

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

May 19, 2020

Audio/Video Conference Call via Zoom

I. Call to Order

The meeting was called to order at 5:05 p.m.

II. Roll Call

Present: Louise Noble (Executive Director), Anita Fitches (Chair) Susan Storie, Charles Coghlin, Peter Petsanis and Peter Cuthbert.

Regrets: Matthew Armstrong, Robin Hawe, Linda Chaplin.

III. Approval of Minutes

- **Motion:** Peter C. and **Second:** Peter P. that the Minutes from the meeting on April 21, 2020 be accepted as presented. **All Approved & Carried.**

IV. Financial Statements

- No financial statement – due to the Auditors working on the year-end report with Louise.

V. Executive Director's Report

- Louise provided a report and discussion ensued. Here are the main points:
- Staff continue to be quite busy delivering programs under the new protocols. Making and delivering lunch, treats to families, regular contact with caregivers.
- Anita asked about staff returning to work from the office spaces. Louise advised this is something they are talking about but not quite there yet – possibly June. Lanark Lodge is using the Perth office / day program until the end of May. Brockville office is shared with another organization so that will need to be considered.
- Anita mentioned other organizations are talking about working in office space at 50% capacity, self distancing, wearing masks, etc....
- Louise advised that the Civitan Club of Perth is donating cloth masks.
- Louise and Melinda are on a committee with ASO. The rollout of day programs is at least a month away.
- Anita mentioned how amazing it is that so much has been accomplished virtually.
- Louise indicated they are considering 'one on one' visits outside the clients' home – for example some exercise – while the caregiver stays inside.

VI. Open Issues:

a) Ontario Health Teams

- Louise – nothing to report.

b) Search Committee – Anita & Linda

- Anita provided an update – discussion ensued.
- Anita and Linda are conducting interviews at the Smiths Falls office on Thursday, May 21, 2020 – with safety protocols in place as required.
- We may need to ask Louise to stay on until June, until successful candidate is in place. Louise is in favour to do this as needed.
- **Motion by:** Peter C. and **Second by:** Susan S. that the Executive Directors Selection Committee (Anita F. and Linda C.) be given the authority to extend an offer of employment to the successful candidate. **All approved and Carried.**
- Peter C. suggested that a letter be sent to the unsuccessful candidate(s) once the offer is accepted by the successful candidate. All agreed.

c) Constitution Review

- Louise confirmed the proposed amendments have been sent out to the membership.
- Motions will be covered at the AGM.

d) AGM – June 16, 2020

- The AGM is scheduled to take place via Zoom on June 16, 2020.
- Louise advised the notice has been sent out via Facebook, Twitter and there will be an Ad in the EMC.
- The moderator of the meeting is always the Chair of the Board – therefore, Anita F.
- Louise will send a Draft Agenda.
- Anita asked if we are going to have a guest speaker – it was decided, no not this year.
- Discussion ensued re: the process for nominations to the board. Charles' term is ending this June – therefore, we have an opening.
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VII. New Business

a) No New Business.

VIII. Next Meeting Date – Annual General Meeting:

June 16, 2020 - Zoom Conference – Louise will send out the invitation.

Adjournment:

Motion: Charles C. and **Second:** Peter P. that the Meeting be adjourned.

All approved – Carried. Meeting adjourned at 5:55 pm.



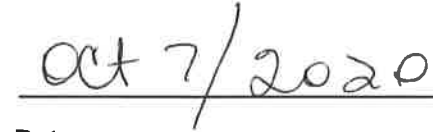
Chair Signature



Date



Secretary Signature



Date