




**Meeting of the Board of Directors**  
**Minutes**

**Date: March 19, 2024**

**Time: 7:00 pm**

**Location: Bender House Community Room and Zoom**

<b>Present:</b>	Lisa Taylor	Eugene Dufour	Willy Van Klooster (staff)
	Elizabeth Kruspe	Jay McFarlan	
	Hayley Morgan	 Robin Wark	
<b>Regrets</b>	Jamie Pereira		
	Brenda Kinnear		

<p><b>VISION</b></p> <p>Huron Hospice will be a rural Centre of Excellence in Palliative Care</p>
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<p><b>MISSION</b></p> <p>To provide quality hospice palliative care in our rural communities</p>
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	<b>Topic or Subject</b>	<b>Highlights/Discussion</b>	<b>Outcome</b>
	<b>Conflict of Interest</b>	None indicated	
<b>1.0</b>	<b>Welcome, Opening Comments</b>		Lisa opened the meeting and welcomed Directors and special guest Deb Shelley, Volunteer Coordinator.
<b>2.0</b>	<b>Removal of items from Consent agenda</b>		None indicated.
<b>3.0</b>	<b>Approval of Agenda</b>		Jay requested addition of "Board Recruitment" to agenda. Motion to approve amended agenda by Brenda. Seconded by Eugene. Carried.

<b>4.0</b>	<b>Approval of Consent Agenda</b>	4.1 Minutes of Jan 16 Board meeting 4.2 Committee Reports 4.3 Executive Director Report 4.4 Financial Statements Summary	Motion to approve consent agenda by Liz. Seconded by Robin. Carried.
<b>5.0</b>	<b>Presentation on Music Certify Accreditation Process – Deb Shelley, Volunteer Coordinator</b>	Deb created a short video to explain the Music Care accreditation process through organization called Room 217. Directors asked questions and congratulated her on an exemplary job.	
<b>6.0</b>	<b>Huron Perth &amp; Area Ontario Health Team update</b>	Willy explained that HP&A OHT will be among the first group of OHT across the province that aim for incorporation by March 2025	
<b>7.0</b>	<b>New Strategic Plan: Next Steps</b>	Susan had compiled the notes generated from Board Discussion at strat plan meeting on March 16, guided by Ryan Erb. Board has also reviewed feedback from staff, volunteers and community survey.	Leadership Committee will develop next plans and bring back to Board in May. Possible next phase meeting with Ryan Erb in June.
<b>8.0</b>	<b>Financial Reports</b>	8.1 Revenue & Expenses at February 29, 2024  8.2 Balance Sheet at February 29, 2024	After review of finances by Elizabeth and Willy, Elizabeth made a motion to accept the financial report. Seconded by Eugene. Carried.
<b>9.0</b>	<b>Draft Budget: Apr 1, 2024 – Mar 31, 2025</b>	Elizabeth provided an overview of budget, previously reviewed by Finance committee. Noted change to Medical Director model of sharing the care, and addition of part-time position for front door of Bender House.	Motion to approve the 2024-25 budget by Elizabeth, seconded by Robin. Carried.  A final draft of the budget will be shared with all staff, as tradition and for transparency.

<p><b>10.0</b></p>	<p><b>Draft Operating Plan: Apr 1, 2024 – Sept 30, 2024</b></p>	<p>Willy presented the draft plan, a time extension of the existing plan, with the understanding that the Board is developing a new Strategic Plan anticipated to be complete in September.</p>	<p>Motion to approve Operating Plan by Hayley. Seconded by Robin. Carried.</p>
<p><b>11.0</b></p>	<p><b>Capital Expansion Update</b></p>	<p>11.1 Construction &amp; Final Funding</p> <p>11.2 GIC Investment renewals</p> <p>11.3 Shingling The Carriage House</p> <p>11.4 Operating Funds For Two Additional Beds</p>	<p>Willy explained that we will need a further \$248,000 for final touches of addition and the plan to make-up this shortfall.</p> <p>Motion to extend term on \$200k GIC for 1 month, and \$500k GIC for 2 months by Liz. Seconded by Eugene. Carried.</p> <p>Re-shingling the carriage house will be done by volunteers, using (hopefully) donated materials in July, after Graceview is done.</p> <p>Willy explained the series of meetings he has had with senior staff at Ministry of Health. Funding of additional beds will depend on demonstrated need and occupancy rates, after operating for some time. HPCO has advocated successfully for additional funds for additional beds but may be some time and there is uncertainty about location.</p>
<p><b>12.0</b></p>	<p><b>Board Recruitment</b></p>	<p>Jay initiated a round-table discussion about plan to recruit new Directors to the board. Input from around the table will guide the plan.</p>	<p>Directors were encouraged to share social media posts when available, and talk with people they think might be a good fit of skills, personality, and time.</p>

13.0	<b>Upcoming Events</b>	April 6 – Candlelight Walk May 26 – Hike for Hospice June 9 – Pet Memorial Walk Sept 21 – No Place Like Home Sept 25 – Annual Celebration Oct 20 – Memorial Forest Event	
14.0	<b>Adjourn</b>	Next meeting April 16 at 7pm  Regular May meeting moved to May 28	Motion to adjourn by Hayley.
15.0	<b>In-Camera Session</b>	HR matter	
16.0	<b>Resignation Letters</b>	During the in-camera session, resignation letters were read from Hali and Jamie, noting time commitment was too much.	Motion to accept letters of resignation from Hali and Jamie by Eugene. Seconded by Brenda. Carried.
17.0	<b>Adjourn In-Camera session</b>		Motion to adjourn in-camera meeting by Eugene.