

**Hospice of Greater Saint John Inc.**  
**Minutes of Annual General Meeting**  
**Wednesday, June 29, 2011**  
**6:30 – 7:15 pm**

The Annual General Meeting was held on Wednesday, June 29, 2011 at the Assumption Centre on Chapel Street in West Saint John, down the street from the Hospice House. The meeting was open to the public with an advertisement in the Telegraph Journal. Approximately thirty people attended.

**Executive Present:** Patrick Woods, Chairman  
John Sheehan, 1<sup>st</sup> Vice Chairperson  
Shirley McAlary, 2<sup>nd</sup> Vice Chairperson  
Tina Landry, Secretary  
Marta Kelly, Treasurer  
Sandy Johnson, Chief Executive Officer  
Dr. Chris O'Brien, Director of Medical Care

**Directors Present:** Ivy Cosman, Ivan Ho, Doug McCaig

### **1. CHAIRMAN'S ADDRESS**

*"As I sit here this evening, I am proud of our tremendous accomplishments and humbled by the dedicated leadership of our Board, the commitment of our volunteers, the work of our professional staff and the support of our community. Everyone should be very proud of the collective efforts that have led to being a full service Hospice, operating a successful retail business and being debt free.*

*Today, we are proud to be operating the first Residential Hospice in Atlantic and pleased to have had the privilege of serving 67 palliative patients since opening in November 2010. We have earned the respect and confidence of our community and are proud to set a new standard of palliative care in the province of NB.*

*This has been a tremendous group effort with a lot of people doing things well. We will continue to make every effort to deliver quality palliative care that meets and exceeds national standards and utilize community funds wisely. We want this to be the best place in the city to receive care and to be a healthcare employer of choice.*

*I wish to thank the Board of Directors for their tireless commitment and support and to recognize the staff and volunteers for their hard work in operations that deliver such outstanding results."*

J. Patrick Woods  
Chairman of the Board

### **2. REPORT OF THE NOMINATING COMMITTEE**

John Sheehan reported that three Board members are re-offering for another 3-year term: Patrick Woods, Shirley McAlary and Marta Kelly. One vacant position will be filled this fall with a preferred candidate selected by the Board.

### **3. FINANCIAL REPORT**

Marta Kelly gave the following financial report:

## **BALANCE SHEET**

Hospice was able to complete all the building renovations and pay all the bills including the private and bank loans required to pay for the renovations this past fiscal year. Hospice is now debt free. We have increased our total net assets from 443,613 to 842,583 and are in an excellent financial position moving forward.

## **OPERATIONS**

### **Revenues**

- ❑ New for 2011 is our portion of government funding for the Residential Hospice. The amount of \$547,500 was for a partial year (nine months) of operations. In the 2011/12 fiscal year, their contributions will be \$730,000 for a full 12 months of operations.
- ❑ The Hospice Shoppe continues to perform well and deliver some of the revenue needed to sustain operations. The net revenue from the Shoppe this past fiscal year was nearly \$200,000 (revenue less expenses). Thank you to everyone who works and volunteers at The Shoppe.
- ❑ As planned, donations and memorials have increased considerably with the opening of the Residential Hospice. Included in this total of \$301,106 is a one-time private, anonymous donation of \$100,000 which was used to help pay off our bank loan. Hospice will continue to depend on the generosity of the community to pay our share of the costs of the Residential Hospice.
- ❑ Fundraising and sponsorships have remained a solid source of revenue for Hospice and reflects the proceeds from Angels Remembered, Valentine Gala, Hike for Hospice and other fundraisers.
- ❑ A number of capital grants and donations were received this year to purchase needed patient and medical equipment.
- ❑ Interest revenue is down slightly as our cash balances are significantly lower with the completion and full payment of renovations.

### **Expenses**

A number of expense lines have increased as a result of opening the Residential Hospice, including the salaries and benefits due to the significant increase in staffing a 24-hour healthcare facility.

Amortization is up due to the additions of fixed assets

Overall we had excess of revenues over expenses of almost \$400,000 for the fiscal year ended March 31, 2011. A significant portion of that was used to pay off our bank loan and the final renovation payments.

Our expenses for the coming fiscal year are projected to be \$1.6M for a full year of Residential Hospice operations.

### **Auditor**

Christopher D. Cook has been our auditor for 7 years and is retiring this year. The Board of Directors has approved Belyea Colwell and Associates has our auditors for the 2011/12 fiscal year and would like to thank Chris Cook for his years of service to Hospice.

### **Copies of the Audited Statements**

The Audited Statements are available on the Hospice website and at the Hospice office for anyone who would like one.

#### **4. COMMUNITY SUPPORT REPORT**

Sandy Johnson reported on the outcomes of the major fundraising events and donations.

Shirley McAlary reported that Hospice has partnered with ICCC and Irving Oil to place a banking machine at the Irving Refinery with a portion of the user service fees being donated to Hospice.

Shirley also reported on a successful new annual Hospice fundraiser, the Sunflower Luncheon, held on June 15, 2011.

Shirley advised that the long term vision for the organization is to establish a Legacy Trust Fund where the principle would be invested and the interest earned use to support operations and building capital projects.

#### **5. RESIDENTIAL HOSPICE REPORT**

Dr. Chris O'Brien reported on the success of the new Residential Hospice facility that is now providing quality, individualized palliative patient care delivered by a trained and dedicated team of clinicians, physicians, volunteers and other staff. Dr. O'Brien showed a PowerPoint presentation of photos and information on admissions and current statistics.

#### **6. ADJOURNMENT**

Patrick Woods thanked everyone for attending and for their continued support of Hospice. The meeting was adjourned at 7:15 pm.

Respectfully submitted by:



Sandy Johnson  
Chief Executive Officer