

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, March 10, 2020 **Time:** 7:00 pm

Location: Clinton Hospital

Present: Carole Alce Maureen Cole Tony Davison
 Kevin Kale Yvonne Kitchen Elizabeth Kruspe
 Jay McFarlan Ralph Smith Gail Trehwitt
 Willy Van Klooster (staff)

Absent: 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	Action/Outcome
	Conflict of Interest	None indicated	
1.0	Welcome/Board Volunteer Hours Collection	Jay welcomed everyone and members submitted Volunteer Hours for February/20.	
2.0	Approval of Agenda	Jay made note of a typo in the date of the last Board meeting.	Moved by Gail and seconded by Elizabeth that the Agenda be approved. Carried.
3.0	Introduction of Three New Huron Hospice Managers	Willy introduced Suzanne Simpson, Manager of Volunteers, Canday Wilts, Residence Care Coordinator, and Christopher Walker, Manager of Fundraising. Each provided a short verbal biography and outlined what has been done in his/her position thus far, as well as future goals.	
4.0	Approval of Meeting Minutes	<p>4.1 Minutes of the February 11, 2020 meeting had been previously distributed for review.</p> <p>4.2 Making Approved Minutes Public There was some discussion as to whether our Minutes should be available to the public.</p>	<p>Moved by Carole and seconded by Kevin that the minutes be accepted. Carried.</p> <p>Moved by Carole and seconded by Gail that we publish our meeting minutes on our website starting with this meeting, to provide information to the public. Carried.</p>
5.0	Business from Previous Minutes	None	

6.0	HP-OHT Report	Maureen and Willy attended a Care Coordination & Client-Centred Care Meeting today. The Palliative Care Team is holding 2 meetings on Thursday, March 12th to which we are all invited. The topic is “Navigation/Communication/Coordination”. Several Board members are planning to attend.	
7.0	Committee Reports		
	7.1 Leadership	<p>Jay gave details of the meeting on February 26th: The format for the upcoming Probationary Performance Review for our Executive Director was finalized.</p> <p>A Board Education Opportunity by Pillar was introduced.</p> <p>Jay shared information of the ways that we are working to overcome the temporary shortfall until March 31, 2020.</p>	<p>Jay will develop a form to be used in future for Probationary Performance Reviews.</p> <p>It was agreed that Board Education would be more appropriate in the Fall.</p>
	7.2 Communications & Marketing Report	<p>Jay reported that we have just reached 2000 followers on our Facebook page.</p> <p>Marketing materials are being developed for use in our Capital Campaign.</p>	
	7.3 Quality Improvement	No report at this time	The decision was taken to remove this committee for the foreseeable future until the quality program with the OHT becomes clearer.
	7.4 Budget & Finance	<p>Kevin presented the Budget/Year-to-Date Report and answered any questions.</p> <p>The Auditor will be gathering information in May to move ahead with the 2019-2020 audit.</p> <p>Kevin has re-designed the Balance Sheet report for accurate, easy-to-read information. It will be shared with the board soon.</p>	<p>There was discussion about the names and categories identified in the budget. Kevin will adjust as discussed.</p> <p>Kevin made a motion that we close our existing accounts at TD and move them to Libro. Seconded by Yvonne. Carried.</p> <p>Kevin made a motion to accept the Financial Report. Seconded by Maureen. Carried</p>

	<p>7.5 Fund Dev't & Fundraising</p>	<p>Gail's report from "a very enthusiastic committee" included the following:</p> <p>It was suggested that the "Fund-a-Need" donations at the Handbags for Hospice event should be directed toward the parking and driveway improvements at the Residence.</p> <p>There will be Huron Hospice brochures at every 3rd party fundraising event.</p> <p>Christopher will be approaching every Tim Hortons in our County to see if they will consider us as a recipient of funds raised from SMILE cookies.</p> <p>There is the possibility of a quarterly e-newsletter.</p>	<p>Gail made a motion to approve the "Fund-a-Need" donations be approved as a capital expense to be used in the creation of a new parking space at the Residence. Seconded by Kevin. Carried</p> <p>Gail also made a motion to approve the Fund Development Plan April 1, 2020 to March 31, 2021, which had previously been submitted for review by the Board. Tony seconded the motion. Carried</p>
<p>8.0</p>	<p>Financial Report to February 29, 2020</p>	<p>Already provided at Item 7.4</p>	
<p>9.0</p>	<p>Budget April 1, 2020 -March 31, 2010</p>	<p>Upon review of the proposed budget, there was discussion around the issue of raises for all staff.</p>	<p>Tony made a motion to provide a cost of living raise to all staff for this fiscal year. Seconded by Gail. Maureen made a motion to amend the previous motion to "1% raise to all staff for this fiscal year, and then cost of living increases in the following years, beginning with the 2021 fiscal year." Seconded by Yvonne. Carried.</p> <p>Kevin made a motion to approve the budget for Fiscal Year 2020/21 with the suggested adjustments. Seconded by Elizabeth. Carried.</p> <p>Maureen made a motion that we share our Budget publicly. Seconded by Yvonne. After some discussion, Kevin made a motion that we share the Budget internally with staff and share only the Auditor's Report with</p>

			the Public. Seconded by Gail. Carried.
10.0	Executive Director's Report	<p>In addition to his written report, Willy added the following:</p> <p>1) Garage renovation project: Grant money to support creation of community room to be deposited March 19. Jay and Willy have met with an architect and will also meet with a contractor to discuss the drawings/plans. They would like to have a good estimate of the total cost to present to the board, and some progress being made before Handbags for Hospice event.</p> <p>2) Parking & Driveway Improvements: Jay and Willy met with a local contractor to see if he will approach his circle of business associates to collaborate and lower the costs and do the work in Aug/Sept.</p> <p>3) Our agreements with the LHIN will end on June 30, 2020 and be transferred to Ontario Health.</p> <p>4) Coronavirus - Willy has provided 2 communications to Staff and Volunteers with best practices to keep residents and their families, staff and volunteers safe. Canday is ensuring that all medical supplies are available in sufficient quantities to deal with an outbreak.</p>	A motion to accept the EDs Report was made by Kevin. Seconded by Tony. Carried
11.0	Executive Director's 100 Day Entry Plan	Willy outlined how many of these plans have moved forward and have been beneficial to him and, therefore, to Huron Hospice.	<p>Gail made a motion to accept this report. Seconded by Elizabeth. Carried</p> <p>Willy will provide quarterly reports on the Operational Plan supporting the Strategic Plan as we move forward.</p>
12.0	Capital Campaign	The Capital Campaign Team has met with George from Goldie Company to receive training re: identifying who to ask, what level of donations might be expected, and how to make those asks.	The Team will be meeting weekly and will begin to carry out the plan once they have prepared the materials required.
13.0	Board Training	Previously discussed in Item 7.1	

14.0	Upcoming Events	<u>March 12</u> - Wine & Cheese Event <u>May 3</u> - Glee Sisters Choir in Bayfield <u>May 21</u> - Handbags for Hospice - tickets available April 1st <u>June 14 or 21</u> - Hike for Hospice <u>July 25</u> - Natalie Gordon Golf Tournament <u>Sept. 24/25</u> - Feng Shui Workshop with Helen Varekamp - proceeds to Garage Renovation	
15.0	Adjourn	Next regular Board Meeting, April 14/20 Clinton Hospital Conference Room	Kevin made a motion to adjourn.
14.0	Adjournment	Next Regular Board Meeting Tuesday, March 10/20 at 7 pm Clinton Hospital	Ralph made a motion to adjourn.
15.0	In Camera Session		