



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: November 1, 2018**

**Time: 8 a.m.**

**Location: AGH Board Room**

**APPROVED MINUTES**

| <b>Committee Members</b>           | <b>Present</b> | <b>Regrets</b> |
|------------------------------------|----------------|----------------|
| Rob Scott - Chair                  | ✓              |                |
| Julie Munro – Vice Chair           | ✓              |                |
| Mary Wilson Trider                 | ✓              |                |
| David Dern                         | ✓              |                |
| Ian McBain                         | ✓              |                |
| Betty Preston                      | ✓              |                |
| Heather Sheffield                  |                | X              |
| Heather Pettipas                   | ✓              |                |
| Kris Parsons                       | ✓              |                |
| Dave Perley                        | ✓              |                |
| Jesse Lowe                         | ✓              |                |
| Ken Beaton                         | ✓              |                |
| Paul Virgin - Guest                | ✓              |                |
| <b>Staff</b>                       |                |                |
| Al Roberts                         | ✓              |                |
| Carolyn Piché                      |                | X              |
| Cheryl Moore – Recording Secretary | ✓              |                |

\*All documents referred to in these minutes were pre-circulated for review by members

**Board Education – Key takeaways from recent Valley Fundraiser’s Retreat**

- Board members who attended the Valley Fundraiser’s Retreat shared some key learnings of the event

**Conflict of interest Declaration**

- There was no conflict of interest declared

**Call to Order**

- The Chair, Mr. Scott called the meeting to order at 8:01 a.m.

**1.0 Approval & Adoption Items**

**1.1 Approval of the Agenda of November 1, 2018**

IT WAS MOVED BY MR. DERN AND SECONDED BY MR. LOWE TO APPROVE THE AGENDA.

MOTION CARRIED

- Item 5.2 – Update on Campaign will take place at the beginning of the meeting with Mr. Virgin present

**1.2 Approval of the Minutes of September 6, 2018**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. LOWE TO APPROVE THE MINUTES OF SEPTEMBER 6, 2018

MOTION CARRIED

**2.0 Chair's Remarks**

- The Chair would like to educate himself and the Board on a better understanding of the Board's finances
- There is an understanding that the community is still unclear about the details of the Hospital getting a CT Scan
- The Strategic Plan will be reviewed with an in-depth look at the role for Board members to assist Mr. Roberts ensuring that there is a clear vision
- The Campaign needs more energy – what can board members to do help.

**2.1 Correspondence**

- There was no correspondence

**3.0 Business Arising from the September 6, 2018 Minutes**

- The Gift Allocation Policy was returned to the Governance and Nominating Committee for further review.

**4.0 Business Items**

**4.1 CEO's Report**

- Report of the CEO and Senior Team September 24, 2018 was included in the meeting package.
- There is a free flu shot campaign at the Hospital for all employees and volunteers
- Accreditation will take place in May 2019
- There is no merging between the Almonte General Hospital and Carleton Place and District Memorial Hospital. The Hospitals work together as an Alliance and share resources.

**4.2 MD's Dash Board**

- The MD's Dashboard current to the end of August 2018 was distributed at the meeting and

reviewed.

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

### **5.1 Update on CT Scan**

- There needs to be an application to the Ministry of Health and Long Term Care to purchase the CT Scan
- The LHIN has agreed that the Hospital can go ahead with the application. The Business Case containing how the Hospital will pay for the CT Scan and fund operation costs is in the process of being completed and will be presented to the Hospital Board in January for approval. After that, the application goes to the Ministry for approval
- It will be an estimated 6 to 9 months after the CT Scan is approved that it will be in operation
- A Fee for Parking may be introduced in the future to help pay for the operational costs of the CT Scan
- A CT Scan is now considered a standard of care in hospitals. It is difficult to recruit new doctors without one.

### **5.1 Update on Campaign – was discussed at the beginning of the meeting with Mr. Virgin present.**

- A brain storming session was held recently and meetings of a Campaign Steering Committee will be held on a more regular basis
- It is time for the Campaign to focus on CT Scan
- The community is uncertain about what a CT Scan does and why the Hospital needs one. Mr. Roberts has been tasked with preparing a Q & A sheet.
- More prospects are needed. Any board members with suggestions are asked to contact Mr. Roberts

## **6.0 Committee Reports**

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

#### **6.1a Reports**

- The minutes of the Fundraising, Stewardship and Communications meeting were included in the meeting package.
- Board members were asked to provide Mrs. Munro their reasons for being a Board member – Your Why Statements

#### **6.2b Updates – Managing Director**

##### **Raffle**

- The Raffle raised approximately \$100,000- \$50,000 to each Hospital
- The Raffle was a positive collaboration between the 2 Hospitals
- A post modern of the event will be held at a later date.

##### **Direct Mail**

- The Direct Mail was combined with the phone campaign – Results were reviewed at the recent FSC Committee meeting
- The Seasonal Campaign will go out the third week in November featuring an appeal letter from Reg Gamble

**Third Party Events**

- The Close to Home Marketplace will take place on Saturday, November 17 in the Octagon Room at the Hospital
- Kindred Spirits with Rhonda Virgin was put on hold because of a lack of staff resources

**Donor Wall**

- The Donor Wall Reception will be postponed until the New Year.

**6.2 Finance Committee**

**a. August 2018 Statements**

IT WAS MOVED BY MRS. TRIDER AND SECONDED BY MR. McBAIN THAT THE FINANCIAL STATEMENTS OF AUGUST 2018 ARE APPROVED.

MOTION CARRIED

- The Foundation will begin to use Quick Books to more accurately track finances

**7.0 New Business**

- There was no new business

**8.0 In Camera**

- IT WAS MOVED BY MR. SCOTT TO MOVE IN CAMERA

**9.0 Next Meeting:** Thursday, January 10, 2019

IT WAS MOVED BY MRS. PRESTON THAT THE MEETING BE AJOURNED AT 9:45 a.m.



\_\_\_\_\_  
Rob Scott, Chair

January 10, 2019

\_\_\_\_\_  
Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**November 1, 2018  
Action Items**

| <b>Member</b>       | <b>Due Date</b> | <b>Action Item</b>  |
|---------------------|-----------------|---|
| G&N Committee       |                 | Review and approve the Gift Allocation Policy   |
| 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.   |