



Meeting of the Board of Directors
Minutes - DRAFT

Date: February 16, 2021

Time: 7:00 pm

Location: Zoom

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

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 Michele and seconded by Kevin that the agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 <u>Minutes of Jan 19, 2021 and Special Meeting on February 2, 2021</u> had been previously distributed for review.	Moved by Gail that the minutes of both meetings

			be approved. Seconded by Tony. Carried.
4.0	Business Arising from the Minutes	<p>6.2 – Terms of Reference for Communications Committee were included in the board package.</p> <p>6.5 – Terms of Reference for Quality Committee were included in the board package.</p> <p>7.2 – Terms of Reference for Property Committee.</p> <p>7.3 – Report on board training was included in the board package.</p> <p>12.0 – The final Emergency Plan was included in the board package.</p>	<p>See agenda item 6.2.</p> <p>To be drafted for next meeting.</p> <p>See Agenda item 7.4.</p> <p>See Agenda item 14.0.</p>
5.0	Huron Perth Ontario Health Team Update	A report was sent out previously by email. Our region has been moved to Orange Restrict from Grey Lockdown. There will be no change to the visitor policy at this time, which is aligned with HPHA visitor policy.	
6.0	Committee Reports		
	6.1 Leadership	The ED performance review was discussed and will be done after the Employee Engagement Survey results have been received.	
	6.2 Communications & Marketing	Terms of Reference were included in the board package. One change will be made: The committee will make recommendations to the board for approval. The committee will be made up of two board members and two staff members. An audit of the communication methods currently being used in underway.	A motion to adopt the terms of reference with the change was made by Michele and seconded by Gail. Carried.

	6.3 Budget & Finance	Financial statements were sent out prior to the meeting. \$25,000 which should have been recorded in March was done in April. This will decrease our expenses for the year. The insurance premium has increased. Kevin will analyze the hydro bills to make sure that the rate we are using is the right one (Time-of-use vs Tiered).	A RFP for insurance coverage will be drafted and reviewed at the next meeting. Report will be presented at the next meeting.
	6.4 Fund Development & Fundraising	The Pet Memorial is in place. A press release will be sent out on International Pet Day with an outdoor event planned. Volunteer are working with Suzanne on donations. Tribute cards have been received and will be sent out to donors who donate between \$1,000 and \$4,999.	
7.0	Task Groups		
	7.2 Property Committee	No meeting. The committee is looking for someone with construction expertise to sit on the committee. The terms of reference have not been established yet.	Terms of reference will be sent out and discussed at next meeting.
	7.3 Governance Committee	The terms of reference were included in the board package. This is an Ad Hoc committee that will review the by-laws and letters patent.	Moved by Michele and seconded by Tony to accept the terms of reference. Carried.
	7.4 Board Training	The report was included in the meeting package. The County of Huron offers free workshops but they are not tailored to us. Ryan Erb from Perth Huron United Way could do the training. There was also a quote from Pillar for \$1,400.	Moved by Michele and seconded by Lisa to contact Ryan Erb from Perth Huron United Way to set up training. Carried. Preference would be for a weekend.
8.0	Financial Report	Report was sent out previously.	Moved by Kevin and seconded by Robin to accept the financial report. Carried.
9.0	Executive Director's Report	Report was included in the board package. Update: Vaccines for Coronavirus will be offered to residents.	

		Kaitlin and Kayla have been hired through Employment Ontario to help with the 50/50 draw, Hike and planned giving materials. There have been no internal applicants for the RCC position. It will be posted externally. The grief groups are going well.	
10.0	Introduction of Medical Director, Dr. Meagan Nolan, to the board	Jay introduced the new Medical Director, Dr. Meagan Nolan to the board. Members of the board introduced themselves to Dr. Nolan.	
11.0	Board Correspondence	A memo from Deb Shelley was sent out with the board package. It was suggested that the term Grief Recovery was no longer appropriate but should be called Grief Support and programs revised accordingly.	It was recommended that the ED work with staff to get their input and to evaluate the program. Other hospices should be contacted to find out what programs they offer.
12.0	Employee Engagement Survey	Copy of the Employee Engagement Survey was sent out previously.	It was recommended that we make the employees aware of why the survey is being done and how the feedback will be used.
13.0	Provincial Pre-Budget Strategy	The update is in the board package. Waiting for provincial budget.	
14.0	Huron Hospice Emergency Plan	The plan was included in the board package.	Moved by Tony and seconded by Kevin that the board approve the Emergency Plan with the changes outlined. Carried.
15.0	Capital Campaign Report	Huron Hospice made a presentation to the Goderich Council on Feb. 2. It was referred to the budget committee which will meet on Mar. 15. COVID has been an issue for the Capital Campaign. At the present time they are focusing on larger gifts. It will also be on the website.	Jay will send out a link for the board members to attend the meeting.
16.0	Upcoming Events	Mar. 1 – 50/50 Draw launch May 30 – Hike for Hospice	
17.0	Adjourn	Next meeting March 16, 2021 – 7 PM	Motion to adjourn was made by Gail