

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

March 16, 2021

Audio/Video Conference Call via Zoom

**1. Call to Order and Roll Call**

The meeting was called to order at 5:15 p.m.

**Present:** Melinda Coleman (Executive Director), Peter Cuthbert (Chair) Susan Storie, Anita Fitches, Peter Petsanis, Robin Hawe, Vicky Willis, Debbie Erfle-Storie.

**Regrets:** Matthew Armstrong, Linda Chaplin.

**Guest:** Jessica Rainville.

**2. Confirmation of Agenda and Additions**

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

**3. Approval of Minutes - February 2021**

- no corrections required.

**Motion:** Anita F. and **Second:** Peter P. that the Minutes from the meeting Feb. 16, 2020 be accepted as presented. **All Approved & Carried.**

**4. Staff Presentation – Jessica Rainville**

- Melinda C. introduced Jessica, ADP (Day Program) Team Leader who has been with our society for 4 years.
- Jessica presented an overview of her role and ADP. There are 12 day programs and 11 staff members.

**5. Financial**

- **February Financial Summary** was sent out prior to the meeting. Melinda provided an overview and discussion occurred.

**Motion:** Robin H. and **Second:** Debbie E-S. that the Financial Statement dated February 2021 be accepted as presented. **All Approved & Carried.**

- **Preliminary Budget 2021/22** – Melinda C. provided us with a copy prior to the meeting and further information for discussion. Melinda and Mark E. are still working on the budget - specifically expenses. Melinda advised that revenue will stay the same. It does not have to be issued to the LHIN this year. The final budget will be issued and presented to the board for approval at the April meeting.

- **Motion:** Susan S. and **Second:** Vicky W. that the 2021-22 Preliminary Budget dated March 16, 2021 be accepted as presented. **All Approved & Carried.**
- **Motion:** Anita F. and **Second:** Debbie E-S. that Executive Director, Melinda C. be given authority to move forward with expenses based on the 2021-22 Preliminary Budget dated March 16, 2021. **All Approved & Carried.**
- **Fundraising Revenue – revenue from February**
  - Melinda C. provided an update and indicated that fundraising is down due to the current circumstances (pandemic).
  - Ben Hutton Golf Tournament will not be proceeding. This tournament has raised approx. \$30,000 in 3 years.
  - Walk is taking place in May (with safety protocols in place).
  - Fund Development Coordinator has been organizing virtual bingos and trivia nights and has raised approx. \$2275.00.
  - Fundraising dollars stay with our society.
  - Fund Development Coordinator's salary could be expensed to One Time Funding to.
  - LHIN dollars need to be spent.
  - All other programs are within budget.

## 6. Executive Director's Report

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview and discussion occurred.
- Donations and memoriams were not finalized for the financial summary – Melinda advised the approx. amounts were \$1288 in donations and \$1272 in memoriams.
- Melinda provided correction – Anne assessed 29 new First Link clients in February (not January as noted in the ED report).
- Melinda has contacted our Auditor and they have confirmed they will be at the AGM.

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

## 7. OHT (Ontario Health Teams) Update

- Melinda C. provided an update and discussion occurred:
  - Funding for first year initiatives still being discussed.
  - Melinda advised that she has signed an attestation to the LLG OHT dated February 18, 2021. A copy was provided to board members prior to this meeting.

**8. New Grant Application**

- applying for the Healthy Communities Grant.


**9. New Business**

- Melinda C. advised that Mark may not have a Financial Summary for the month of March.
- A.G.M. will be added to the April Agenda.

**10. Adjournment**

**Motion:** Debbie E-S. and **Second:** Peter P. that the Meeting be adjourned. **All approved & Carried.** 6:42 pm.


**11. Next Meeting Date – April 20, 2021 - Zoom Conference – 5:15 pm.**



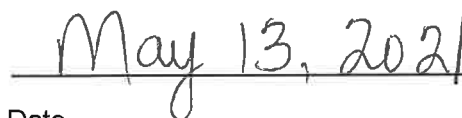
Chair Signature



Date



Secretary Signature



Date

# EXECUTIVE DIRECTORS REPORT

April 2021

<b>Organization summary</b>	<p>Staff vaccinations – Our staff was categorized as Very High Priority. All staff were given a facility code to book their first appointment. Most have already received the first shot.</p> <p>All Education and Support staff are back to working from home because of the current stay at home order. Adult Day Program and Overnight Stay Care remain opened as an essential service and Jane, Leisha and me are in office. The Society is very busy, many new clients have been seeking support, education, ADP, and OSC. We continue to have waitlists for programs, but we are in contact with everyone waiting and providing phone support and recreation mailouts.</p> <p>Two members of our staff have volunteered weekly at the vaccine clinic in Smiths Falls in good faith to help with the roll out of the vaccine.</p>
<b>Financials</b>	<p>March financial summary is unavailable, but Finance manager (M.E.) has assured me that we are in good position. I will forward it to everyone when I receive it. If you have any questions or concerns, I will be happy to get the answers for you.</p> <p>Final Budget 2021/22 on agenda for approval</p> <p>Letter to CRA to create a business account – getting assistance from the auditor.</p> <p>HST return will be done by the auditor on our behalf because we do not have a CRA account to send it. They do not accept paper submissions as per finance manager. (M.E.)</p> <p>EFT set up through CCIM for monthly rentals.</p> <p>Signature stamped on cheques pending.</p>
<b>Programs &amp; services</b>	<b>Adult Day Programs / Overnight Stay Care</b>

	<p><u>ADP</u> – we had 200 in person visits;187 additional client connections with recreation calls/mailouts/take home rec packages; we had 6 admissions/8 discharges/31 on the waitlist. We continue to offer the Covid Relief ADP in Almonte on Thursday’s. The Booth Recreation Grant that we receive from ASO will continue to fund this program for the next 6 months.</p> <p><u>OSC</u>- we served 12 clients in the month of March (3 clients per weekend). We had 7 NEW referrals to the program this month.</p> <p><b>Education &amp; Support</b>- Minds in Motion has wrapped up for now. We offered a Laughter and Movement Program (LAMP) to our caregivers once a week for 5 weeks. We hired a special entertainer for this group to help lift the spirits of the caregivers. It was so very well received; we plan to offer it again soon. Our Education Team offered the First Link Learning Series on Zoom this Month as well.</p> <p><b>First Link Navigation</b> – assessed 59 new clients in March. She is feeling very busy and overwhelmed at times but is managing well. Support will be offered when needed during this extremely busy time.</p> <p><b>Fund Development</b> – Raised <b>\$1045</b> in the month of March from the Birdfeeder sales and Bingo’s. Another bingo is scheduled for May and Fund Development and Marketing coordinator is working hard on organizing the walk which is May 29<sup>th</sup>. If you would like to participate, please contact BJ. If you would like to sponsor – I am walking from Almonte to Pakenham to raise money.</p> <p><b>Donations/memoriums</b> – not available but will be shown in the financial summary.</p>
<b>OHT- updates</b>	All members meeting was April 13/21. Meeting notes were sent out for your information. Vicky Willis was interested in joining the LEAN committee.
<b>Staff updates</b>	Strategic Planning meeting with our team has been deferred to early May. Our preference would be to meet in person but if we are still on a lockdown/stay at home order we will meet on ZOOM.

	Restructuring of Support and Education roles therefore a position has been eliminated due to redundancy.
<b>My Take</b>	Covid has deflated staff again. We are planning a team building event on Zoom to lift everyone's spirits. It was a month of learning and growth for me personally with going through a "year end" experience and starting a new fiscal year and planning a budget. Being a new leader during a world pandemic has been extremely difficult to work through, but it has also brought a lot of personal and professional growth for me as well. I really look forward to the time when Covid is a thing of the past, and we can resume our business in a more hands on, face to face environment. The staff have been amazing through this, but it has been very difficult on everyone trying to maneuver through these challenging times. I thank the Board of Directors as well for being very supportive and attentive to myself, and the organization. I value all the experiences, and insights that you each bring. Thank you for continued dedication to the Society.

Melinda Coleman -Executive Director

Our Mission:

**THE ALZHEIMER SOCIETY LANARK LEEDS GRENVILLE EXISTS TO ALLEVIATE THE PERSONAL AND SOCIAL CONSEQUENCES OF ALZHEIMER DISEASE AND RELATED DEMENTIA, AND TO PROMOTE THE SEARCH FOR THE CAUSE AND CURE.**