

Board of Directors Meeting Minutes
In-Person – Friday, November 29, 2024
Ed’s House – Education Room – 10:00 am
Zoom Virtual Option

Present: Jackie Gardner-Nix, Angela Grogan, Sharyl Ann Milligan (via Zoom), Selena Forsyth, Jessica Clarke, Elaine Azzopardi, Stephen Beauchamp, Judy McLean, Trish Baird, Tina Stephens, Jordyn Boivin (Financial Analyst, CMH), Adam Kolisnyk (CFO, CMH).

Regrets: Tim Miller, Sharron MacDonald

Topic	Discussion	Decision/Action
Board Education	Topic – CCN Finance 101 – Presented by Jordyn Boivin, Financial Analyst, CMH.	This was deferred until the January Board meeting.
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Elaine Azzopardi who welcomed everyone. There was a quorum present, and no conflicts of interest were declared.	No conflicts were declared.
1.3. Approval of Consent Agenda	Approval of Consent Agenda	Motion by: Stephen Beauchamp to approve the consent agenda. 2 nd by: Jackie Gardner-Nix. Carried.
1.4 Approval of Agenda	Approval of Agenda	Motion by: Selena Forsyth to approve the agenda. 2 nd by: Angela Grogan. Carried
3. Business Arising from Minutes	3.1 RBC Credit Line Update Trish informed the Board the application for the credit has been approved and the line of credit has been set up. 3.2 Board Recruitment Update Contact was made with a potential candidate, but they are committed elsewhere. Suggested that the Board carry on with 10 members and begin recruiting in the spring. The board was comfortable with this.	For Information Purposes For Information Purposes
4. Board Business/Committee Matters	4.1 Finance Committee – Q2 Financial Results The Q2 Financial results were presented to the Board. Jordyn pointed out areas of the operating statement and discussed some revenue variance highlights.	Motion by: Jessica Clarke to accept the Q2 financial results as presented. 2 nd by: Stephen Beauchamp. Carried.

	<p>4.1.1 Intercompany Allocation – as outlined in the Finance Committee minutes. The current Hospice Services fee no longer reflects the true cost of running the program. The Finance Committee recommends the fee is increased to 8% of expenses. This will be reviewed on an annual basis.</p> <p>Donor Relations Fee – The current split for Donor Relations is (60% - Hospice Services & 40% Client Services). This no longer reflects the actual costs being incurred for each area. It is recommended that the split be changed to (75% Hospice & 25% Client Services). This should be reviewed on an annual basis with a view to expanding the resources required for Client Services fundraising.</p> <p>4.2 Foundation Update Elaine provided an update on Foundation activity. They are currently recruiting new Board members, and many fundraising activities are happening. A special meeting is being held today to approve revised By-Laws for the Foundation.</p> <p>4.3 OHT-N Update/Governance Advisory Council The Governance Advisory council will meet twice a year instead of once a year as originally planned.</p> <p>4.4 In Camera Session</p>	<p>Motion by: Jackie Gardner-Nix to approve the 8% Hospice Management Fee. 2nd by: Judy McLean. Carried.</p> <p>Motion by: Jessica Clarke to approve the Donor Relations fee split of 75% (Hospice) and 25% (Client Services). 2nd by: Angela Grogan. Carried.</p> <p>For Information Purposes</p> <p>For Information Purposes</p> <p>Motion by: Judy McLean to move into camera. 2nd by: Stephen Beauchamp. Carried. Motion by: Judy McLean to move out of camera. 2nd by: Selena Forsyth. Carried</p>
5. Termination		Motion by: Selena Forsyth

Next Meeting – Friday, January 24, 2025 - Zoom

Governance Committee Meeting Minutes Zoom Meeting – Friday, Dec. 6, 2024 – 9:00 am

Present: Angela Grogan, Jessica Clarke, Jackie Gardner-Nix, Trish Baird, Tina Stephens,

Regrets: Stephen Beauchamp

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Jackie Gardner-Nix to approve the agenda. 2 nd by: Angela Grogan. Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – June 7, 2024	Motion by: Angela Grogan to approve the minutes of June 7, 2024. 2 nd by: Jessica Clarke. Carried.
3. Business Arising	<p>3.1 Updated CEO Evaluation Committee was pleased with changes made to the evaluation which included adding a name section, and an “unsure” response. Committee will discuss at a future meeting whether it is a moot point completing this, with the CEO plans for retirement in 2025.</p> <p>3.2 Updated Draft Board Member Agreement An updated Board Member agreement was circulated. Addition of “attendance a minimum of 75% attendance” was accepted. This will be sent out annually along with being added to a new Board member package. Tina will use Adobe Acrobat to ensure the document is fillable electronically.</p> <p>3.3 Board Questionnaire Results Results of 2024 Board questionnaire results were circulated and overall, the results were very positive. Discussion around bringing forward the Board matrix at the Board level when thinking about future board member recruitment.</p>	<p>Motion by: Jackie Gardner-Nix to approve the amended CEO evaluation. 2nd by: Angela Grogan. Carried.</p> <p>For Discussion Purposes</p> <p>For Discussion Purposes</p>
4. Work Plan Items	<p>4.1 Review Work Plan The work plan for 2024/2025 looks good. No additions at this time. Strategic priorities & objectives will be an update from the Directors at the February Board meeting. Hospice staff will be asked to provide an update on the HPCO accreditation process at the February Governance meeting.</p>	For Discussion Purposes

	<p>4.2 Review Terms of Reference One minor wording change to the document. Removal of wording" and one Vice Chair".</p> <p>4.3 Plan Board Education Sessions Possible future topics discussion included an Indigenous course currently being offered by Cancer Care Ontario. This could be a discussion point for one of the Board education sessions. Also, topic of the screening process for our Volunteers. Possible presenters could be our agency volunteer coordinators.</p>	<p>For Discussion Purposes</p> <p>Trish will further review the course outline and see how it relates to CCN. She will send an email out to the Board with her findings.</p>
5. Policy Review	<p>Policy Review Sheet for 2024/2025 was circulated. HPCO accreditation policy will be reviewed by Hospice staff and brought back to the February meeting. Tina will check in to see if Ethic's consultant is still reviewing the Conflict-of-Interest policy. Policies for review in February are:</p> <ul style="list-style-type: none"> ➤ BD-20 – Board Accountability ➤ BD-165 – Policy Framework Management 	For Information Purposes.
Terminate		Motion by: Jackie to Terminate

Next Regular Meeting: Feb. 14, 2025

Finance Committee Meeting Minutes

Friday January 10, 2025

Attendees: Stephen Beauchamp, Jackie Gardner-Nix, Angela Grogan, Donna Moulton, Tim Miller, Judy McLean, Elaine Azzopardi, Jordan Boivin (Analyst, CMH), Adam Kolisynk (CFO, CMH)

Staff: Trish Baird, Carolyn Skidmore

Regrets: Tina Stephens

Meeting called to order: 9:04 am

1) Quorum & Approval of Agenda

Motion to Approve: Stephen 2nd Jackie

2) Approval of previous minutes-Nov 15/24

Motion to Approve: Jackie 2nd Elaine

3) Business Arising from Minutes

3.1 Draft Capital Plan

Jordyn presented the 2025/2026 Capital Asset Plan. Total Draft budget is for \$97,866 with funding sources being Ontario Health and Ed's House Foundation. If one-time funding from Ontario Health is not received, recommendation to approve \$25,000 for capital purchase in 2025-26.

Motion to Approve: Tim 2nd Angela

3.2 Contracts & Leases – Policy F-40

Revisions were presented from the previous meeting. Policy approved as presented.

4) Work Plan Items

4.1 CCN Fee Schedule Review for 2025/2026

Trish presented the proposed fee schedule with recommended increases as of April 1, 2025.

The PDA program is under review and it was decided that the Wellness Program should be added to the Fee Schedule.

Motion to Approve: Tim 2nd Stephen

4.2 Review Inventory of Investments

Currently have a small number of investments. One GIC maturing in April 2025, Committee decided to renew for a one-year period. In the interim Adam and Jordyn will be coming present a longer term investment plan.

Motion to Approve renewing for 1 year: Stephen 2nd Tim

4.3 Cashflow Update by Jordyn – For information purposes.

4.4 Draft Budget

Jordyn presented a DRAFT BUDGET 2025-2026. Committee discussed a number of items. This budget will come back to the February meeting for further discussion.

4.5 Midpoint Work Plan Review

The committee reviewed their work plan and all items on target.

5) Policy Review

F-10 Annual Audit-- Approved

F30 Budget Presentation – “yearly capital budget” rewrite and bring back.

F-80 Fee Schedule- remove “fee in trust”

F-110 Insurance—Approved

F-120 Investment Policy—Approved

6) Termination of Meeting at 10:35am

Motion to adjourn: Tim 2nd Jackie