

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

May 18, 2021

Audio/Video Conference Call via Zoom

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

The meeting was called to order at 5:04 p.m.

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

**Regrets:** Robin Hawe

**2. Confirmation of Agenda and Additions**

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

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

- Peter C. asked if there were any comments or changes to be noted – there were none.

**Motion:** Debbie E-S. and **Second:** Vicky W. that the Minutes from the meeting April 20, 2021 be accepted as presented. **All Approved & Carried.**

**4. Presentation - A Year in Review by Melinda C.**

- Melinda provided a powerpoint presentation and overview of the accomplishments from the past year. (this will be attached to the minutes). Peter C. commented and all board members agreed it has been an impressive year with great accomplishments, especially given it was during a pandemic year.

**Motion:** Susan S. and **Second:** Peter P. That the 'Year in Review' be accepted as presented. **All Approved & Carried.**

**5. Executive Director's Report**

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview. Melinda also presented the Goals for Year 1 and Year 3-5 – this document will be attached to the minutes. Discussion occurred.
- Vicky W. went through the process to become a member of LEAN (Lived Experience Advisory Network) for our OHT (Ontario Health Team). On behalf of the board, Peter C. thanked Vicky for taking on this role and asked her to provide us with an update at a meeting in the fall.

**Motion:** Matthew A. and **Second:** Peter P. that the Executive Director's Report and Goals be accepted as presented. **All Approved & Carried.**

## 6. Financial

- **Financial Summary** not available – Mark E. has once again assured Melinda C. that we are in good shape.
- **Recoverables owing to the Ministry** – Melinda issued 3 letters from the Ministry prior to the meeting. Discussion occurred. Matthew A. provided us with an overview and advice on how to address this. It is not unusual for it to take a couple of years before the Ministry would address this. The Ministry will deduct the recoverables from our fund allocations. Matthew also suggested to Melinda to advise the Auditor(s) to not net 'Base Funding' against 'One Time Funding'.
- **Investments** – Melinda C. has sent a letter to Scotiabank with the instructions for the investments per discussion at April's meeting.

## 7. AGM and Audit

- **Audit** – Melinda C. has dropped the boxes off at the Auditors' office. Melinda and Mark E. are available for questions as needed.
- **AGM** – scheduled for 5 pm via Zoom on Tuesday, June 15, 2021. The notice for the AGM has been posted to the public. Melinda advised there are approx. 6-7 people from the public who have RSVP'd. Staff members are invited as well. Cathy Barrack has agreed to attend as a guest speaker.
- Peter C. and Melinda will provide us with a list of Board Members and dates when they became a board member – in order to establish the status of our terms. Anita has advised her term as a board member is coming to an end. Robin H. has expressed his interest to Melinda C. to remain on as Treasurer.
- Peter C. and Melinda will develop the AGM Agenda and script for motions and issue prior to the June meeting.

## 8. New Business

- **Susan S.** - has reconsidered her resignation and decided to remain on the Board of Directors. Susan has committed to the role as secretary for June – however, has asked if there is another member who could step in to this role – it would be greatly appreciated. Susan agrees to continue as secretary until such time there is a replacement.

## 9. Adjournment

**Motion:** Debbie E-S. and **Second:** Vicky W. that the Meeting be adjourned.


**All approved & Carried.** 6:03 pm.

**10. Next Meeting Date – June 15, 2021 - Zoom Conference – following the AGM.**

  
Chair Signature

  
Secretary Signature

  
Date

  
Date