

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

September 27, 2022

In-Person 179 Elmsley St, Smiths Falls

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), Debbie Erfle-Storie, Robin Hawe, Cheryl Pringle, Dan Pearlman.

Regrets: Peter Petsanis, Vicky Willis, Taryn Vickery

Peter C. advised we have a quorum.

2. Confirmation of Agenda and Additions

- Board Vacancies
- November meeting

Motion: Moved by: Cheryl P and **Second:** Dan P that the agenda be accepted with the additions requested.

All Approved & Carried.

3. Approval of Minutes – June 21, 2022

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

Motion: Moved by: Robin H and **Second:** Debbie ES that the Minutes from the meeting June 21, 2022, be accepted as presented. **All Approved & Carried.**

4. Guest – Mark Elliott

- Mark is the Financial Analyst at the ASLLG. He reviewed the layout of the financial summary for the new board members. Fund 2 is Provincial Funding and User Fees for programs. Fund 2 needs to be reported on to the Ministry. Fund 3 is the fundraising funds and is used to offset the requirement for additional monies for the programs and salaries.
 - Discussion ensued about the Reserves and if there are avenues to be able to spend some of the reserves to augment programs and users or for other required expenses.
- **Financial Executive Summary** highlights provided by Robin H
 - All Financials are in good shape.

Motion: Moved by: Robin H and **Second:** Dan P that the Financial Executive Summary, August 2022, be received. **All Approved & Carried.**

- Motion request to expense Fund Type 3 for facility upgrades and renovations. The required renovations had previously been approved by the Board. The Executive Director requested using approximately \$15,000.00 from Fund Type 3 to cover the cost of this work. Renovations are scheduled for the Perth site. A quote was obtained from Lanark Lodge for \$9100 for building 2 offices and \$2000 for a sprinkler system. There will be additional costs for new desks and chairs, and equipment for offices.

Motion: Moved by: Robin H **and Second:** Cheryl P that \$15,000.00 be used from Fund Type 3 for the previously approved renovations. **All Approved & Carried.**

5. Executive Director's Report

- Report was sent out by Melinda prior to the meeting – She provided an overview at the meeting.
- Highlights from Report
 - Phone system has been upgraded to provide better access to the specific department clients are calling for. This was at no expense to the Society.
 - Accreditation is scheduled for 2024. All staff members are involved in preparing for this.
 - Perth Office renovations are moving forward with quotes and Smiths Falls location renovations have been completed in the bathroom to now meet building code and safety requirements.
 - Caregiver ID Badge pilot program is underway with expected pilot end date of Jan 2023. If successful, this program will roll out throughout LLG.
 - All Programs are back to full capacity.
 - Smiths Falls Hub project is moving along. Awaiting MOU for approval.
 - Received an additional base increase of \$22,000 per FY. This will be used for service delivery, service pressures and building upgrades.
 - PSW Wage Enhancement has become permanent funding. Direct Care hours need to be submitted every quarter by ED for allocation of funds.
 - One-time funding (\$80,000) approved to expand Overnight stay care program 2 extra days a week until March 31, 2023.
 - Betty Neill Endowment Fund – On July 19, 2022, the Executive Board passed a motion to invest \$28,100 for this fund. \$13,100 will be moved from operations account to savings along with the \$15,000 that was already moved into savings in July from the Betty Neill donation.

- Rents for all locations will be increased in January 2023.
- Due to a new owner taking over the building where the Almonte location is situated, as of January 2023, we will have to pay all utilities. We will need to make room in the budget for this as this was covered by the previous owner. The new owner will be covering some of our location expenses as a goodwill gesture for the Alzheimer's Society.
- Fundraising is going well for this year.

Motion: Moved by: Debbie ES **and Second:** Cheryl P that the Executive Director's Report be received as presented. **All Approved & Carried.**

6. New Business

- **Establishing Committees:** Currently there are no committees assisting the ED. It is recommended that the following committees be established, and the following members sit on the committees. The Executive Director is an ex-officiant of all Committees.
 1. Audit Committee: Vicky W and Taryn V
 2. Nomination Committee: Peter C
 3. Finance Committee: Robyn H and Cheryl P
 4. HR Committee: Dan P and Debbie ES
 5. Fund Raising Committee: to be determined once a new Fundraising Employee is hired.
- **New policies to review for accreditation – Finance, IT, Health, and Safety**
 - Draft IT and Finance Policies were shared with the Board. The appropriate committee will be reviewing respective policies to be brought back to the Board for approval in November.
- **Insurance Policy 2022-23** – A question was raised as to what was covered in the insurance policy to ensure adequate coverage is in place for our Chapter. The Policy was shared with the Board and the Board was comfortable that there is adequate coverage in place for Board Members and other insurance requirements.
- **Board Vacancies** – There is a requirement for 9 board members. We have one vacancy currently and we will have another vacancy due to another board member vacating. All board members are requested to seek out other community members as potential new board members. There are specific requirements that the members must meet. Names should be forwarded to Peter Cuthbert to follow up with the candidate.
- Next Meeting will be rescheduled to November 22, 2022, at 5pm at the Smiths Falls Location.

8. Adjournment

Motion: Moved by: Debbie ES **and Second:** Dan P that the meeting be adjourned at 6:53 pm. **All approved & Carried.**

Motion: Moved by Robin H **and Second:** Cheryl P to go in-Camera at 6:54 pm. ED's Evaluation was presented and received by all Board Members. Previous Board Members over the past year had input into the Evaluation. The Evaluation was presented to Melinda.

Motion: Moved by Debbie ES **and Second:** Dan P **that we move out of in-Camera.**

Next Meeting Date – November 22, 2022 – 5pm Smiths Falls Location.

Chair Signature

Date

Secretary Signature

Date