



Meeting of the Board of Directors
Minutes

Date: December 15, 2020

Time: 7:00 pm

Location: Zoom

Present:	Jay McFarlan		Tony Davison
	Elizabeth Kruspe	Jasmine Clark	Lisa Taylor
	Kevin Kale		Gail Trehwitt
	Daryl Ball	Robin Wark	Willy Van Klooster (staff)
Regrets	Ralph Smith	Michele Hansen	

VISION
Huron Hospice will be a rural Centre of Excellence in Palliative Care

MISSION
To provide quality hospice palliative care in our rural communities

	Topic or Subject	Highlights/Discussion	Outcome
	Conflict of Interest	None indicated	
1.0	Welcome, Opening Comments	Jay welcomed everyone to the meeting.	
2.0	Approval of Agenda		Moved by Gail and seconded by Kevin that the agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of Oct. 20, 2020 had been previously distributed for review.	Moved by Tony that the minutes be approved. Seconded by Robin. Carried.
4.0	Business Arising from the Minutes	7.5 – Terms of Reference for Quality Committee.	Will be sent out before next meeting and discussed then.

		<p>10.0 - Jay to reach out to Chairs of hospice boards in Huron Bruce regarding provincial budget.</p> <p>17.0 - A new bank account is to be set up for capital campaign gifts.</p>	<p>See agenda item 6.1</p> <p>See Capital Campaign report.</p>
5.0	Huron Perth Ontario Health Team Update	<p>A report was sent out previously by email. The terms of reference for the Board to Board Reference Group, the Implementation Committee and the Planning & Priorities Committee were reviewed. Hospices are classified as Community Support Services.</p>	<p>Update from Willy Covid numbers are going the wrong way and we could go into the Red zone.</p> <p>The vaccine protocols have been put into place and the vaccine will be administered accordingly.</p>
6.0	Committee Reports		
	6.1 Leadership	<p>Member issues were dealt with. Board meetings will be limited to 1 ½ hours. The ED performance review should be done by the governance committee and there have been two templates received from other hospices for this purpose.</p>	
	6.2 Communications & Marketing	<p>Robin Wark has been added to the committee. The Wings of a Dove campaign has been sent by mail.</p>	
	6.3 Budget & Finance	<p>Revenue year-to-date is up due to the CEWS subsidy and the expenses are up due to the pay increases. We may have to use the Line of Credit in March, but that will be covered by the ministry funding in April (expected to be \$35,000 /mo). Kevin will analyze the hydro bills to make sure that the rate we are using is the right one.</p>	
	6.4 Fund Development & Fundraising	<p>Met on Dec. 9 Donations are being accepted for the Pet Memorial Wall.</p>	

		The Tribute Cards are being finalized. A Planned Giving brochure is being finalized. Make Every Moment Matter – donors should be recognized.	
	6.5 Quality Committee	Terms of reference will be sent out to the board before the next meeting.	
7.0	Task Groups		
	7.1 Huron Hospice Foundation	Report from group was included in the meeting package. There was discussion regarding the purpose of the Foundation.	More feedback is required from other hospices.
	7.2 Property Committee		Terms of reference will be sent out and discussed at next meeting.
	7.3 Governance Committee		Terms of reference will be sent out and discussed at next meeting.
8.0	Financial Report	Report was sent out previously. We are in a better financial position than anticipated. There will be no more emergency funding in the next year. We will conduct a 50/50 draw as a new fundraising stream.	
9.0	Provincial Pre-Budget Strategy	Lisa Thompson will be approached to change the funding for hospices.	A letter will be drafted with other hospice boards to be sent to Lisa Thompson. Articles will be sent to local papers explaining the funding and the reason for asking for extra money.
10.0	Planned Giving Program Proposal	There was a discussion regarding the Planning Giving proposal prepared by Christopher Walker. Planned Giving is a major source of funding for hospices.	A motion was made by Gail and seconded by Jasmine that the board accept the Planned Giving Proposal. Carried.
11.0	Executive Director's Report	Report was included in meeting package. Any money received from grants for programs will be offset by the program expenses incurred.	

12.0	Travel Expense Claim Policy Revisions	Document was sent out in meeting package with the changes to the policy.	Motion by Jasmine and seconded by Kevin to accept the policy. Carried.
13.0	Capital Campaign	A separate bank account has been set up at Libro for the funds donated to the Capital Campaign. Any new donations will be deposited into the new account and the remaining money in the General fund will be moved over at a later date. The focus of the Capital Campaign is on larger gifts. A package will be sent out to board members to be used to speak to people within their own network.	
14.0	Upcoming Events	Dec. 21 – Candlelight service on the website	
15.0	Adjourn	Next regular board meeting January 19, 2021	Motion to adjourn was made by Tony.
16.0	In Camera <ul style="list-style-type: none"> • HR matters 		