

**Board of Directors Meeting Minutes**  
**In Person Meeting – Friday, June 21, 2024 – 11:00 am**  
**Location: Venutre13, 739 D’Arcy St. Cobourg, ON**

**Present:** Jackie Gardner-Nix, Angela Grogan, Judy McLean, Sharyl Ann Milligan, Selena Forsyth (partial, via Zoom), Sharron MacDonald, Jessica Clarke, Elaine Azzopardi, Tim Miller, Trish Baird, Tina Stephens  
Jordyn Boivin, (Financial Analyst, CMH), Meaghan Spencer (Finance Manager, CMH), Adam Kolisnyk (CFO, CMH),

Regrets: Cindy Anthony

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
1.1 & 1.2 Quorum & Declaration of Conflict of Interest	The meeting was called to order by Jackie Gardner-Nix 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: Elaine Azzopardi to approve the consent agenda. 2 <sup>nd</sup> by: Angela Grogan. Carried.
1.4 Approval of Agenda	Approval of Agenda	Motion by: Sharron MacDonald to approve the agenda. 2 <sup>nd</sup> by: Jessica Clarke. Carried
3. Business Arising from Minutes	No Business Arising	For Information Purposes
4. Board Business/Committee Matters	<p>4.1 Draft Audited Statements – March 31, 2024 The Draft Audited Statements year ending March 31, 2024, were circulated. Deferred revenue from the Hospice Capital Campaign is now depleted. Process for request of funds to the Foundation will need to be put into place. Ministry funding increased over last year from 43% to 52% of operating budget. KPMG opinion was this was a clean audit.</p> <p>4.2 New Board Member Agreement The Governance Committee reviewed a new Board member agreement that was suggested to be sent out for signature when a member renews their term. Suggestion made to add a comment with regards to attendance and a caveat added to exclude a</p>	<p>Motion by: Judy McLean to accept the Financial Statements for the year ending March 31, 2024. as presented. 2<sup>nd</sup> by: Jessica Clarke. Carried.</p> <p>For Information Purposes</p>

	<p>person if an emergency takes place and they are unable to attend meetings. This will go back to Governance for the fall and will be brought back to the Board for future discussion.</p> <p>4.3 Declaration of Compliance 2023/2024 The Declaration of Compliance for 2023/2024 was circulated.</p> <p>4.4 Proposed Slate of Directors With no vacant seats on the Board this upcoming year, a Nominating Committee didn't need to be formed. The Chair canvassed the members whose term were up for renewal and proposed the following Directors be put forth at the AGM: <i>Stephen Beauchamp – 1<sup>st</sup> Year of 3<sup>d</sup> Term</i> <i>Cindy Anthony – 1<sup>st</sup> Year of 2<sup>nd</sup> Term</i></p> <p>4.5 Foundation Update Several items being currently worked on at the Foundation. Bylaws are being reviewed, fundraising activities in the works and AGM being planned for end of Sept, beginning of Oct.</p>	<p>Motion by: Jessica Clarke to accept the Declaration of Compliance for 2023/2024. 2<sup>nd</sup> by: Judy McLean. Carried.</p> <p>Motion by: Jessica Clarke to put forth the proposed Slate of Directors to the AGM. 2<sup>nd</sup> by: Tim Miller. Carried.</p> <p>For Information Purposes</p>
5. Termination		Motion by: Jessica Clarke

**Next Meeting – June 24, 2024 – Immediately following the AGM**

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**Board of Directors Meeting Minutes – Zoom Meeting**  
**Monday, June 24, 2024 – 10:30 am**

**Present:** Jackie Gardner-Nix, Sharron MacDonald, Judy McLean, Cindy Anthony, Jessica Clarke, Selena Forsyth, Stephen Beauchamp, Sharyl Ann Milligan, Elaine Azzopardi, Angela Grogan, Trish Baird, Tina Stephens

**Regrets:** Tim Miller

<b>Topic</b>	<b>Discussion</b>	<b>Decision/Action</b>
<b>1. Quorum &amp; Declaration of Conflict of Interest</b>	The meeting was called to order by Jackie Gardner-Nix who welcomed everyone. There was a quorum present, and no conflicts of interest were declared.	No conflicts were declared.
<b>2. Approval of Slate of Officer Position</b>	Jackie presented the following recommendations to the Board for Executive members for 2024/2025: Chair – Elaine Azzopardi Vice Chair – Jessica Clarke Secretary/Treasurer – Judy McLean	Motion by: Selena Forsyth to approve the slate of officer positions as presented. 2 <sup>nd</sup> by: Sharyl Ann Milligan Carried.
<b>3. Signing Officers</b>	Chair – Elaine Azzopardi Vice Chair – Jessica Clarke Secretary/Treasurer – Judy McLean Chief Executive Officer – Trish Baird	Motion by: Sharyl Ann Milligan to approve the signing officers for CCN. Seconded: Selena Forsyth Carried.
<b>3. Termination</b>		Motion by: Selena Forsyth

**Next Regular Meeting: Friday, September 27, 2024 @ 10:00 am**

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## INTERNAL CONTROLS/RISK MANAGEMENT

### Quarterly Reporting of Remittances April 1, 2024 – June 30, 2024

Community Care Northumberland's compliance with the financial and reporting obligations as set out by the following Government Ministries is as follows:

**Canada Customs & Revenue Agency:** All employee payroll deductions and employer contributions including Income Tax, Canada Pension Plan, Employer Health Tax and Employment Insurance premiums have been remitted.


**Workplace Safety & Insurance Board:** All Workplace Safety & Insurance Board premiums and assessments have been remitted in accordance with requirements.

**Ontario Ministry of Finance:** There were no Retail Sales Taxes due to the Ministry for the period in accordance with requirements.

**Ontario Ministry of Health:** All required reporting to Ontario Health East and Ministry of Health and Long-Term Care have been remitted in accordance with requirements.

#### Completed by:

  
Adam Kolisnyk (Aug 19, 2024 15:23 EDT)  
Adam Kolisnyk  
CFO  
Campbellford Memorial Hospital

  
Trish Baird (Aug 19, 2024 14:28 EDT)  
Trish Baird  
Chief Executive Officer  
Community Care Northumberland



**CommunityCare**  
NORTHUMBERLAND

**BOARD MEETING SCHEDULE**

**September 2024 – June 2025**

Friday, Sept. 27, 2024	In Person – Ed’s House
Friday, Oct. 25, 2024	Zoom
Friday, Nov. 29, 2024	In Person – Ed’s House <b>*Xmas Lunch Following Meeting</b>
Friday, Jan. 24, 2025	Zoom
Friday, Feb. 28, 2025	Zoom
Friday, Mar. 28, 2025	In Person – Location TBD
Friday, April 25, 2025	Zoom
*Friday, May 30, 2025	Zoom
June Board Meeting TBD	Zoom
June 2024 TBD	Annual General Meeting/In Person

**Board meetings are held on the 4<sup>th</sup> Friday of every month.**

**All meetings will begin at 10:00 am.**

**\*The meeting on Nov. 29<sup>th</sup> & May 30<sup>th</sup> is on the 5<sup>th</sup> Friday.**

**\*All in-person meetings will have a virtual option.**



# Community Care

## NORTHUMBERLAND

### Committee Membership 2024/2025

EXECUTIVE	GOVERNANCE	FINANCE	FUNDRAISING	FOUNDATION
Elaine Azzopardi - <i>Chair</i>	Jessica Clarke - <i>Chair</i>	Judy McLean - <i>Chair</i>	Selena Forsyth – <i>Chair</i>	Lynn Hardy - <i>Chair</i>
Jessica Clarke – <i>Vice Chair</i>	Stephen Beauchamp	Tim Miller	Sharyl Ann Milligan	Elaine Azzopardi – <i>Vice Chair</i>
Judy McLean - <i>Treasurer</i>	Angela Grogan	Stephen Beauchamp	Sharron MacDonald	Judy McLean
	Cindy Anthony	Jackie Gardner-Nix	Jackie Gardner-Nix	Stephen Beauchamp
		Donna Moulton (Community Member)	Sarah Turck (Community Member)	
		Angela Grogan		
		Elaine Azzopardi		