

**Minutes of Hospice Greater Saint John
Board of Directors' Meeting
Thursday, November 25, 2009
5:00 – 7:00 pm**

The Board of Directors of Hospice Greater Saint John met on Wednesday, November 25, 2009 at Shirley McAlary's home in Saint John, NB.

Executive Present: Patrick Woods, Chairman
Ivy Cosman, Vice Chairperson
Sandy Johnson, Executive Director

Directors Present: Shelley Macdougall, Shirley McAlary, Jo MacLean, Doug McCaig, John Sheehan

Special Guest: Dr. Nancy Grant, Honourary Chairperson

Regrets: Tina Landry, Secretary
Marta Kelly, Treasurer
Ivan Ho

1. CALL TO ORDER

Patrick Woods called the meeting to order at 6:00 pm following dinner served by Shirley.

2. APPROVAL OF AGENDA

Motion to approve the agenda as presented. (Doug McCaig/Shirley McAlary) - Carried

3. APPROVAL OF MINUTES – OCTOBER 28, 2009

Motion to adopt the Board of Directors' minutes of September 30, 2009 with the correction. (/Doug McCaig/Ivy Cosman) - Carried

4. RESIDENTIAL HOSPICE REPORT

4.1 Capital Campaign

Nancy Grant reported that while the public goal remains \$1.6M, Hospice actually now requires \$1.8M to fully fund renovations. \$1,542,416 has been raised to date with an additional \$175,000 needing to be raised post renovations to support the purchase of beds, equipment and furniture.

Nancy reported that it has been a hard campaign conducted during an economic downturn. She reported that she was disappointed that the Board considered stopping the project at the October Board meeting. She believes this action would seriously jeopardize the project and ultimately increase costs. She and her husband Dr. Steve Bryniak are prepared to provide bridge financing to the project to enable it to continue through completion.

Nancy reported that she has written a series of letters to personal contacts and asked the Board members to join her in contacting their connections and supporting her efforts to raise the remaining funds.

Nancy reminded the Board that the organization has evolved from a kitchen table company to a professional healthcare corporation about to open a healthcare facility. She reported that she felt that the Board also needed to become more corporate-like and attract influential people to help drive funding.

Pat congratulated Nancy and her team for nearly reaching our original \$1.6M goal and thanked her and Steve for their generous support in helping us to complete this project.

He advised Nancy that the Board would review its governance structure and establish the appropriate structure to support our work as a professional healthcare corporation. He reported that perhaps an Honourary Board could be established to attract influential people that could help us establish a \$1M+ trust fund to support operations leaving the governing Board to continue to oversee operations.

The Board unanimously expressed their gratitude for Nancy and Steve's generous support at such a critical point in the project. The bridge financing will allow the project to be completed and the Board will ensure the debt is re-paid in full prior to any other debt being incurred.

Pat congratulated the staff and the Board for their significant accomplishments related to this project – the purchase of the building; the renovations; the partnership with the provincial government for operational funding; and, our transformation into a professional healthcare corporation. He encouraged the Board to do what they can to help raise the additional funds needed to fully fund the project and re-pay the loan.

4.2 Renovations

Shirley McAlary reported that renovations are progressing but will most likely not be complete by December 16, 2009, the substantial completion date set by the contractor.

- ❑ The new entry ways and egress on the second floor roof have been completed.
- ❑ The gyproc is up on the second floor and all patient bedrooms, bathrooms, nurses' station, family room, etc. are clearly visible.
- ❑ The wheelchair ramp was not built to code and it will be revised to ensure it is in keeping with current legislation.
- ❑ Flooring at the house will need to be removed prior to new flooring being laid down. Additional quotes on the flooring will be sought to ensure we are receiving the best price possible. Shirley reported that Bird Construction has worked well with us. Pat thanked Shirley for her hard work on the renovations project.
- ❑ Irving will be installing a liner and cap in the old chimney to prevent leaking.
- ❑ There will be a plumbing credit for the Kent's donation of toilets, etc. The amount is being determined.
- ❑ Paving of the expanded parking lot is being delayed until the spring of 2010. Debly has agreed to hold the price at \$16,000. A credit will be issued to the project and Hospice will contract and pay Debly on its own next spring.
- ❑ The new security system and nurse call system must be installed at this time prior to the completion of the renovations.
- ❑ The on-site foreman, Terry McKee, has been assigned to another project and replaced with another seasoned foreman, Terry Carter.

Motion to accept the loan of \$500,000 from Dr. Steve Bryniak and Dr. Nancy Grant and authorize the signing of a promissory note with a commitment to re-paying the loan as soon as possible prior to undertaking other financial commitments. (Shirley McAlary/Doug McCaig) - Carried

4.3 Operations Contract with NB Government

Sandy Johnson reported that Roly MacIntyre has confirmed that Hospice is in the 2010/11 provincial budget to be announced on December 1, 2009.

5. General Reports

5.1 Financial Report

Sandy Johnson reported that the operations bank balance is currently \$48,544 and the capital bank balance is \$557,023.

Revenue to date	\$458,287
Expenses to date	<u>\$331,146</u>
Surplus (Deficit)	\$127,141

Motion to accept the Financial Report. (Tina Landry/Shirley McAlary)

5.2 Resource Development Committee

Hospice Shoppe

Sandy Johnson reported that Shoppe monthly sales continue to go well. The gross revenue to date (including the \$25,000 New Horizons for Seniors grant) totals \$110,075. Expenses to date are \$67,224, leaving a current net profit of \$42,851. In our new staffing model for The Shoppe, Cathy Connolly is serving as The Shoppe Manager and two seasoned retail assistants, Lynn O'Leary and Susan Higgins, have been hired to be on-site daily during full Shoppe hours.

Angels Remembered Campaign - December 10 – 19, 2009

Sandy Johnson reported that this year marks our 10th anniversary for this campaign. An official Kick-Off is planned for Thursday, December 10th at 11:00 am at McAllister Place outside Sears.

Valentine Gala - February 13, 2010 - Trade & Convention Center

Sandy Johnson reported that plans for this year's "Hard Hats and High Heels Gala" are well underway with a goal of raising \$110,000 in gross revenue.

3rd Party Fundraising

Sandy Johnson reported that Jo Stackhouse donated \$5,000 from the exhibition of her husband Jim's artwork.

Motion to accept the Resource Development Committee Report. (Ivy Cosman/Shirley McAlary)

5.3 Friends of Hospice

The Friends are selling tickets on a donated quilt to support Hospice. Some are also working in The Shoppe and will help with Angels Remembered. Doug McCaig reported that their Christmas Dinner is being held on Monday night at Reversing Falls. All are welcome

5.4 Operations

Palliative Support Outreach Services - 21 people are receiving palliative support services.

Volunteer Training - 14 volunteers completed the full training program.

Motion to adjourn the meeting at 8:00 pm. (Patrick Woods) Next Meeting: Wednesday, January 27, 2009 at 6:00 pm the Hospice Office in Brunswick Square.

Respectfully submitted by:



Sandy Johnson, RN
Executive Director