



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD OF
DIRECTORS**

Date: September 7, 2017

Time: 8 a.m.

Location: AGH Board Room

APPROVED MINUTES

Committee Members	Present	Regrets
Art Solomonian - Chair	✓	
Robert Brouillard	✓	
Mary Wilson Trider		X
David Dern	✓	
Ian McBain		X
Julie Munro	✓	
Betty Preston	✓	
Heather Sheffield	✓	
Rob Scott	✓	
Kris Parsons	✓	
Heather Pettipas	✓	
Randy Larkin – Hospital Board Chair	✓	
Staff		
Al Roberts	✓	
Carolyn Piché	✓	
Cheryl Moore – Recording Secretary	✓	

Conflict of Interest Declaration:

- Mr. Dern declared he was asked to be a member of the Board of Directors of the Elizabeth Kelly Foundation. There were no objections.

Call to Order

- The Chair Mr. Solomonian called the meeting to order at 8:02a.m.

1.1 Approval of the Agenda

- Approval of the Minutes of June 1, 2017 (last meeting of previous board) was added to Item 1.2

on the agenda.

- Items 7.1 and 7.3 were moved to follow Item 2.0

IT WAS MOVED BY MRS. PRESTON AND SECONDED BY MRS. SHEFFIELD THAT THE AGENDA BE APPROVED.

MOTION CARRIED

1.2 Approval of the Minutes of both board meetings of June 1, 2017

IT WAS MOVED BY MRS. SHEFFIELD AND SECONDED BY MR. DERN THAT THE MINUTES OF BOTH BOARD MEETINGS OF JUNE 1, 2017 BE APPROVED.

MOTION CARRIED

2.0 The Chair welcomed the new Chair of the Hospital Board – Mr. Randy Larkin.

- Mrs. Ingrid Kadoke was announced as the new delegate from the Hospital Board to represent Mr. Larkin on the Foundation Board.

3.0 Chair's Remarks

There were no remarks from the Chair.

3.1 Correspondence:

- A letter was received inquiring about developing a Pastoral Care Program at AGH & FVM. . A response was given that this is not something that the Hospital deems a priority at this time. Mr. Solomonian referred the party to the local church ministers.

4.0 Business arising from the June 1, 2017 minutes

5.0 Business items

5.1 CEO's Hospital Report

- The Almonte General Hospital Mid-Summer Report of the CEO and Senior Team – August 2017 was included in the meeting package.

5.2 MD's Report and Dashboard

- The MD's Dashboard was emailed to board members prior to the meeting.
- The report was reviewed at the meeting.
- Board members had concerns about the accuracy of information provided when calling donors. Some phone numbers are inaccurate. The MD explained the process and challenges. Staff will continue to update Raiser's Edge when information is provided by donors.

6.0 Strategic Items

6.1 Update on Campaign

- The next meeting of the Campaign Committee will be September 13, 2017.
- All board members are welcome to attend.
- All notes taken at Campaign meetings are available on SharePoint under the heading DI Campaign.
- The Ottawa Valley Fundraising Retreat will be held Saturday, Oct. 28 - 9:30 a.m. to 3 p.m.

7.0 Committee Reports

7.1 Fundraising

- The Fundraising Report was distributed to Board Members at the meeting.

7.2 Finance Report

7.2a June and July Statement

IT WAS MOVED BY MR. BROUILLARD AND SECONDED BY MR. SCOTT THAT THE JUNE AND JULY 2017 FINANCIAL STATEMENTS BE APPROVED

MOTION CARRIED

7.2b Intercompany Payment

IT WAS MOVED BY MR. BROUILLARD AND SECONDED BY MR. SCOTT THAT THE INTER-COMPANY PAYMENT OF \$107,158 BE MADE TO THE HOSPITAL.

MOTION CARRIED

7.3 Governance Report

- A memo was included in the meeting package recommending that the frequency of board meetings and frequency and composition of board committees be reduced.
- The proposed change will roll the Communications committee into a new Committee – Communications, Fundraising & Stewardship Committee and reduce the numbers of meeting per year.
- This would streamline the efficiency of the board and board committees and reduce the time staff and board members spend attending meetings.
- All meetings are subject to the call of the Chair.
- The Chairs of all board committees were notified of these proposed changes in advance via a conference call.
- An updated proposed meeting schedule was presented to the board members at the meeting.
- The new schedule will be reviewed in March 2018.

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

BOARD AND COMMITTEE MEETING SCHEDULE BE APPROVED AS PRESENTED.

MOTION CARRIED

8.0 In Camera

IT WAS MOVED BY MRS. SHEFFIELD AND SECONDED BY MRS. PRESTON THAT THE BOARD MOVE IN CAMERA AT 9:25.

- The Board discussed issues with the web site and, to a lesser degree, SharePoint. MD to rectify.
- The Board ratified a July 18 email vote regarding MD compensation
- Concerns were expressed about return on staff time from special events.

IT WAS MOVED BY MRS. SHEFFIELD TO MOVE OUT OF CAMERA.

9.0 Next meeting: Nov 2, 2017 8am

10.0 Adjournment

IT WAS MOVED BY MRS. PRESTON TO AJOURN AT 9:42.

Art Solomonian, Chair

Date



**ALMONTE GENERAL HOSPITAL
FOUNDATION BOARD**

September 7, 2017

Action Items

Member	Due Date	Action Item
Recording Secretary	ASAP	Update the In Camera Policy Item 6.2 on SharePoint as approved in the June 1, 2017 meeting minutes.
Recording Secretary & MD	ASAP	Schedule new meeting dates for Board and committee meetings. Update SharePoint calendar and committee member lists.
Communications, Fundraising & Stewardship Committee	TBD	Update Terms of Reference for new committee.
Board Meeting	March Board Meeting	Review updated meeting schedule.
Staff	On-going	Update donor information on Raiser's Edge
MD	ASAP	Rectify concerns about website and 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
Recording Secretary	On-going	Meeting packages to be posted on SharePoint 3 business day prior to each meeting.