



**Meeting of the Board of Directors**

**Minutes**

Date: May 18, 2021

Time: 7:00 pm

Location: Zoom

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

**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 introduced guest – Brenda Kinnear	
<b>2.0</b>	<b>Approval of Agenda</b>	Addition-Meeting with Clinton Public Hospital Foundation	Motion to approve the agenda by Tony. Seconded by Michele. Carried.
<b>3.0</b>	<b>Approval of Meeting Minutes</b>	<b><u>3.1 Minutes of Apr 20, 2021 and Minutes of special meeting May 4, 2021</u></b> had been previously distributed for review.	Motion to approve the minutes of the Apr 20 and May 4 meetings by Robin. Seconded by Lisa. Carried.
<b>4.0</b>	<b>Business Arising from the Minutes</b>	4.0 New committee report template was included in board package 4.1 Consent agenda	See Agenda item 9.0  See Agenda item 5.0

<b>5.0</b>	<b>Consent Agenda Discussion</b>	Discussion regarding the items that should be included in the consent agenda.	Motion to include meeting minutes, ED report, committee reports and financials by Tony and seconded by Michele. Carried.
<b>6.0</b>	<b>Generative Discussion</b>	Members were asked to characterize Huron Hospice with three adjectives or short phrases.	Most adjectives used: caring, compassionate, kind. Jay will be creating a word cloud to capture this discussion.
<b>7.0</b>	<b>Huron Perth Ontario Health Team Update</b>	Report was included in board package.	
<b>8.0</b>	<b>MSAA Declaration of Compliance</b>	Form was included in board package.	Motion to authorize board chair to sign the declaration of compliance by Michele and seconded by Jasmine. Carried.
<b>9.0</b>	<b>Review of New Committee Report Template</b>	Template was included in board package.	One change was made to the template to include any staff on the committee.
<b>10.0</b>	<b>Committee Reports</b>		
	10.1 Leadership	The Ad Hoc committee made up of Jay, Michele, Robin and Gail met to review and complete the 360 information tool. It will be sent out to board members, staff and some external contacts. A Self-evaluation will be done by Willy.	
	10.2 Communications & Marketing	A discussion was had on the communication tools used.	Communications Plan will be ready for board review in July or August.
	10.3 Budget & Finance	A meeting was held with the auditor to discuss the year end. It should be complete by the end of June. There was a discussion with Ron Burt about the possibility of setting up a Capital Fund as well as an Operating Reserve Fund. A cheque was issued to Smith Construction for \$25,000 following board motion in April.	

	10.4 Fund Development & Fundraising	Garage renovations will be partially funded by New Horizon's grant of \$25,000, \$14,000 from Handbags (2019) and \$26,000 gift from architect. Hike for Hospice is not generating as much interest as last year, but still 2 weeks to go. The Planned Giving Committee will hold its first meeting on May 27/21.	
	10.5 Quality Improvement	There is no committee.	It was suggested that this should be a staff committee. Consultant (free) will bring forward proposal for how a staff committee might operate with a new webtool.
<b>11.0</b>	<b>Task Groups</b>		
	11.2 Capital Building Task Force	A letter from Smith Construction regarding the garage renovation will be reviewed by Willy. A septic system upgrade is required in order to add a barrier free washroom. A mobile office will be required during the construction. This will be donated by Smith Construction.	
	11.3 Governance Committee	The committee has gone through the bylaws and changes were made. Ralph Smith will review them before they are brought to the board. Membership expansion was discussed.	By-law changes will be presented at the next board meeting.
<b>12.0</b>	<b>Financial Report</b>	Report for the month of April was sent out previous to the meeting. The draft audit will be reviewed before the restricted funds are allocated.	Motion to accept the financial report as presented by Kevin. Seconded by Tony. Carried.
<b>13.0</b>	<b>Executive Director's Report</b>	Report was included in the board package.	Motion to approve a contract with Surge Learning at approx. \$1,000 per year (plus \$750 in the first year for set up) to assist with staff education. Motion by Tony. Seconded by Michele. Carried.

<b>14.0</b>	<b>Capital Campaign Report</b>	The report was included in the board package. The focus is on larger gifts to get matching funds for provincial capital grant. The committee meets every week.	
<b>15.0</b>	<b>Clinton Public Hospital Foundation</b>	Notes from a meeting between HH and CPHF regarding potential collaboration was sent out prior to board meeting.	It was decided to do nothing at this time.
<b>16.0</b>	<b>Upcoming Events</b>	Virtual Hike for Hospice – Week of May 24 There’s No Place Like Home – Sept. 16	
<b>17.0</b>	<b>Adjourn</b>	Next meeting June 15, 2021 – 7 PM	Motion to adjourn at 8:32 PM – Kevin