



Lanark  
Community  
Programs



North Lanark  
Community Health  
Centre



Whitewater Bromley  
Community Health  
Centre

## BOARD MINUTES

September 24, 2019

North Lanark CHC

**Present:** Tom Baumgartner, Fay Bennett, Gwen Bennett (via OTN), Andrea Brett, Cynthia Carver, Barbara Drake, Deborah Duffy, Bill Janes, Bonny Johnson (via OTN), Warren McMeekin, Kim O'Connor, Linda Russell, Joey Trimm

**Staff:** Carol Anne McNeil, John Jordan, Sarah Sark, Becky Walker (resource)

**Presentation:** Kara Symbolic – LRHCS 2019-2020 Workplan

**1. Welcome:** Fay extended a welcome to everyone.

**2. Approval of Agenda – Conflict of Interest:** The agenda was approved with one addition, suggested by Tom: discussion of the revised Finance Committee terms of reference (under the Finance Committee report).

**3. Approval of Minutes – June 25, 2019:** The minutes were approved as presented.

**4. Business Arising from Minutes:** No business arising from the minutes of June 25, 2019.

### 5. Board Workplan for September

- **Orientation and update for Board members:** Orientation took place September 10. No further action required at this time.
- **Review schedule of required reports for corporate and legal requirements:** Fay reviewed the list of reports (three due by September 30; one due by March 31) which included the following: registered charity information return, registered charity basic information sheet, organization's financial statements, directors' worksheet, officer's worksheet, Ontario Corporations information act annual return. Amy is presenting the financial orientation at the October Board meeting; she will provide a detailed list of legislation and funder requirements for financial reporting to the Ministry.

- **Ensure P&R Committee reviews relevancy and effectiveness of mission and belief statements (every 5 years):** Tom suggested that given the changes to healthcare, it would be advisable for the Planning & Review Committee to evaluate the LRHCS mission and belief statements this year (early 2020), rather than wait for the scheduled review in 2022. He suggested that more of an emphasis on partnerships may be added, depending on the focus of OHTs.  
**DECISION:** The Board recommended that the Planning & Review Committee assess the mission and belief statement in light of recent and ongoing changes to healthcare in Ontario.
- **Establish annual Board workplan:** The group reviewed the Board workplan and approved the 2019-2020 updates. Changes and additions are highlighted; Becky to upload revised version to Sharepoint.
- **Operational plan review:** Included in Kara's presentation to the Board at the meeting.

## 6. Correspondence

1. **Champlain LHIN CAPS notice September 2019:** John presented the CAPS notice dated September 19, 2019, which provides 60 days' notice prior to the initial submission date of November 22, 2019. No further Board action is required at this time.

## 7. New Business

1. **Board Committee Chair training:** Tom confirmed that Board Committee Chair training is scheduled to take place at NLCHC on October 22 at 2:00 p.m. (prior to the Board meeting). He asked that any committee Chairs indicate if they are unable to attend. Joey confirmed he will be away and unable to attend either meeting. Fay offered to meeting with Joey afterwards to review what was discussed. She asked Board members for suggestions or additions to the agenda.
2. **List of legislation affecting the organization:** John presented the list of legislation that was discussed at the Board orientation. He reviewed recent changes (highlighted in the document) and asked Board members to contact him if there are any questions.
3. **Board retreat:** Kara confirmed that the Board retreat will take place in November and will focus on generating substantive discussions. She asked for feedback regarding dates; the facilitator (Leah Stephenson) is available November 16-30, and Calabogie Peaks was suggested as the most convenient location for attendees. Kara will conduct a Doodle poll to determine the best date to accommodate the majority of attendees. The group asked that a full day be dedicated to the retreat, with select staff participating as well.
4. **CHEO OHT:** John shared the CHEO OHT Board of Directors information sheet, outlining the CHEO OHT structure and application process. **Andrea declared a conflict of interest and did not participate in decision-making relating to this item.** Due to the children's programs offered by

the organization, LRHCS has signed on as a member of the CHEO OHT. As a member of the CHEO OHT, LRHCS is required to sign off on the application, which is still in process. John expects to receive notification of the application's completion on or before October 4, at which time LRHCS will submit the signed membership approval form.

**DECISION: The Board authorized Fay to sign the membership approval form for the CHEO OHT application.**

5. **ED Workplan:** John shared his 2019-2020 workplan with the Board, and indicated he would be meeting with Fay to review items in detail. He offered to answer any questions, and invited Board members to email him with feedback at any time.

----- **BREAK** -----

**8. Executive Director's Report:** John presented his report to the Board.

**9. LCP Agency Director's Report:** Sarah presented her report to the Board.

#### **10. Committee Reports**

1. **Executive:** Fay presented the September 10 meeting minutes and the draft Terms of Reference for the Executive Committee. The group discussed the Terms of Reference for the committee, and determined that more review by the Governance Committee was required before approving.

**DECISION:** The Board received the September 10 meeting minutes of the Executive Committee.

**ACTION:** Terms of Reference for the Executive Committee to be reviewed by Governance at the Oct. 7 meeting.

2. **Finance:** Warren presented the September 5 meeting for the Finance Committee. He discussed the recommended purchase of 15 Bates for Family Relief, which was approved by the Executive Committee on September 10. Carol Anne confirmed that the purchase process has been initiated with the intention of accessing the building and setting up programs as of September 30. Warren confirmed that the committee reviewed the Q1 financial statements, which will be available (along with the Q2 statements) at the November Board meeting. Tom suggested that membership in the Terms of Reference be changed to align with the wording suggested by the Governance Committee: The Executive Director, the Director of Finance and a minimum of two staff shall support the committee. The Executive Director will designate a staff resource to support the committee."

**DECISION:** The Board received the September 5 meeting minutes of the Finance Committee.

**DECISION:** The Board approved the revised Terms of Reference for the Finance Committee.

3. **Governance:** Tom presented the August 28 meeting minutes, September 10 meeting minutes, annual Board evaluation survey results, and the 2019-2020 workplan for the Governance Committee. In light of time constraints, he asked that discussion of the annual Board evaluation survey results be deferred to the October meeting.  
**DECISION:** The Board received the August 28 meeting minutes and the September 10 meeting minutes of the Governance Committee.
4. **Planning & Review:** Bill presented the September 11 meeting minutes, revised Terms of Reference, and the 2019-2020 workplan for the Planning & Review Committee. Tom suggested that membership in the Terms of Reference be changed to align with the wording suggested by the Governance Committee: "The ED will designate a staff resource and a minimum of two staff representatives to support the committee."  
**DECISION:** The Board received the September 11 meeting minutes of the Planning & Review Committee.  
**DECISION:** The Board approved the revised Terms of Reference for the Planning & Review Committee.
5. **Alliance:** Fay presented the LRHCS Alliance Liaison report, with links to recent webinars. She encouraged Board members to take advantage of the resources available; they provide excellent information on Ontario Health Teams, and the role of collaborative governance. She also pointed to the Alliance 101 webinar, which offers a good primer for new Board members.

## 11. Availability for Cheque Signing

12. **Date and Location of Next Meeting:** *Tuesday, October 22 @ 3:30 (Board Committee Chair training at 2:00; refreshments served at 3:00) in the NLCHC Kitchen Boardroom*

Respectfully submitted,



Fay Bennett, Chair