabinet has given a list of potential prospects. Mr. Roberts is vetting the lists and will return the list to cabinet for further review
- The production of the video has begun
- Several pledges have been secured by the Cabinet including a \$25,000 pledge from Mr. Richard's company Westview

5.2 Strategic Plan Update

- The Strategic Plan update is deferred

- Mr. Roberts will send out the update as an educational item to board members before the next board meeting

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

- A report from the Fundraising Committee was included in the meeting package
- Board members are continuing to help make thank you calls to donors
- As a result of a survey sent to participants, the Spring Dance is postponed to April 2022
- Foundation staff are working on a new event – Trivia Night – which will be virtual event held on April 10, 2021
- Catch the Ace is progressing well
- The Golf event will go ahead as a virtual event
- The Run for Women’s Health will be a virtual event with the possibility of an onsite presence depending on current Covid restrictions
- The Virtual Gala will incorporate the Bert McInyre Award into the event
- The WIN 2021 Car Lottery will be managed by our Foundation this year.
- The committee also discussed ways of increasing monthly donors

6.1a Fundraising Plan

- The Fundraising Plan for 2021-22 was presented and reviewed by the Board

IT WAS MOVED BY MS. CALDWELL AND SECONDED BY MR. LOWE TO APPROVE THE FUNDRAISING PLAN FOR 2021-22.

MOTION CARRIED

6.2 Finance Report

6.2a November 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 MRS. MacGIRR AND SECONDED BY MS. CALDWELL TO APPROVE THE NOVEMBER 2020 FINANCIAL STATEMENTS

MOTION CARRIED

6.2b December 2020 Statements

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

MOTION CARRIED

6.3c Grant Request

- The Hospital is requesting a grant payment of \$32,420 for new waiting room chairs and Covid 19 shields purchased through a grant obtained by the Foundation from the Canadian Medical Association Foundation.
- The invoice was included in the meeting package.

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MRS. TRIDER TO APPROVE THE GRANT PAYMENT TO THE HOSPITAL FOR \$32,420.

MOTION CARRIED

6.4e 2021-22 Budget

- Ms. Harbord reviewed the Hospital's 5 year capital plan with the Finance committee at the February 23rd meeting.
- An excel spreadsheet that shows the budget at a higher level was presented to the Finance Committee members for discussion.
- A lot of work went into the budget with collaboration from Hospital staff. The Finance committee has reviewed the budget line by line before recommending the draft budget to the board for approval
- A Memorandum Letter from Mr. Roberts was included with the draft budget describing the budget
- The budget aligns with the Strategic Plan and continues to put \$400,000 per year aside for the CT Scan
- The expenses were high for events in comparison to other types of fundraising. Staff were asked to work with event committees to look into opportunities to reduce expenses
- The revised budget was presented to the Finance Committee for approval at a special meeting Monday, March 1, 2021

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MRS. MacGIRR TO APPROVE THE 2021-22 BUDGET.

MOTION CARRIED

6.3 Governance Report

- Heather Pettipas submitted her resignation from the Board effective March 4, 2021
- The Nominating Committee has some potential new members for the Board

7.0 New Business

7.1 Comments from the Hospital Chair

- Mr. Perley, Hospital Board Chair, thanked the Foundation Board and staff on behalf of the Hospital for the work that is being done to continue to raise money for the Hospital and Manor during the Pandemic postponing some events but altering others and adding new events to continue successful fundraising
- The introduction of the new CT Cabinet will make a positive difference going forward

- Mr. Perley thanked Foundation Chair, Mr. Scott for his leadership

8.0 In Camera

IT WAS MOVED TO GO IN CAMERA AT 9:44 a.m.

MOTION CARRIED

- The Board reviewed the Managing Director’s performance and reviewed staff salaries and benefits line

9.0 NEXT MEETING: Thursday, May 6, 2021

10.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:58 a.m.



May 6, 2021

Rob Scott, Chair

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

March 4, 2021

Action Items

Member	Due Date	Action Item
Mr. Roberts	ASAP	Send the Strategic Plan update to Board Members
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.