

HURON HOSPICE

Board of Directors Meeting Minutes

Date: Tuesday, September 15, 2020

Time: 7:00 pm

Via ZOOM

Present: Maureen Cole Tony Davison
Michele Hansen Kevin Kale Carole Alce
Elizabeth Kruspe Jay McFarlan Gail Trehwitt
 Willy Van Klooster (staff)

Absent: Ralph Smith, Yvonne Kitchen

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/Opening Comments	Jay welcomed everyone to the meeting.	
2.0	Approval of the Agenda		Moved by Gail and seconded by Kevin that the Agenda be approved. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of August 18, 2020 meeting had been previously distributed for review.	Item # 12.0 to be amended to read "\$680,000 remaining for the 4-bed renovations". Moved by Tony that the minutes be approved with this amendment. Seconded by Michele. Carried.
4.0	Business from Previous Minutes	4.1 Procurement Policy on the September Agenda	To be discussed at Item #8
5.0	Huron Perth Ontario Health Team	Maureen provided a written report to the Board by email for our review. She verbally gave information received since that time regarding the working group for Huron Perth Infection Control Policy being developed and said that the Collaborative Governance Model is	Moved by Michele and seconded by Elizabeth that we accept this report. Carried.

		moving ahead.	
6.0	Committee Reports		
	6.1 Leadership	<p>Jay reported that we have received applications for Board membership from 4 highly qualified candidates and gave a brief synopsis of their skills and background. The Leadership Committee advised that we accept all 4 to the Board of Directors.</p> <p>There will be 2 vacancies on the Leadership Team when Yvonne and Carole retire.</p> <p>Board evaluations will be included in next month's Leadership Committee report.</p>	<p>At the AGM, current Board members will nominate the candidates as follows: Michele will nominate Jasmine Clark. Gail will nominate Daryl Ball. Kevin will nominate Robyn Wark. Maureen will nominate Lisa Taylor.</p> <p>Following discussion on this, Jay will consult our bylaws to see whether the Leadership Committee is elected or appointed by the Board.</p>
	6.2 Communications & Marketing Report	Jay reported that Faux Pop (The Staysh) have been wonderful to work with on the There's No Place Like Home event.	Jay encouraged everyone to tune in on September 17th at 7 pm.
	6.3 Budget & Finance Report	<p>The Auditor's Report to the AGM was previously provided by email for our review. Kevin explained that the consolidated report makes for easier reading and understanding.</p> <p>The loan with Libro Financial is due for renewal at the end of October. In a discussion of how to renew, Tony suggested that it might be advantageous to combine our current mortgage with our existing loan into a new mortgage.</p>	<p>Moved by Kevin and Seconded by Maureen that we accept this report for information. Carried.</p> <p>Tony made a motion to investigate this possibility with Libro. Seconded by Maureen. Carried.</p> <p>Kevin and Willy will speak with Libro about this possibility.</p>
	6.4 Fund Dev't & Fundraising	Gail reported that the committee met on August 20/20 and approved the Policy on Gift Acceptance and Donor Recognition.	<p>Moved by Gail and Seconded by Michele that we approve this policy. Carried.</p> <p>**The policy will include "Endorsed by the Huron Hospice Board of Directors on this date."</p>

	6.5 Quality Improvement	No report	
7.0	Financial Report – To August 31, 2020	This report was provided previously by email for our review. Willy walked us through the report and answered questions. Kevin reported that our bookkeeper is working out well as she progresses through the learning curve.	Kevin made a motion to accept the Financial Report. Seconded by Tony. Carried.
8.0	Procurement Policy	Willy had previously provided the draft of our Procurement Policy by email.	After some discussion and questions, it was decided that Jay will send out the Broader Public Sector Accountability Act to the Board. He suggested that the flow chart should be added to the draft policy as well as other resources that Maureen has provided. This item was tabled to the October Board meeting.
9.0	Pharmacy Services Request for Proposals		Tabled to the October meeting
10.0	Garage Renovation	There was much discussion of how and when to move forward with this project. There are monies already received for the project and we have applied for an accessibility grant as well.	No decision will be made until we know whether the grant has been approved. A draft of the Annual Capital Budget will be provided for the October meeting and will help with decision-making.
11.0	Capital Campaign	Jay and Willy will be making a presentation to Huron County Council on September 16, 2020 to request a donation that would allow us to access matching funds from the Ministry of Health. If the request is approved, we would meet over half of our capital campaign goal. A 5 year Sustainability Plan has been created for the Huron County CAO and CFO, if requested after the presentation.	Each Board member is requested to make a phone call to his/her representative on council, asking for his support. The plan was presented and discussed.

<p>12.0</p>	<p>Annual General Meeting - Sep. 24/20</p> <p>18 people have responded to be in attendance at the AGM.</p>	<p><u>12.1 Review of Agenda</u></p> <p><u>12.2 Process for passing motions</u></p>	<p>No changes or additions</p> <p>Existing Board members have been identified to nominate new Board members.</p>
<p>13.0</p>	<p>Executive Director's Report</p>	<p>In addition to the report previously provided to the Board by email, Willy provided the following information: The new Manager of Grief, Loss, and Bereavement has been hired and will begin on September 21, 2020. Willy will be meeting again with Lisa Thompson regarding the pre-budget proposal from HPCO that the Ontario government will include in their budget to provide 100% of clinical costs for hospices (which will cover about 70% of total costs to hospices).</p>	
<p>14.0</p>	<p>Upcoming Events</p>	<p>There's No Place Like Home September 17th at 7 pm.</p> <p>The Breakfast for Hope scheduled for November has been cancelled.</p>	
<p>15.0</p>	<p>Adjourn</p>	<p>The meeting was adjourned at 9 pm.</p> <p>Next regular board meeting October 20, 2020.</p>	