



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD OF  
DIRECTORS**

**Date: Thursday, September 3, 2020**

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

**Board Education**

- Jennifer Lindsay gave a presentation on Smart pumps- what is a Smart Pump? What are Smart Pumps used for, when would staff use one and why should donors want to fund them.
- The presentation will be posted on SharePoint

**1.1 Approval of the Agenda**

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MR. LOWE THAT THE AGENDA OF SEPTEMBER 3, 2020 BE APPROVED.

MOTION CARRIED

**1.2 Approval of the Minutes of June 18, 2020 (Meeting before the AGM)**

IT WAS MOVED BY MR. DERN AND SECONDED BY MRS. TRIDER THAT THE MINUTES OF JUNE 18, 2020 (Meeting before the AGM) BE APPROVED.

MOTION CARRIED

**1.3 Approval of the Minutes of June 18, 2020 (1<sup>st</sup> meeting of New Board)**

- All members have signed their Confidentiality & Conflict of Interest Agreements

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. MacGIRR THAT THE MINUTES OF JUNE 18, 2020 (1<sup>st</sup> Meeting of the New Board) BE APPROVED.

MOTION CARRIED

**2.0 Chair Remarks**

- The Chair participated in the Virtual Home Gala and thanked the staff for the work and acknowledged the creativity that went into the planning the event.
- The event was successful with over 80 people participating. Participants received dinner from the Heirloom and North Market restaurants. The interviews and the concert were well done.
- New and creative fundraising ideas are needed for future events.

**3.0 Business Arising from the June 18, 2020 Minutes**

- There was no business arising from the June 18, 2020 minutes

**4.0 Business Items**

**4.1 CEO's Report**

- The Report of the CEO and the Senior Team – June 22, 2020 was included in the meeting package.
- There is no news from the LHIN about the approval of the CT Scan application
- Screening and appropriate precautions continue for staff, patients and all visitors to the Hospital
- Mrs. Trider thanked staff on the success of the Virtual Home Gala

**4.2 MD's Report and Dashboard**

- The Dashboard report is current to the end of June 2020
- Major Gifts have been changed from gifts of \$500 or more to gifts of \$1,000 or more
- Board members have been calling donors and thanking them for their donations
- The Car Lottery was very successful. CPDMH, AGH and Keith Bean will discuss holding another car raffle in 2020-21. Both Hospitals are considering contributing funds to purchase a high end new car or truck but would need to see the potential of significant increase in revenue before committing. A planning meeting will be held later this year.
- The Hospital will be working with the Almonte Legion on Chase the Ace
- Proceeds will be split 50/50. The Legion will apply for the license. The draws will hopefully

begin by December 2020

- Mr. Roberts and Mr. Scott will meet with the new Chief of Staff – Dr. McKillop

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

- The DI Campaign is currently in a holding pattern
- Inspiration Dinners and other events cannot be held in person at this time. Virtual meetings with potential donors, education and information sessions will be planned
- Once the approval of the CT Scan application is given, the Campaign will be ramped up and will begin to move forward

## **6.0 Committee Reports**

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

- The Virtual Home Gala was held on August 27. Those who purchased tickets received dinner, access to a virtual concert and were encouraged to participate in an online auction
- The Run for Women’s Health will be held the weekend of September 12<sup>th</sup> and 13<sup>th</sup>.
- It will be a virtual event this year. There are currently 60 participants registered
- Participants will run/walk on their own or with their team members and are encouraged to collect pledges. There will be prizes for top individual fundraisers and top team fundraisers. There is an on-line auction.
- Board members are asked to participate and invite their family and friends to join the event
- Board members are also asked to spread the word through their contacts
- Fundraising events in the future will need to be creative to engage community interest

### **6.2 Finance Report**

- A report from the Finance committee was included in the meeting package

#### **6.2a April 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 MR. DERN AND SECONDED BY MRS. MacGIRR TO APPROVE THE APRIL 2020 FINANCIAL STATEMENTS

MOTION CARRIED

#### **6.2b May 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 MS. CALDWELL AND SECONDED BY MRS. PRESTON TO APPROVE THE MAY 2020 FINANCIAL STATEMENTS

MOTION CARRIED

### **6.2c June 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. PRESTON AND SECONDED BY MRS. MacGIRR TO APPROVE THE JUNE 2020 FINANCIAL STATEMENTS

MOTION CARRIED

### **6.2d Grant Request**

- The Hospital submitted grant request for \$68,368.
- The Siemens Invoice and the Summary of the Invoice of the Grant Request was included in the meeting

IT WAS MOVED BY MRS. PETTIPAS AND SECONDED BY MRS. MacGIRR TO APPROVE THE GRANT REQUEST OF \$68,368 TO THE ALMONTE GENERAL HOSPITAL.

MOTION CARRIED

### **6.2e Budget Correction**

- A memo from Mr. Roberts was included in the meeting package
- There was a spreadsheet calculation error in the approved 2020-21 operating budget. The result was that forecasted revenue was \$97,000 higher than it was meant to be. This drop in revenue should not impact our ability to meet our commitment to the Hospital of \$268,000 for priority capital equipment. It will impact the Foundation's ability to put \$400,000 aside for the CT scan.
- It was recommended by the Finance Committee that the Board approves the amended budget as presented.

IT WAS MOVED BY MRS. MacGIRR AND SECONDED BY MR. DERN THAT THE AMENDED BUDGET FOR 2020-21 BE APPROVED AS PRESENTED.

MOTION CARRIED

### **6.3 Governance Report**

- Mr. Dern thanked Mr. Lowe for the Financial Session that was presented on August 24, 2020
- Mrs. MacGirr joined the Governance committee
- Mrs. Preston and Mrs. Sheffield reviewed the Bylaws and found no changes were necessary other than corrections in the formatting.
- The committee will meet in October and will update the length of terms of new and returning Board members
- Voting during video/virtual meetings will be added to the Bylaws.

### **7.0 New Business**

#### Work Plan

- A draft to the 2020-21 Annual Work Plan was included in the meeting package

- The Covid pandemic has had an impact on the Strategic Plan. An update of the Strategic Plan will be added to the agenda of all up-coming Board meetings

IT WAS MOVED BY MR. LOWE AND SECONDED BY MR. BEATON THAT THE 2020-21 ANNUAL WORK PLAN BE APPROVED

MOTION CARRIED

**8.0 In Camera**

- There was no in camera meetings

**9.0 NEXT MEETING: Thursday, November 5, 2020**

**10.0 Adjournment**

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:30 a.m.



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Rob Scott, Chair

November 5, 2020

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Date



**ALMONTE GENERAL HOSPITAL  
FOUNDATION BOARD**

**September 3, 2020**

**Action Items**

<b>Member</b>	<b>Due Date</b>	<b>Action Item</b>
G&N Committee		Foundation Bylaws update
Recording Secretary	On-going	Add Strategic Plan update to Committee and Board Meeting agendas
Recording Secretary	On-going	Update events on SharePoint
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.