



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: May 3, 2018**

**Time: 8 a.m.**

**Location: AGH Board Room**

**APPROVED MINUTES**

<b>Committee Members</b>	<b>Present</b>	<b>Regrets</b>
Art Solomonian - Chair	✓	
Robert Brouillard		X
Mary Wilson Trider		X
David Dern	✓	
Ian McBain	✓	
Julie Munro		X
Betty Preston	✓	
Heather Sheffield	✓	
Rob Scott	✓	
Kris Parsons		X
Heather Pettipas		X
Ingrid Kadoke	✓	
<b>Staff</b>		
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 8:07 a.m.

**1.1 Approval of the Agenda**

IT WAS MOVED BY MR. McBAIN AND SECONDED BY MR. DERN THAT THE AGENDA OF MAY 3, 2018 BE APPROVED.

MOTION CARRIED

**1.2 Approval of the Minutes of March 1, 2018**

IT WAS MOVED BY MRS. KADOKE AND SECONDED BY MRS. PRESTON THAT THE MINUTES OF MARCH 1, 2018 BE APPROVED.

## **2.0 Chair's Remarks**

- There were no remarks from the Chair.

## **2.1 Correspondence**

- A thank you letter was received as part of a donation. The card has been put on the Foundation's Face Book page.

## **3.0 Business Arising from the March 1, 2018**

## **4.0 Business Items**

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

- The CEO's new monthly newsletter – CEO CONNECT was included in the meeting package.

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

- The MD's Dashboard was distributed and reviewed at the meeting.
- The Dashboard is current to the end of March 2018
- Two new third party events – Ladies Night – May 11, 2018 and May 26, 2018 - Sivarulrasa Gallery will host fundraiser. Both events will support the DI Campaign.
- Interview questions are continuing for the new case of support for the CT Scan.
- An event tent has been ordered for special events.

## **5.0 Strategic Items**

### **5.1 Update on Campaign**

- The Campaign Committee had a meeting in March with the goal of committee members recruiting one person to take a tour of the hospital
- Other special events are also raising money for the Campaign

## **6.0 Committee Reports**

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

### **6.1 Fundraising, Stewardship & Communications Report**

#### **6.1a Communications Plan**

- The draft Communications Plan was included in the meeting package
- The Plan 2018-19 is the updated Communications Plan that was developed for the DI Campaign
- Building a case of support around the new CT Scan is included in the updated Communications Plan
- The Foundation's website and Facebook page will be updated by Web Experts.
- A Direct Mail Phone Model will be introduced.

- Two new promotional videos will be made featuring the CT Scan.
- The Vision Statement will be changed to the Mission Statement and will read:

“To provide funds to support the goals and objectives of the Almonte General Hospital/Fairview Manor.”

IT WAS MOVED BY MR. DERN AND SECONDED MRS. SHEFFIELD THAT THE COMMUNICATIONS PLAN BE APPROVED AS ADMENDED.

MOTION CARRIED

### **6.1b Report**

- The minutes of the February 22<sup>nd</sup>, April 5<sup>th</sup> and April 12<sup>th</sup> Fundraising, Stewardship & Communications were included in the meeting package.

### **Paddle Update:**

- All 3 puppet shows and the music acts are confirmed
- The entire fairgrounds including the hall will be available for the event
- A Vendor Coordinator is still needed to recruit and organize vendors for the event.

### **Golf Update:**

- Planning is going well.
- There are lots of prizes for the silent and live auction.

### **Raffle Update:**

- Tickets sales are going well – over 2000 tickets sold so far
- The Raffle car will be a various events throughout the summer. Volunteers are needed to help sell tickets
- Clarification is needed for ticket sales out of province.

### **MMRWR**

- Planning go well
- Registration site is up

## **6.2 Finance Report**

### **6.2a February and March 2018 Financial Statements**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MR. DERN THAT THE FINANCIAL STATEMENTS OF FEBRUARY AND MARCH 2018 BE APPROVED.

MOTION CARRIED

### **6.2b Intercompany Payment**

IT WAS MOVED BY MR. SCOTT AND SECONDED BY MRS. PRESTON THAT THE

MARCH 2018 INTER-COMPANY PAYMENT OF \$33,591 BE MADE TO THE HOSPITAL.

MOTION CARRIED

**6.2c Report**

- The minutes of the April 24<sup>th</sup> Finance meeting were included in the meeting package.

**6.3 Governance Report**

**6a Board Recruitment**

- Board member recruitment was discussed.
- The Nominating Committee will be setting up meetings with potential candidates for May 22, 2018

**7.0 New Business**

**8.0 In Camera**

IT WAS MOVED BY MRS. PRESTON TO MOVE IN CAMERA AT 9:26 a.m.

- MD Performance Review was discussed.

IT WAS MOVED BY MR.DERN TO MOVE OUT OF CAMERA

**9.0 Next meeting:** at the call of the Chair

**10.0 Adjournment**

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

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Art Solomonian, Chair

June 7, 2018

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**May 3, 2018**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Recording Secretary	ASAP	Update Communications Plan
Nominating Committee		Interviews with potential board members
Mr. Roberts	ASAP	Clarify ticket purchases from out of province – email to committee 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.