

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

September 16, 2021

Audio/Video Conference Call via Zoom

1. Call to Order and Roll Call

The meeting was called to order at 5:02 p.m.

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

Regrets: Anita Fitches

Peter C. advised we have a quorum.

2. Confirmation of Agenda and Additions

- Melinda would like to defer Staff Benefits under Financials to the next meeting and that the Fundraising initiatives and Work Alzheimer Day be removed as a separate item as it is included in the Executive Director's Report.

3. Approval of Minutes - June 15, 2021

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

Motion: Peter P and **Second:** Robin H that the Minutes from the meeting June 15, 2021, 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:
 - All staff members are in compliance with the COVID Policy. All volunteers including students, contractors and board members must show proof of vaccination. Clients simply must pass screening.
 - We will be involved in the Federation Strategic Planning Session with all ASiO's in October. Melinda will send package to the Board.
 - All chapters will be moving to same software – Alyacare will allow for better data collecting and reporting and allow for all chapters to be more standardized in processes.
 - Fundraising is going well for the year. World Alzheimer's Day takes place September 21st. Fundraiser and awareness event organized for the evening.

Motion: Susan and **Second:** Debbie E.S. That the Executive Director's Report be accepted as presented. **All Approved & Carried.**

5. Financial

- **Financial Summary** was provided in advance to all. Melinda reviewed.
 - User fees are down but are getting back to normal status after COVID.
 - There is a variance with wages and benefits, but Mark has advised that he is running some reports to see what is going on in that area. This may be due to benefit issues and pay equity. There may be a deficit at the end of the year, but there is no risk as there is surplus to cover off and balance at year end. Melinda will be able to report back at next meeting.

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

- **Bequest:** Business Plan Initiatives:
 - Request of the Board:
 - To offer additional Adult Day Programs in Brockville and Almonte. Approximate cost is \$51,960 to run both programs for 1 year.
 - Overnight stay care Program to be extended to 2 additional nights per week. Cost \$90,000.00 for a year
 - User fees would be required to offset costs
 - Use available funds received \$135,000 and \$10,000 bequests as well as the reserve funds in savings to fund programs.
 - Offer program as a pilot for one year at a time with the hope to prove to the government that these programs are required and receive government funds to operate in future.
 - Matthew recommended to use reserved unspecified equity if needed.

Motion: Debbie ES. and **Seconded:** Vicky W. that funds be utilized to offer additional Adult Day Programs in Brockville and Almonte and extend Overnight Stay Care Program to 2 additional nights per week. **All Approved & Carried.**

7. New Business

- **Audit-Management Comments Work chart and recommendations**
 - Melinda provided chart and recommendations and reviewed with Board.
 - Matthew recommended that all cheques and Financials have initials and be sent to Mark, send monthly to the Treasurer of the Board, and to keep all EFT reports on file for the auditor.

- **Capitalization Policy** – recommendation from auditors that capital spending have a set threshold. The recommended capitalization threshold for the CSS sector is from \$3000 to \$5000. Our auditor (Allan & Partners) recommends a threshold of \$3500 for our organization. Melinda is recommending as well, that ASLLG approve a threshold of \$3500.

Motion: Matthew A. and **Seconded:** Peter P. that the capitalization policy allow a threshold of \$3500. **All Approved & Carried.**

- **Monthly Meetings** – Request to change monthly meetings to every 2nd month.
- Recommended that the change be a pilot and reviewed in June 2022 prior to the summer break.
- Next meeting would be November 16, 2021, and then January 2022 and then every 2nd month after that. There will be a meeting in May and again in June to coincide with the Annual General Meeting.

Motion: Debbie ES. and **Seconded:** Matthew A. to move the monthly meetings to the 3rd Tuesday of every 2nd month. **All Approved & Carried.**

- **Lottery Account** – Country Dance – A \$2,000 guitar was donated for a raffle and 50/50 draw will be held at the dance. The Town of Perth requested that we have a lottery license. As required an account must be opened at Scotia Bank to allow a lottery license for this purpose.

Motion Susan S. and **Seconded:** Vicky W. that The Alzheimer Society Lanark Leeds and Grenville open a new lottery account at Scotia Bank as required by the Town of Perth. **All Approved & Carried.**

- **ADP user fee increase:** Current User fee is \$18 a day. A Request to increase the fee to \$20 a day effective January 1, 2022, to offset new PPE costs and other increases in costs.

Motion: Linda C. and **Seconded:** Debbie ES. that The Alzheimer Society Lanark Leeds and Grenville raise the Adult Day Program Fee to \$20 per day. **All Approved & Carried.**

- **Mandatory Vaccination Policy** – Information Item only provided to the Board. COVID Policy is a mandatory Alzheimer's Ontario developed policy effective September 7, 2021. All staff must be in compliance with the policy. All students, volunteers and contractors will have to comply as well. Clients are not required to comply to the policy. The policy was provided to the board prior to the meeting. ED needs to track proof and if refuse vaccination, track refusal, provide education and ensure compliance with the policy for future reference. This policy applies to board members or others who are volunteering or involved with the Alzheimer's Society if they are participating in any events.

8. Adjournment

Motion: Susan S. and **Second:** Debbie ES. that the Meeting be adjourned.

All approved & Carried. 6:17 pm.

9. Motion to go In-Camera session ED's Evaluation.

Motion: Linda C. and **Seconded** Peter P.

The evaluation was completed by the Chair, Peter C with input from the Board Members. Evaluation will be provided to the ED by the Chair, Peter C.

Motion to adjourn In-Camera at 6:22 pm

Motion: Susan S. and **Seconded** by Vicky W.

10. Next Meeting Date – November 16, 2021 - Zoom Conference

Chair Signature

Date

Secretary Signature

Date