



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, May 6, 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	✓	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe	✓	
Brittany Caldwell	✓	
Nancy MacGirr	✓	
Seth Richards	✓	
<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 a.m.

**Board Education**

- Dr. Tiffany spoke at the Foundation CT Cabinet meeting giving background information and details on the CT Scan and what getting a CT Scan means to the Hospital
- The video was recorded and will be shared by email to Board members

**1.1 Approval of the Agenda**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. DERN THAT THE AGENDA OF MAY 6, 2021 BE APPROVED.

MOTION CARRIED

## **1.2 Approval of the Minutes of March 4, 2021**

IT WAS MOVED BY MR. LOWE AND SECONDED BY MRS. MacGIRR THAT THE MINUTES OF MARCH 4, 2021 BE APPROVED.

MOTION CARRIED

## **2.0 Chair Remarks**

- The Chair remarked there is nothing but good things to report in terms of major incentives and will be discussing this further in the Finance Report
- The Chair thanked the Board and Foundation staff for all the good work that everyone has done during these hard times

## **3.0 Business Arising from the March 4, 2021 Minutes**

### **3.1 Strategic Plan Update**

- The Strategic Plan Monitoring Tool updated to February 2021 was included in the meeting package
- The revenue is very strong with both the Spring and Fall Mailing being very successful
- Awareness of the Foundation is increasing with social media posts including Hospital and Manor information and messages shared during the Trivia Night event.

## **4.0 Business Items**

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

- The Report of the CEO and Senior Team March 22, 2021 was included in the meeting package
- There is a surgical shutdown of elective surgeries at the Hospital due to the provincial regulations with Covid. Provisions are in place for emergency surgeries. AGH and CPDMH are taking patient transfers from other hospitals.
- The Vaccine Clinic has moved to the Almonte Community Center providing a greater capacity to vaccinate members of our community
- There is a link to current vaccine information on the Hospital's website

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

- The Dashboard current to February 28, 2021 was included in the meeting package
- New donors are down as they usually come from 3<sup>rd</sup> party events
- A new bequest was confirmed in February
- Two new volunteers were recruited through the Trivia Night
- Community relations activities are down due to the ongoing Covid restrictions
- Board members and staff continue to make thank you phone calls and send first time donor packages
- The numbers on the dashboard do not add up mathematically and will be addressed on future

dashboard reports

- The Valley Fundraising Retreat will be a virtual event held on May 14, 2021
- The Run Committee is putting out messages on social media on why they volunteer and support the Hospital providing advanced promotion of the Run for Women's Health
- Catch the Ace is heading into week 18 and is still averaging about \$5,000 a month
- Nancy Camelon has joined the Foundation staff working up to 7.5 hours a week to assist with receipting of donations allowing Cheryl Moore to continue her work in the Covid Care Clinic.
- The Spring Mailing will hit after the first early bird draw for the WIN 2021 Car Raffle on May 14, 2021

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

### **5.1 DI Cabinet Update**

- Mr. Richards updated the Board on the Cabinet
- The Cabinet is off to a good start and are finding ways to keep up the momentum going to continue the success
- Kris Parsons has joined the Cabinet. A few more people are needed to become involved with the Cabinet.
- The profile of a new member would be to have a relationship within the business community, solid connections and have different relations that other members of the Cabinet

### **5.2 CT Video Presentation**

- The production of the CT Scan video has been delayed because of Covid restrictions not allowing filming inside Hospital or Manor.

## **6.0 Committee Reports**

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

- Board members are ambassadors to help spread the message of the Foundation and it's need to raise money for equipment
- The pandemic has put health care in the spot light and has allowed the Foundation to spread the message to the community
- Board members are asked to look at all the opportunities to become involved in special events and commit early. Motivate others in your family and your business relations to become involved as well.

#### **a. Social Media Report**

- Derek Bird of Web Experts prepared an Analytics Report on the Foundations Social media sites and the Foundation's website
- The report was included in the meeting package for members to review

## **6.2 Finance Report**

- The Finance Committee met with the Auditor Brandon Bowes
- Mr. Bowes gave the committee and staff an overview of how this year's audit will work
- The audit will be done remotely again
- The tentative date for field work is May 10, 2021

### **6.2a January 2021 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 MR. DERN TO APPROVE THE JANUARY 2021 FINANCIAL STATEMENTS

MOTION CARRIED

### **6.2b February 2021 Statements**

- The numbers for the YTD Revenue for February indicate that the Foundation will meet and surpass the revised Covid budget and exceed 2019-20
- This is a tremendous accomplishment given the circumstances of the pandemic
- Mr. Roberts, Ms. Varley and Ms. Harbord will meet and discuss moving some money from the general account into investments after month end

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MR. DERN TO APPROVE THE FEBRUARY 2021 FINANCIAL STATEMENTS

MOTION CARRIED

### **6.2c Grant Accrual**

- The grant request along with the supporting invoices and purchase orders were included in the meeting package
- The breakdown of the proposed funds for each item was also included in the request

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MS. CALDWELL TO APPROVE THE GRANT REQUEST OF \$183,714 TO THE HOSPITAL

MOTION CARRIED

### **6.2d Robert Brouillard**

- The finance committee is requesting that the Board approve a motion to purchase a Garden Stone in memory of Mr. Robert Brouillard in recognition of his time with the Foundation
- Robert Brouillard was a former Director of the Board as well as the Chair of the Finance Committee

- Mr. Brouillard was very generous with his time and brought credibility with his professional credentials to the Board during a difficult financial time.

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. TRIDER THAT A GARDEN STONE BE PURCHASED IN MEMORY OF ROBERT BROUILLARD.

MOTION CARRIED

- Mr. Roberts will send a note to Mr. Brouillard's family to notify them of the Garden Stone

**6.3 Governance Report**

- The Governance Committee discussed having the Foundation's Bylaws reviewed by legal representatives but it was not in the budget
- A new fiscal year will bring the opportunity to go forward with the review
- The committee is still looking for the right candidate to fill a seat on the Board
- Once the right person is identified, the process of interviews with the Nominating Committee will begin. The candidate will be presented to the G&N committee for approval before going to the Board for approval at the AGM.

**7.0 New Business**

- There was no new business

**8.0 In Camera**

- There was no in camera meeting

**9.0 NEXT MEETING: AGM -Thursday, June 24, 2021**

**10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:22 a.m.



June 24, 2021

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Rob Scott, Chair

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**May 6, 2021**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
Mr. Robert & Ms. Beckinsale		Garden Stone in memory of Robert Brouillard
Mr. Roberts, Ms. Varley, Ms. Harbord		Discuss moving money into investments
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.