



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: Thursday, November 5, 2020

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	✓	
Kris Parsons	✓	
Dave Perley	✓	
Jesse Lowe		X
Ken Beaton	✓	
Brittany Caldwell	✓	
Nancy MacGirr	✓	
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 8:01 a.m.

1.1 Approval of the Agenda

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. MacGIRR THAT THE AGENDA OF NOVEMBER 5, 2020 BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of September 3, 2020

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. PETTIPAS THAT THE MINUTES

OF SEPTEMBER 3, 2020 BE APPROVED.

MOTION CARRIED

2.0 Chair Remarks

- The Chair thanked the Foundation staff for their efforts in controlling costs and taking on more items that had been previously outsourced to other companies
- The Chair thanked Mrs. Trider on behalf of the Foundation and the community for her leadership throughout the pandemic

3.0 Business Arising from the September 3, 2020 Minutes

- There was no business arising from the September 2020 minutes

4.0 Business Items

4.1 CEO's Report

- The Report of the CEO and the Senior Team – September 28, 2020 was included in the meeting package.
- The Hospital continues to wait for news from the LHIN about the approval of the CT Scan application
- The experience in the community relating to Covid has been very different than the surrounding communities. Those living in Almonte and area have been very diligent.
- The Hospital is finding balance between safety of Covid and other aspects of health needs
- Jason Hann has been hired as the new Integrated VP, Patient & Resident Services and Chief Nursing Executive and is looking forward to meeting the Foundation Board

4.2 MD's Report and Dashboard

- The Dashboard report is current to the end of August 2020 and was included in the meeting package
- The Virtual Run was very successful in terms of money raised
- The Radiothon brought in \$7,700 and raised awareness of the Hospital in the listening area of Lake 88.1
- Discussions have begun on the WIN 2021 event
- The Legion and the Foundation will be working together on a Chase the Ace Fundraiser. The Legion will be the lead with the Foundation being the other beneficiary. The Legion is waiting on the approval of their license.
- Canada Bank Note and the marketing company 20 Eight have already been contracted
- The fundraiser is set to begin in 2 to 3 weeks
- Mrs. Trider will announce the launch of the Chase the Ace to staff at the CEO Forum on November 10. An announcement will also be made to the Hospital Board
- A launch to announce the lottery to the public will be planned with a video of the first ticket being bought virtually
- The Foundation received a grant for \$44,000 which was not included in the Dashboard to replace all the furniture in the waiting rooms and wheelchairs due to infection control

5.0 Strategic Items – DI Campaign Update

5.1 DI Campaign Update

- Mr. Scott and Mr. Roberts met with Paul and Rhonda Virgin, co-chairs of the Campaign
- The Campaign needs to expand with a focus on bringing the next generation of Almonte philanthropist on board
- A cabinet will be built around the Campaign bringing new leadership and connectivity
- Mr. and Mrs. Virgin will work with the cabinet and a potential new leader as mentors
- Members will receive training in approaching potential prospects to learn how to identify new prospects
- Once the application for the CT Scan is final, the cabinet will be ready and an announcement will be made public revitalizing the campaign

5.2 Strategic Plan Update

- A monitoring tool has been developed to show the process of the strategic plan
- This tool will be populated, updated and presented at each board meeting
- It was developed to give more emphasis at Board meeting on the progress of the Strategic Plan
- The completed tool was reviewed at the meeting
- The Strategic plan is progressing well
- Areas of prospect identification are harder to complete with the restrictions of Covid
- The Foundation will look for opportunities to participate in virtual meetings with other organizations to educate them on the importance of supporting the Hospital
- With respect to the item of the strategic plan engaging Hospital staff, they have been busy setting up procedures and best practices for dealing with Covid. Now that those practices are set up staff members will be asked to assist with thank you phone calls to donors. Staff will also be asked to record a video reading words of support from donors that will be received in connection with the fall mailing

6.0 Committee Reports

6.1 Fundraising, Stewardship and Communications

6.0a Bert McIntyre Memorial Award

- The Bert McIntyre Memorial Award was developed to annually recognize an outstanding volunteer of the Almonte General Hospital Fairview Manor Foundation
- A formal list of requirements and criteria for the award has not yet been developed but a list of potential nominees was submitted to board members for consideration.

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. TRIDER TO NOMINATE MARGARET DUNCAN AS THE RECEIPIENT OF THE 2020 BERT McINTYRE AWARD FOR VOLUNTEERISM IN SUPPORT OF THE FOUNDATION

MOTION CARRIED

- Mrs. Duncan is a past board member, QCFL Campaign member, monthly donor and a continuous supporter of the Hospital

6.2 Finance Report

6.2a July 2020 Statements

- The Hospital finance staff and the Foundation Finance committee reviews financial statements before they are brought to the Board for final approval
- Mr. Scott reviewed the statements with board members in the absence of the Chair, Mr. Lowe
- Mr. Scott thanked Mr. Lowe and the Hospital financial staff for all their work in the preparation of the financial statements

IT WAS MOVED BY MR. PERLEY AND SECONDED BY MRS. PRESTON TO APPROVE THE JULY 2020 FINANCIAL STATEMENTS

MOTION CARRIED

6.2b August 2020 Statements

- The Hospital finance staff and the Foundation Finance committee reviews financial statements before they are brought to the Board for final approval
- The unrestricted balance continues to grow and is providing a comfort level for the Foundation
- Revenue is tracking above the revised Covid budget
- Expenses continue to be lower with the decrease in expenses for events and a reduction in salary expenses
- The Foundation is on track to meet basic expenses and the capital commitment to the hospital but needs to get back to the growth path before Covid.

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MRS. PETTIPAS TO APPROVE THE AUGUST 2020 FINANCIAL STATEMENTS

MOTION CARRIED

6.2c Grant Request

- The Hospital submitted grant request for \$33,892.
- The Summary of Invoice for Grant Requested plus invoices were included the meeting package
- The Grant includes payment of a Transport Ventilator that was not on the capital list but deemed as a necessary piece for equipment needed for use during the Covid 19 Pandemic

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MS. CALDWELL TO APPROVE THE GRANT REQUEST OF \$33,892 TO THE ALMONTE GENERAL HOSPITAL.

MOTION CARRIED

6.3 Governance Report

- The Governance Committee is reviewing the Foundation's Bylaws
- Mr. Dern and Mrs. MacGirr updated the Board and Committee Evaluations
- The revised evaluations will be sent to Board members to complete in November

7.0 New Business

Work Plan – Item 10 Valley Fundraiser’s Workshop

- The Valley Fundraising Retreat has been an on-going event in which Board members and staff have participated
- The past organizers have retired and will not be conducting an event this year
- Mr. Roberts, Mrs. Arseneau and Ms. Beckinsale are looking into planning an event to network with other area Foundations in early 2021

8.0 In Camera

- There was no in camera meetings

9.0 NEXT MEETING: Thursday, January 7, 2021

10.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:31 a.m.



Rob Scott, Chair

January 7, 2021

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

November 5, 2020

Action Items

Member	Due Date	Action Item
Recording Secretary	November	Update the Board and Committee Evaluations and send to Board members ASAP
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.