



**Meeting of the Board of Directors**  
**Minutes**

Date: March 16, 2021

Time: 7:00 pm

Location: Zoom

|          |                  |                |                            |
|----------|------------------|----------------|----------------------------|
| Present: | Jay McFarlan     | Jasmine Clark  | Tony Davison               |
|          | Elizabeth Kruspe | Robin Wark     | Lisa Taylor                |
|          | Kevin Kale       | Gail Trewhitt  | Willy Van Klooster (staff) |
|          |                  |                |                            |
| Regrets  | Ralph Smith      | Michele Hansen | 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  |
|------------|--|---|--|
|            | <b>Conflict of Interest</b>              | None indicated  |  |
| <b>1.0</b> | <b>Welcome, Opening Comments</b>         | Jay welcomed everyone to the meeting. Jay also acknowledged the passing of a former board member, Lin Steffler. |  |
| <b>2.0</b> | <b>Approval of Agenda</b>                |   | Motion to approve the agenda by Gail. Seconded by Jasmine. Carried.                      |
| <b>3.0</b> | <b>Approval of Meeting Minutes</b>       | <b>3.1 Minutes of Feb 16, 2021</b> had been previously distributed for review.                                  | Motion to approve the minutes of the Feb 16 meeting by Robin. Seconded by Lisa. Carried. |
| <b>4.0</b> | <b>Business Arising from the Minutes</b> | 6.3 – Analysis of Hydro billing   | See agenda item 6.3.   |

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|            |   | 7.2 – Draft terms of Reference for Property Committee   | In development and meetings ongoing. Will be presented at the next board meeting.                      |
|            |   | 11.0 – Report on Loss, Grief & Bereavement programs   | See ED’s report  |
|            |   | 15.0 – Budget meetings in Central Huron and Goderich  | See Agenda item 13.0.  |
| <b>5.0</b> | <b>Huron Perth Ontario Health Team Update</b> | A report was sent out previously by email and also included in the board package. No further update.  |  |
| <b>6.0</b> | <b>Committee Reports</b>                      |   |  |
|            | 6.1 Leadership                                | No meeting.   | Will meet within the next two weeks.   |
|            | 6.2 Communications & Marketing                | Two nurses have expressed interest in joining the committee. Currently taking inventory of communication strategies and forming an organizational communication plan.   |  |
|            | 6.3 Budget & Finance                          | Year end is approaching and preparation is being made for the audit. HH may end the year with a surplus.<br>An analysis of the hydro bills was done and the current rates are the most beneficial.  |  |
|            | 6.4 Fund Development & Fundraising            | Two students are now in place to help with fundraising. Two volunteers are helping with Every Day Matters and Memorial Donations.<br><br>The Hike for Hospice coincides with another community event (Hike the Falls) presenting opportunity for possible collaboration.<br><br>Terms of Reference for the Planned Giving Committee were included in the board package. Robin Wark is the chair of the committee. The first meeting took place with Chris, Willy and Robin and they are looking for volunteers for the committee. They hope to have it formed by mid- May. It was suggested that a funeral director be included on the committee. | Motion to endorse the Planned Giving Committee Terms of Reference by Gail. Seconded by Kevin. Carried. |

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| <b>7.0</b>  | <b>Task Groups</b>                                      |  |   |
|             | 7.2 Property Committee                                  | A Capital Building Task Group will be formed to oversee Phase 2 construction. They will meet weekly during the construction phase. Construction will start when the Capital Campaign reaches \$2M. There was discussion regarding the order of construction, i.e. addition vs. garage renovation.  | Terms of reference are still being discussed by the group. Will be sent out and discussed as a board at next meeting.<br><br>Committee will make recommendations to the board for discussion at the next board meeting. |
|             | 7.3 Governance Committee                                | Two meetings have been held to review Bylaws. Changes to the bylaws will be highlighted when board reviews, but can not be officially endorsed until AGM in Sept.  | Changes will be brought to the board in approximately two months.   |
| <b>8.0</b>  | <b>Financial Report</b>                                 | Report was sent out previously. Canada Emergency Wage Subsidy application has been sent in for Nov. and Dec. and will also be sought in Feb. and Mar. Discussion was held about spending the surplus before the year end. Suggestions included immediate capital needs (printers, computers and a water heater) or move the surplus to the Capital Campaign.<br><br>50/50 raffle has now reached \$6,000.          | Motion to accept the financial report by Kevin. Seconded by Tony. Carried.  |
| <b>9.0</b>  | <b>Executive Director's Report</b>                      | Report was included in the board package. Update: The Hospice is full with several new admissions citing relaxation of visitor policy as reason for admissions.<br><br>Volunteers can now get the vaccine. Employers can mandate that employees get the vaccine but HH will not.<br><br>Lisa Henry is the new RCC.<br><br>A review of the MAID policy should be done. A special meeting will be called to discuss. | Motion to accept the ED's report by Tony. Seconded by Gail. Carried.  |
| <b>10.0</b> | <b>Operating Plan April 1, 2021 – March 31, 2022 to</b> | The operating plan was included in the board package. Changes from the previous year include a 1% increase in salaries and other expenses. There could also be extra income  | Motion to approve the operating plan by Gail. Seconded by Kevin. Carried.   |

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|             | <b>support Strategic Plan 2019 - 2023</b>   | <p>from CEWS and the Ont. Government for some of the upcoming months' wages.</p> <p>The Capital Budget was sent out previously. The budget was reviewed. The garage renovation should be the priority. HH should know by the end of March if a Trillium grant will be received. The parking and driveway are less priority.</p> | <p>Motion to approve the Capital Budget by Robin. Seconded by Jasmine. Carried.</p>      |
| <b>11.0</b> | <b>Employee Engagement Surveys, Volunteer Satisfaction Surveys, Virtual Grief Group Surveys</b> | <p>There was discussion on the results of the surveys.</p>  | <p>Follow up will be done by the management team and an action plan will be created.</p> |
| <b>12.0</b> | <b>Review of Huron Hospice Insurance Policy</b>   | <p>A copy of the insurance policy was sent out previously.</p>  | <p>An RFP will be sent out late summer or early fall.</p>                                |
| <b>13.0</b> | <b>Capital Campaign Report</b>  | <p>Goderich Council voted to donate \$15,000 to the Capital Campaign. Jan Hawley has agreed to join the committee and help with the plan.</p>   |  |
| <b>14.0</b> | <b>Upcoming Events</b>  | <p>Virtual Hike for Hospice – Week of May 24<br/>50/50 Draw<br/>No Place Like Home – Sept.</p>  |  |
| <b>15.0</b> | <b>Adjourn</b>  | <p>Next meeting April 20, 2021 – 7 PM</p>   | <p>Motion to adjourn - Gail</p>  |