

**Minutes of the Board of Directors
of the Alzheimer Society Lanark Leeds Grenville**

April 20, 2021

Audio/Video Conference Call via Zoom

1. Call to Order and Roll Call

The meeting was called to order at 5:20 p.m.

Present: Melinda Coleman (Executive Director), Peter Cuthbert (Chair) Susan Storie, Matthew Armstrong, Linda Chaplin, Peter Petsanis, Robin Hawe, Vicky Willis, Debbie Erfle-Storie.

Regrets: Anita Fitches.

Guest: Michelle Durant – Scotiabank.

2. Confirmation of Agenda and Additions

- no additions.
- Peter C. advised we have a quorum.

3. Approval of Minutes - March 2021

- 2 amendments were noted:
 1. Fundraising – the Ben Hutton Golf Tournament raised a total of \$71,000 over 3 years.
 2. Due to the Covid-19 Pandemic, the Fund Development Coordinator's salary for 2020-21 will be taken out of fundraising expense and will be paid from the LHIN one time funding.

Motion: Peter P. and **Second:** Debbie E-S. that the Minutes from the meeting March 16, 2021 be accepted as presented and amended. **All Approved & Carried.**

4. Scotiabank – Michelle Durant

- Melinda C. introduced Michelle who provided us with an overview of our accounts and investment options. Discussion occurred.
- We have an investment account waiting to be reinvested. Michelle provided information re: a 10 month GIC.
- We have an operating account which Melinda indicated we need to keep this account 'as is' for operating purposes.
- We have a current savings account – currently not being used.
- We have a GIC with a maturity date in July 2021.
- Michelle advised, she will require a Letter of Direction from the board c/w 2 signatures and a copy of the meeting minutes.

- Melinda C. will provide us with a copy of the investment summary from the bank.
- Matthew A. suggested we develop a policy in order to provide the Executive Director with authority to give direction.

Motion: Debbie E-S. and **Second:** Robin H. that the investments account and savings account be moved to a Dual Rate Savings Account (not locked in) so that the funds can remain fluid. **All Approved & Carried.**

5. Executive Director's Report

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview and discussion occurred. As a result of discussion, Melinda will amend her report as suggested.

Motion: Robin H. and **Second:** Debbie E-S. that the Executive Director's Report be accepted as amended. **All Approved & Carried.**

6. Financial

- **March Financial Summary** was not available. Melinda advised that Mark E. assured her there were no concerns.
- **Budget for 2021-22 Actual** – Melinda provided an overview.

Motion: Peter P. and **Second:** Robin H. that the Alzheimer Society of Lanark Leeds Grenville 2021-22 Budget be adopted as presented. **All Approved & Carried.**

7. AGM and Audit

- **The ASLLG Annual General Meeting** will be held on June 15, 2021. This is a public meeting, staff will be invited. Melinda C. suggested Cathy Barrack as a guest speaker. Board was receptive to this idea. Melinda will contact Cathy.
- Board meeting will follow the AGM.
- **Audit** – Melinda C. indicated that Jessica Rothwell is available for the AGM. Melinda will be dropping boxes off to Jessica on May 17, 2021 and Mark E. is available that week for questions / info. re: the Audit.

8. New Business

- **Susan S.** – Peter C. announced that due to personal reasons and the pandemic effect on her business, Susan S. has provided a letter of resignation effective at the end of the AGM.
- Discussion occurred re: terms of other board members – are any coming to the end of their 3 year term. Peter and Melinda will meet to discuss this.

9. Adjournment

Motion: Debbie E-S. and **Second:** Matthew A. that the Meeting be adjourned.

All approved & Carried. 6:28 pm.

10. Next Meeting Date – May 18, 2021 - Zoom Conference – 5:00 pm.



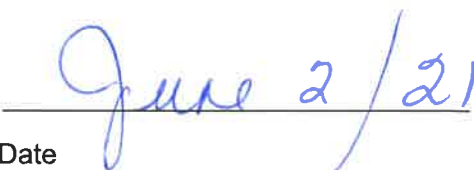
Chair Signature



Date



Secretary Signature



Date