



Meeting of the Board of Directors
Minutes

Date: April 20, 2021

Time: 7:00 pm

Location: Zoom

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

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		Motion to approve the agenda by Michele. Seconded by Gail. Carried.
3.0	Approval of Meeting Minutes	3.1 Minutes of Mar 16, 2021 had been previously distributed for review.	Motion to approve the minutes of the Mar 16 meeting by Lisa. Seconded by Kevin. Carried.
4.0	Business Arising from the Minutes	4.0 Draft Terms of Reference for Capital Building Task Group and proposed order of construction	See agenda item 8.2

5.0	Generative Discussion: What did we learn from board training? What would we like to do differently as a result?	<p>Round-table discussion about our learnings from Board Training provided by Ryan Erb at United Way, where we would like to make changes to the way the board operates: written committee reports that follow template; Asking questions in advance; Dashboard reporting; Consent agenda.</p> <p>Discussion also included the ongoing learning of: Comparing board & staff roles Operational vs. governance; Strategic direction; Keeping roles separate – board vs. volunteer vs. committees; Social time is important; Commit to ongoing board training</p>	<p>Template for committee reports will be provided next meeting.</p> <p>Attempt to do consent agenda next meeting.</p>
6.0	Huron Perth Ontario Health Team Update	A report was sent out previously by email and also included in the board package. No further update.	
7.0	Committee Reports		
	7.1 Leadership	<p>Daryl Ball's resignation was presented. There was discussion regarding the replacement for the vice-chair position. It should be occupied by someone who will advance to the position of Chair. Negotiations with current board members are underway to fill the position.</p> <p>ED evaluation process will be done on a sliding scale based on the job description. The survey will be sent to board members and staff. Willy will also do a self-evaluation. A suggestion was made to send the survey to external people who interact with Willy.</p>	<p>Motion to accept Daryl Ball's resignation with regrets by Gail and seconded by Michele. Carried.</p> <p>Leadership will review the results and go over them with Willy. Willy will provide a list of external people.</p> <p>A motion to form an ad hoc committee to design the survey was made by Michele and seconded by Jasmine. Carried.</p>
	7.2 Communications & Marketing	Evaluations of the current communications program and future programs are being done.	
	7.3 Budget & Finance	There was a meeting with the auditor to discuss the year end audit. It was suggested that we pay Smith Construction \$25,000 towards our construction debt associated with Phase 1 renovation.	Motion to pay Smith Construction \$25,000 made by Kevin and seconded by Tony. Carried

		It was also suggested that we set up an unrestricted reserve fund leaving approximately \$20,000 as a surplus at year end.	<p>Motion to establish a separate reserve fund account and allocate \$15,000 from the year-end surplus by Kevin and seconded by Liz. Carried.</p> <p>Motion to send a RFP for the garage renovation by Kevin and seconded by Michele. Carried.</p>
	7.4 Fund Development & Fundraising	<p>Fourth quarter report was e-mailed to board members. Donations are up \$31,1715 from last year. Fundraising is \$111,216 above the expected budget.</p> <p>Valerie Petrie, a financial planner has joined the Planned Giving committee.</p>	
8.0	Task Groups		
	8.2 Property Committee	Terms of reference were sent out with board package.	A motion to accept the terms of reference was made by Robin and seconded by Jasmine. Carried.
	8.3 Governance Committee	<p>The committee has gone through the bylaws and changes were made. Ralph Smith will review them before they are brought to the board.</p> <p>Membership expansion was discussed.</p>	Will be discussed at further board meetings.
9.0	Financial Report	<p>Report was sent out previously.</p> <p>The government programs were beneficial throughout the year.</p> <p>Professional fees were higher due to the auditor charging for his services.</p> <p>Telephone/internet were over budget due to addition of cell phones.</p> <p>Huron Hospice is in the process of paying out the Kootstra mortgage and adding the amount to the Libro mortgage.</p> <p>The money in the TD account will be moved when signatories are available.</p>	Motion to accept the financial report as presented by Kevin. Seconded by Gail. Carried.
10.0	Operating Plan Report	Report was sent out previously.	Motion to accept the report by Michele. Seconded by Lisa. Carried.
11.0	Employee Engagement Survey Action Plans	The plan was distributed in the board package.	It will be brought forward for review in six months which will be the Oct. meeting.

12.0	Executive Director's Report	<p>The report was included in the board package.</p> <p>Occupancy at the residence is down due to the restriction of visitors.</p> <p>A training program for nurses will be put in place for when occupancy is low.</p> <p>Walkerton and has been previously approved for a 6-bed hospice site and was developing under governance of board at Chapman House in Owen Sound. These two groups are now independent. Jay and Willy are offering support for developing group in Walkerton (Saugeen Shores Hospice).</p> <p>HPCO Conference – Christine Elliott opened day 2 with an announcement of \$23.6M to go to residential hospice services, but unclear on details of this new funding.</p>	<p>Motion to accept the report by Michele and seconded by Tony. Carried.</p>
13.0	Capital Campaign Report	<p>The committee is approaching groups as well as ACW, Bluewater and North Huron councils.</p>	
14.0	Upcoming Events	<p>Virtual Hike for Hospice – Week of May 24</p> <p>50/50 Draw</p> <p>No Place Like Home – Sept.</p>	
16.0	Adjourn	<p>Next meeting May 18, 2021 – 7 PM</p>	<p>Motion to adjourn - Kevin</p>