

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

November 16, 2021

Audio/Video Conference Call via Zoom

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

The meeting was called to order at 5:07 p.m.

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

**Regrets:** Susan Storie, Matthew Armstrong, Linda Chaplin

Peter C. advised we have a quorum.

**2. Confirmation of Agenda and Additions**

- no additions.

**3. Approval of Minutes – September 16, 2021**

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

**Motion:** Peter P. **and Second:** Vicky W. that the minutes from the September 16, 2021, meeting be accepted as presented. **All Approved & Carried.**

**4. Executive Director's Report**

- Report was sent out by Melinda C. prior to the meeting – Melinda provided an overview.
- A few highlights:
  - Kick off meeting and planning stages from Nesda to Alyacare underway this week.
  - Second day program in Brockville now being offered.
  - Extended overnight stay care program that was approved has not started due to lack of staff availability.
  - Almonte Hub subcommittee interested in providing funds to help with ADP in Almonte
  - Bequest funds may be allocated to Almonte ADP on Thursday's

**Motion:** Debbie ES. **and Second:** Anita F. that the Executive Director's Report be accepted as presented. **All Approved & Carried.**

**5. Financial**

- **Financial Summary** – Wages and benefits reported is showing a deficit. Payroll ran a report and it showed that we were off budget on hours worked compared to last fiscal year.

It was not considered when building the budget line for this year that the comparison was during the pandemic. During the pandemic there was 2400 less hours worked compared to this year. This is a contributing factor to what is driving up the budget for wages/benefits.

**Motion:** Robin H. **and Second:** Vicky W. that the financial report be received. **All Approved & Carried.**

- **Insurance Renewal** – Premium increase is an extra \$1300 for the year. Otherwise, insurance is fully paid up.
- **Benefits Update** – It was noted that changes of staffing hours, wage changes etc. hadn't been reported to Empire Life in a few years. This information is necessary to ensure staff entitlements are accurate. These updates have increased the premiums and therefore are contributing to our budget line being off.
  - Melinda requested the policy from ASO and Empire Life on how to report benefits as per any increases or changes.
  - Additional qualifying Staff members are now apart of our RRSP plan. This is also driving up the cost of our wages and benefits budget.
- **Fundraising revenue** – Toll Roads total = \$11,538.02, Country Dance = \$6179.75, Monthly Giving Month of September = \$1660.00

## 6. New Business

- **Project Lifesaver**– is a program that allows Police Agencies to provide timely response to save lives and reduce potential injury for adults with Dementia/Alzheimer's.
  - The Alzheimer's Society would partner with the local Police Agency to provide this service to clients.
  - The clients would wear a band type bracelet that is a mobile tracking system -radio technology and would provide their whereabouts in the event they go missing or wander away from their care giver.
  - The local Police Service would have a receiver that would track the client's whereabouts. As client's receive a bracelet, the Police Service would be provided with their profile for tracking purposes.
  - The Alzheimer's Society would be responsible to identify clients, registration of the clients, providing them with the bracelets, changing the batteries of the bracelets and providing the client's profile to the Police.
  - Very expensive program to launch. Startup would be approx. \$15,000.00. The receiver for the Police is one component approx. \$6000 and then the bracelets for the clients are second component. There would also be an impact on Alzheimer staff. Police Services would provide their own training of officers and would house the clients' profiles in their databases.
  - Families would need to pay for bracelets and batteries unless funding can be received.

- Community funding would be required to pay for the receiver and to assist families with the cost of the bracelets and batteries.
- Three other chapters are a part of this program already.
- ASLLG is going to start small with Prescott. All partners are aware and promoting it across our area.
- Grants may be available to off set the cost for the receivers or request the Police Service themselves to fund it. The community funds could then be used for the bracelets to allow more families to participate.
- Melinda will conduct further research on the program and the possibility of grants and funding to offset the costs and allow it to extend to other areas within Lanark Leeds and Grenville.
- The Board requests that the Executive Director update the Board at each meeting on the status of this program, any barriers, progress etc.
- **Alzheimer Awareness Month** – January 2022 – The committee have met and have developed the outline for the month. The theme is ***“Kindness”***.
  - Radio Stations will be promoting Alzheimer’s Awareness, there will be flags flown in all areas promoting Alzheimer’s Awareness, we are hoping that Smiths Falls will consider lighting up the water tower. We will be posting information on our Social Media on a daily basis.
  - We will be spreading awareness all throughout Lanark Leeds Grenville with extra attention in Brockville and Almonte area.
  - We hope to promote and provide Dementia Friendly Community training to local businesses during this month.
- **Offering online programs at the same time as in person programs** - Peter P asked if it has been considered if programs could be offered via zoom for clients to participate from home at the same time as the in-person programs are being run. This may allow for more participation in programs as well as not requiring extra staff.
- Melinda indicated that support is going to be offered via zoom. Education will be provided via zoom as well. Trying to get back regular delivery of service in person, but certainly considering continuing offering zoom support programs, education etc. Confidentiality must be considered when having people in person and having people on-line at the same time. The technology is being demoed and tested to try to use this in future.
- Peter C and Melinda will discuss further for future implementation.

## 7. Adjournment

**Motion:** Debbie ES. and **Second:** Peter P. that the meeting be adjourned.

**All approved & Carried.** 6:23 pm

**10. Next Meeting Date – January 18, 2022 - Zoom Conference**

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Chair Signature

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Date

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Secretary Signature

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Date