

**Minutes of Hospice Greater Saint John
Board of Directors' Meeting
Wednesday, April 29, 2009
6:30 – 8:00 pm**

The Board of Directors of Hospice Greater Saint John met on Wednesday, April 29, 2009 at the temporary Hospice office in Brunswick Square, Saint John, NB.

Executive Present: Patrick Woods, Chairperson
Cathy Connolly, Vice Chairperson
Tina Landry, Secretary
Marta Kelly, Treasurer
Marilyn Craft, Past Chairperson
Sandy Johnson, Executive Director

Directors Present: Marijke Blok, Ivy Cosman, Ivan Ho, Shelley Macdougall, Shirley McAlary, Doug McCaig, John Sheehan

Regrets: Jo MacLean
Dr. Chris O'Brien, Honourary Medical Director
Dr. Nancy Grant, Honourary Chairperson

1. CALL TO ORDER

Patrick Woods called the meeting to order at 6:30 pm.

2. APPROVAL OF AGENDA

*Motion to approve the agenda as presented. (Shirley McAlary/Ivan Ho)
Carried*

3. APPROVAL OF MINUTES – MARCH 25, 2009

*Motion to adopt the Board of Directors' minutes of February 25, 2009. (Shirley McAlary/Doug McCaig)
Carried*

4. RESIDENTIAL HOSPICE REPORT

4.1 Capital Campaign

Sandy Johnson reported that the \$1.6M Capital Campaign continues to be stalled at \$1.1M - \$500,000 short of our goal to complete renovations.

| April 29, 2009 | Amount | Goal | Variance | % of Goal |
|-----------------------------------|------------------|------------------|-------------------|------------------|
| Total Individual Donations | \$169,499 | \$350,000 | -\$180,501 | 48% |
| Total Foundation Revenue | \$330,702 | \$400,000 | -\$69,298 | 83% |
| Total Corporate Donations | \$183,144 | \$250,000 | -\$66,856 | 73% |

| | | | | |
|-------------------------------------|--------------------|--------------------|-------------------|------------|
| Total Service Club Donations | \$85,315 | \$150,000 | -\$64,685 | 57% |
| Total Government Donations | \$337,549 | \$450,000 | -\$112,451 | 75% |
| TOTAL REVENUE | \$1,106,209 | \$1,600,000 | -\$493,791 | 69% |

Sandy reported that the following requests are pending:

- MP Rodney Weston is working to secure a capital contribution equal to that of the Provincial Government - \$320,000.
- The Rotary Club held a Vegas Night fundraiser for Hospice earlier this month. These funds will be in addition to their commitment of \$15,000 for a Palliative Care Suite.
- \$5,000 is possible in the Bayshore Draw which is currently underway and will be determined very shortly.
- FCS/B&N Flooring (owned by John Rocca) is considering a flooring in-kind donation.
- Several banking institutions have been asked to match the \$15,000 contribution from Scotiabank: Bayview Credit Union, Business Development Bank, CIBC, RBC, Royal Trust, TD Bank, ScotiaMacLeod and TD Canada Trust.
- The Knights of Columbus, Father Eugene O’Leary Council 6595, is considering a capital donation of between \$15,000 and \$35,000 as reported by Kevin MacDonald.
- Several individuals and area businesses have been approached and re-approached for an investment.
- The proceeds from two additional third-party fundraisers – a May Vintage Purse Auction at Scotiabank and Market Square’s Fall Fashion Show - will come to Hospice.

***Motion to receive the Capital Campaign Report. (Ivy Cosman/Ivan Ho)
Carried***

4.2 Renovations

Shirley McAlary reported that renovations have been on hold since mid-February and that it is crucial to complete the work in a timely fashion to ready for operations in 2010 and to minimize costs. She proposed that the Board consider a loan in the amount of \$500,000 from Scotiabank.

Sandy Johnson reported that Scotiabank is prepared to provide a 12-month, interest only loan for \$500,000. \$250,000 would be an unsecured loan and the additional \$250,000 would need to be secured with a co-signer. Shirley reported that she is prepared to co-sign the bank loan for \$250,000.

John Sheehan acknowledged that we have been down this road before with the purchase of both Douglas Avenue and Dufferin Row and reminded the Board that our success as an organization has always been in taking planned, calculated risks to move forward to achieve our vision and goals.

The Board agreed to re-convene on May 14 to make a decision on a bank loan. Pat Woods agreed to communicate with John Wallace and Rodney Weston regarding the federal government’s investment plans prior to that meeting. Sandy Johnson is to advise Michael Richard and Bird Rideau regarding our progress in securing the additional capital required to complete renovations and to request the final renovation cost estimates.

Motion to thank Shirley McAlary for her support and willingness to co-sign previous loans and potentially this current loan. (Marilyn Craft/Ivy Cosman) – Carried

4.2 NB Government

Sandy Johnson reported that the second meeting with the NB Government to review operations and establish a funding contract is set for Thursday, May 14, 2009 in Fredericton. She and Dr. Chris O'Brien will be attending to represent Hospice. In addition, a working committee has been established with Extra-Mural and the Palliative Care Unit to establish protocols regarding assessments, triage and admissions to the Residential Hospice. The goal is an integrated approach to seamless, collaborative care that puts the right patient in the right bed at the right time with the right care provider.

5. GENERAL REPORTS

5.1 Executive Committee

Pat Woods reported that some additional changes need to be made to our revised By-Laws to ensure consistency as a policy Board. Sandy is to make the changes using the tracking system and send them to the Board as soon as possible for a final review. The Board will be asked to approve them at the special Board meeting on Thursday, May 14, 2009 after which time; they will be posted on the Hospice website and the membership will be notified and provided a copy upon request in advance of the June AGM. The membership will be asked to approve the revised By-Laws at the June AGM.

5.2 Financial Report

Marta Kelly reviewed the financial summary presented by Sandy Johnson. The actual year-end (March 31st) surplus was \$561,679. Of that amount, \$559,158 is a capital surplus and \$2,521 is an operational surplus. Marta reported that Chris Cook will be undertaking the annual audit in June and have final statements ready for the AGM.

Motion to receive and file the financial report provided by the Executive Director and reported by the Treasurer. (Marta Kelly/Ivan Ho) - Carried

5.3 Resource Development Committee

Cathy Connolly advised that she would give a portion of the RDC Report and then resign from the Board and excuse herself from the meeting to avoid a conflict of interest.

Bayshore Hike for Hospice

Cathy Connolly reported that 15 teams have registered for the Hike set for Saturday, May 9, 2009 at Fisher Lakes, Rockwood Park. The financial goal is \$25,000 and the committee is working hard to position the event for future significant growth. Pat Woods reported that he has seen this event in Florida with hundreds of people participating. He noted that this event has tremendous potential once the Residential Hospice is operational.

Third Party Fundraisers

Cathy reported that Hospice is very fortunate to have extensive community support and the support of several groups who are holding third party fundraisers and will donate the proceeds to Hospice.

- ❑ The Rotary Club held a Vegas fundraiser in April and will donate some of the proceeds to Hospice.
- ❑ Sobey's is also fundraising for Hospice and plans to donate \$10,000 to add to the Sobey Foundation's \$15,000 contribution to secure a naming opportunity for the second floor Family Kitchen.
- ❑ There will also be a Vintage Purse Auction on Saturday, May 23 hosted at the Scotiabank in Brunswick Square, host by commercial loan officer, Sharon Lang.
- ❑ In the fall, Heather Peterson of Market Square is planning on donating the proceeds of their annual Fall Fashion Show to Hospice.

Hospice Shoppe

Cathy Connolly excused herself from the meeting at this point and advised the Board she would be submitting her resignation from the Board to consider a staff position as Community Coordinator.

Sandy Johnson reported that the two new staff positions previously approved by the Board are in the process of being filled, first by identifying qualified candidates within Hospice and then by securing community applications if the position could not be filled from within.

- Cathy Connolly is resigning from the Board to consider the position of Hospice Community Relations Coordinator. Sandy Johnson has approached Cathy to work on contract in a part-time capacity during the school year only. Her primary responsibilities would be to secure product donations for the Shoppe and corporate in-kind/cash sponsorships for Hospice. She will work closely with Sandy on fundraising and community relations. Another candidate from the community was interviewed; however, she selected another opportunity. Sandy reported that Cathy Connolly is well qualified for the job and has a tremendous dedication to Hospice. Should she accept the position, she will make a valuable addition to the Hospice staff team.
- Tina Weller has been offered the position of full-time Hospice Shoppe Coordinator. Tina is new to Hospice and will be responsible for running the Hospice Shoppe, recruiting and supporting volunteers and generating a maximum net profit to support the delivery Hospice programs and services. Tina has a strong background in business management, customer service, merchandising, human resource management, etc. Sandy reported that a group interview with the members of the Resource Development Committee and staff identified Tina as the preferred candidate for the job. Marilyn Craft reported that Tina has a strong respect for volunteers and believes she will be a tremendous addition to the staff team. The Board asked Sandy to consider an incentive salary package.

The Board asked Sandy to ensure all WHSCC regulations are met. They further acknowledged the loss of Cathy Connolly on the Board of Directors and the value of her addition to the Hospice staff. Sandy is to e-mail the new staff job descriptions to the Board. Shirley McAlary requested that Board members be considered to chair Board Committees.

Shirley McAlary reported that an additional site in West Saint John is being considered for the Hospice Shoppe. Shirley is prepared to act as our real estate agent to lease the most appropriate space for the Shoppe and as such, is prepared to do two things:

1. Remove herself from the decision-making regarding the space options and lease;
2. Donate her commission of 20 cents per square foot, minus expenses, to Hospice. This would total \$1,410 on the West Side space.

Motion to authorize Shirley McAlary to serve as our Shoppe lease agent and accept the donation of her commission to Hospice. (Marilyn Craft/Ivy Cosman)) - Carried

Tina Landry reported that the RDC has been planning for the Shoppe opening for over one year and there is a need to push the button and move forward now that staff has been hired to execute the approved business plan. Due diligence has been taken regarding the location of the site and she further reported that the RDC believes the West Side space is the preferred space for the Shoppe.

Motion to authorize the Resource Development Committee to identify the preferred location and to negotiate the best lease for Hospice Shoppe. (Tina Landry/John Sheehan) – Carried

5.4 Friends of Hospice

Marilyn Craft reported that 31 tables are booked for the Play Cards Luncheon on Thursday, May 7, 2009 at St. David's United Church in Rothesay. The cost is \$10/person.

The Friends are also selling tickets on a donated quilt and have generated \$175 to date.

Marilyn reported that the Friends also attended the Rodney Weston announcement regarding the investment of \$25,000 from the New Horizons for Seniors to establish the Hospice Shoppe.

Sandy Johnson thanked Marilyn and the Friends for so successfully fulfilling their duties to attend public relations events for Hospice and reminded all Board members of the importance of all the volunteers and the volunteer groups in fulfilling the Hospice mission and vision.

Marilyn reported that the Friends closing dinner is scheduled for June 1st at the Bellisle Bed & Breakfast. All Board Members are welcome.

Motion to receive the Friends of Hospice report. (Marilyn Craft/Doug McCaig) - Carried

5.5 Operations

Sandy Johnson reported that the annual Hospice program, statistical and staff reviews have taken place. A complete program and statistical report was presented to the Board. The indicators in the Program Report were developed by using the HPC standards developed by the Canadian Council on Health Services Accreditation and the report will now be posted on the Hospice website. The outcomes of the Staff Review have been provided to the Executive Committee who serves as our HR Committee.

Motion to receive the Operations Report. (Shirley McAlary/Ivan Ho) - Carried

6. ADJOURNMENT

Motion to adjourn the meeting. (Patrick Woods)

Next Meeting: Thursday, May 14, 2009 at 12:00 noon at the Hospice Office in Brunswick Square.

Respectfully submitted by:



Sandy Johnson, RN
Executive Director