



Meeting of the Board of Directors
Minutes

Date: January 19, 2021

Time: 7:00 pm

Location: Zoom

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

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	Michele requested that we add an item regarding public relations.	Moved by Michele and seconded by Daryl that the agenda be approved with one addition. Carried.
3.0	Approval of Meeting Minutes	3.1 <u>Minutes of Dec.15, 2020</u> had been previously distributed for review.	Moved by Lisa that the minutes be approved. Seconded by Robin. Carried.
4.0	Business Arising from the Minutes	None	

5.0	Huron Perth Ontario Health Team Update	A report was sent out previously by email. Update from Willy. The Huron Perth OHT is considered to be a higher functioning OHT compared to others in the province.	
6.0	Committee Reports		
	6.1 Leadership	No meeting.	
	6.2 Communications & Marketing		The terms of reference for the committee will be ready for the Feb. meeting.
	6.3 Budget & Finance	Financial statements were sent out prior to the meeting. We may have to use the Line of Credit in April. Kevin will analyze the hydro bills to make sure that the rate we are using is the right one.	
	6.4 Fund Development & Fundraising	Monthly meetings are being held.	
	6.5 Quality Committee	Terms of reference have been sent out to the board before the meeting.	The Leadership Committee will review the terms.
7.0	Task Groups		
	7.1 Huron Hospice Foundation	Report from group was included in the meeting package. The consensus of the report was that it was not necessary to set up a Foundation at this time.	Moved by Michele and seconded by Daryl that the board accept the recommendation not to set up a Foundation until sufficient funds are accumulated to warrant it.

			Carried. The extensive report will be kept as a resource for future reference.
	7.2 Property Committee	The terms of reference have not been established yet.	Terms of reference will be sent out and discussed at next meeting.
	7.3 Governance Committee	Board training should be a priority. Jay will contact someone to conduct board training by Zoom.	Terms of reference will be sent out and discussed at next meeting.
8.0	Financial Report	Report was sent out previously. We are anticipating a deficit of approx. \$17,000 by the end of the fiscal year. We should receive more CEWS money and this program will continue until the summer.	
9.0	Provincial Pre-Budget Strategy	There will be a meeting with Lisa Thompson and ED's from hospices of Huron-Bruce in late January. There may be an increase in funding approved by the province.	
10.0	Pharmacy Services	The results of the RFP were sent out with the meeting materials and Michael's Pharmacy was chosen as the service provider.	A motion was made by Michele and seconded by Kevin that the board accept the report and award the contract to Michael's Pharmacy. Carried.
11.0	Executive Director's Report	A written ED Report was included in meeting package. Verbal update from Willy: - Hospice staff are not eligible for vaccination yet, but they might be called on short notice when clinics have extra vaccine left over. - Due to the Stay At Home orders, most of the staff are working from home. - The RCC position will be posted after feedback from staff on recommendations to make changes to position. - Into second wave of pandemic, the occupancy rates of hospices across the province are low, including Huron Hospice	
12.0	Emergency Plan	Document was sent out in meeting package. This is a preliminary plan.	The complete plan will be ready for the next meeting.

13.0	Capital Campaign	The committee is meeting regularly and are compiling names for potential donors. The focus is on larger donations. Discussions have included how to restructure mortgage. Capital Campaign bank account is approx. \$35,000 and there is approx. \$75,000 in the general account which will be moved when it is no longer needed.	
14.0	Public Relations	It was brought to the attention of the board that some of the volunteers were not happy with the gift in recognition of their service. It was felt that the money should have been spent on the operation of the Hospice.	Board members are encouraged to make suggestions for recognizing volunteers and donors which will be at little monetary cost while still showing appreciation for their services.
15.0	Adjourn	Next regular board meeting February 16, 2021	Motion to adjourn was made by Kevin. Adjournment at 8:11 PM
16.0	In Camera • HR matters		