



Meeting of the Board of Directors
Minutes

Date: Oct 17, 2023

Time: 7:00 pm

Location: Huron Hospice Community Meeting Room & Zoom

Present:	Lisa Taylor	Brenda Kinnear	Jay McFarlan
	Elizabeth Kruspe	Hayley Morgan	Eugene Dufour (guest)
	Jamie Pereira	Robin Wark	Willy Van Klooster (staff)
Regrets	Hali Adair		

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	Lisa welcomed everyone, as her first regular board meeting as Chair. Lisa introduced guest Eugene Dufour, who is interested in re-joining the board. She also encouraged other Directors to start recruiting for more directors.	
2.0	Removal of items from Consent agenda	Lisa asked for removal of minutes of Sept 19 meeting for discussion.	

3.0	Approval of Agenda		Motion to approve the agenda by Robin. Seconded by Brenda. Carried.
4.0	Approval of Consent Agenda	<p>4.1 Minutes of September 19 Board meeting Lisa noted that composition of <i>ad hoc</i> committee on Staff Compensation should replace Jasmine with Jamie.</p> <p>4.2 Committee Reports</p> <p>4.3 Executive Director Report</p> <p>4.4 Financial Statements Summary</p>	<p>4.1 –Motion to approve amended minutes by Robin. Seconded by Brenda. Carried.</p> <p>Motion to approve Consent Agenda by Robin. Seconded by Brenda. Carried.</p>
5.0	Business Arising from the Minutes	Jay to summarize generative discussion. There was some discussion about whether to continue having Generative Discussion questions on our agenda.	It was decided that we should keep it, but with less frequency, and instead seek board education and guest speakers.
6.0	Huron Perth Ontario Health Team Update	Willy expanded on his report, having attended an in-person meeting of the OHT on Sept 26. The HPA OHT is close to officially incorporating, and will be one of the first in Ontario to do so, serving as model to others. Once finalized, HPA OHT will control flow-through funding from Ministry. Members of OHT are currently concerned about seasonal tridemic (RSV/flu/Covid).	
7.0	Generative Discussion	If we could guarantee success, what bold steps would we take?	Jay will summarize for next meeting.
8.0	Q2 Reports	8.1 Financial Statements - Willy highlighted that current cashflow projections show that we will use all of our cash reserves by year end.	

		<p>8.2 Balance Sheet at Sept 30</p> <p>8.3 Operating Plan to Sept 30 - Agency nursing is filling gaps but not sustainable. Recruitment of new nurses ongoing.</p> <p>8.4 Risk Management Plan to Sept 30</p> <p>8.5 Aiming Higher Action Plan to Sept 30 8.6 KPI Report to Ontario Health to Sept 30</p>	<p>8.2 Requested that balance sheet have separate columns for capital and operating funds.</p> <p>8.4 Action Plan is being developed based on engagement surveys from staff and volunteers, to be presented to board next month.</p> <p>Motion to accept Q2 Reports by Liz. Seconded by Robin. Carried.</p>
9.0	Board Policy Manual (D) Review & Revision	<p>Jay thanked Brenda and Robin for being part of ad hoc committee to review D-policy manual. There was some discussion on the importance of all directors to routinely review this policy manual.</p>	<p>Add line to header of each policy “Due to be reviewed: [date]” and stagger all policies in a 3-year cycle.</p> <p>Motion to approve revised D-policy manual by Robin. Seconded by Brenda. Carried.</p>
10.0	Increase to Budget to Improve Staff Compensation	<p>Willy thanked the ad hoc committee for discussions. Staff feedback indicated they would prefer wage increase over pension/benefits. Willy outlined the rationale for increasing staff wages, based on fair and suitable comparisons to the same roles at other hospices. The committee reports this will increase budget by \$31,000 this year and \$71,000 for next year.</p>	<p>Robin, of ad hoc committee, recommended to Budget and Finance Committee, that budget be increased to match percent increases in committee report, effective for Nov 3 pay. Liz made the motion to support this recommendation. Brenda Seconded. Carried.</p>

11.0	New Strategic Plan	Current strat plan is for 2019-2023, and up for renewal. The board is undertaking EDI Training this fall, so will prioritize Strat Planning process for the new year. External advisor needed to guide the process. Future board discussions will focus on “planning to plan” and examine how we will develop the next strategic plan.	Lisa to contact Ryan Erb at United Way Huron-Perth to ask about facilitating the process.
12.0	Capital Expansion Update	We received approval from the Ministry to proceed with the capital build on Oct 4. The Capital Build Task Force met with Graceview Enterprises (the lowest bidder) on Oct 11 to discuss the process.	We are waiting for a foundation permit from Municipality of Central Huron before work can begin. This process may take up to 30 days.
13.0	AGM and Annual Celebration Evaluation	Round table discussion about the highlights and things to improve for next year. Overall, good event for our members, staff, and volunteers.	Mark your calendars! Next AGM is Sept 25, 2024
14.0	Upcoming Events		
15.0	Adjourn		Motion to adjourn by Hayley.
16.0	In-Camera meeting		