

**Minutes of Hospice Greater Saint John
Board of Directors' Meeting
Wednesday, October 28, 2009
6:30 – 8:00 pm**

The Board of Directors of Hospice Greater Saint John met on Wednesday, October 28, 2009 at the temporary Hospice office in Brunswick Square, Saint John, NB.

Executive Present: Ivy Cosman, Vice Chairperson
Tina Landry, Secretary
Marta Kelly, Treasurer
Sandy Johnson, Executive Director

Directors Present: Ivan Ho, Shelley Macdougall, Shirley McAlary, Doug McCaig and John Sheehan

Regrets: Patrick Woods, Chairperson and Jo MacLean

1. CALL TO ORDER

Ivy Cosman called the meeting to order at 6:35 pm.

2. APPROVAL OF AGENDA

Motion to approve the agenda as presented. (Ivan Ho/Doug McCaig) - Carried

3. APPROVAL OF MINUTES – SEPTEMBER 30, 2009

Ivan Ho reported a spelling error on item 5.1. Sandy to delete the word “funding” from item 5.1.

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

4. RESIDENTIAL HOSPICE REPORT

4.1 Capital Campaign

Sandy Johnson reported that the Capital Campaign stands at \$1,165,416 with funding from the following sources:

OCT. 21/09	Amount	Goal	Variance	%
Individuals	\$199,923	\$200,000	-\$77	100%
Foundations	\$340,702	\$400,000	-\$59,298	85%
Corporate	\$198,127	\$250,000	-\$51,873	79%
Service Clubs	\$89,115	\$100,000	-\$10,885	89%
Government	\$337,549	\$650,000	-\$312,451	52%
TOTAL	\$1,165,416	\$1,600,000	-\$434,584	73%

Immediately following the news report that Hospice won a 2009 Donner Canadian Award, two retired healthcare professionals made a \$15,000 contribution to the capital campaign and secured a naming opportunity for a palliative care suite.

Moosehad Breweries and the Greater Saint John Foundation have once again declined to invest in the Residential Hospice project. The Greater Saint John Foundation has confirmed \$2,000 in funding to support the purchase of a computer for the RH. This is the first funding from the community foundation in three years.

Kent's has confirmed an in-kind donation of plumbing equipment (toilets, sinks, fixtures, shower stall, bathtub, etc).

Many multiple sources have verbally confirmed that \$320,000 in federal funding will be forthcoming. MP Rodney Weston has sent the following message to the Board: *"I want you and your board to know that I am in contact with Minister Keith Ashfield who has promised to provide funding. I will ask him for a firm time frame and provide you with an answer shortly."*

4.2 Renovations

Shirley McAlary reported that Bird Construction is diligently working at the house to fully complete renovations prior to Christmas. Both she and Sandy Johnson meet bi-weekly at the house with Bird Construction and Brian Maguire of Mike Richard's office. All is on track at present.

Sandy Johnson reported that the construction costs owing in installments to Bird Construction between now and February 2010 will be \$1,286,484. Hospice currently has \$567,023 in the capital account with an additional \$144,854 owing this fiscal year. This brings the available capital revenue to \$711,877. Sandy also reported that an additional \$200,000 is required to pay the architectural fees, nurse call system, security system, computer system and patient equipment, supplies and furnishings.

Shirley McAlary expressed serious concern that the delay in confirmation of the federal funding is placing us in a position to be unable to fully pay Bird's Construction costs in a timely fashion. She reported that we will need to secure private backers/investors to co-sign on a loan of over \$500,000. She proposed that the Board consider closing the project at the end of November and not to re-engage Bird Construction until we had fully raised the funds, including an additional \$100,000 to cover potential increased costs as a result of the work stoppage.

Motion to have Shirley McAlary and Sandy Johnson meet with Bird Construction and Michael Richard Architecture to discuss proceeding with the closing of the project due to a lack of funding. (John Sheehan/Doug McCaig) - Carried

4.3 Operations Contract with NB Government

Sandy Johnson reported that Minister Mary Schryer has responded in writing to our request to be confirmed in the 2010 provincial budget set to be announced on December 1, 2009. Minister Schryer advised the following: *"The government is currently receiving and prioritizing its budget commitments. Your project will be reviewed at this time. Thank you for your dedication to this project."*

5. General Reports

5.1 Financial Report

Marta Kelly reported that the operations bank balance is currently \$34,560 and the capital bank balance is \$538,418.

Revenue to date	\$403,537
Expenses to date	<u>\$310,219</u>
Current Surplus (Deficit)	\$ 93,318

The capital expenditures related to the renovations and set up of the Residential Hospice continue to present financial challenges to Hospice, but operationally Hospice is right on track with its budget and financial forecasts.

Motion to accept the financial report. (Marta Kelly/Shirley McAlary)

5.2 Resource Development Committee

Hospice Shoppe

Tina reported that The Shoppe hours have been expanded to Monday through Saturday from 10:00 am – 5:00 pm. Sales this past month are nearly double what we did in the first two weeks of August (\$6,665) and 58% higher than the first two weeks in September (\$7,657). Daily sales average is currently \$909. Weekly sales average is \$4,478.

The majority of The Shoppe volunteers have adjusted well to the staff changes and have had the opportunity to utilize their own skills and expertise in merchandising, culling and sales which is reflected in our increased sales. Some volunteers continue to be angry and bring negativity to The Shoppe operations. The Shoppe needs a dedicated staff person on site during sales hours to direct and support volunteers and deliver on the business plan for Hospice.

Motion to expedite hiring two part-time staff and implement the UNBSJ staffing model by the end of November. (Tina Landry/Mart Kelly)

Angels Remembered Campaign - December 10 – 19, 2009

Tina Landry reported that this year marks our 10th anniversary for this campaign. An official Kick-Off is being planned for Thursday, December 10th at 11:00 am at McAllister Place outside Sears. The following sites and captains are confirmed:

<i>McAllister Place</i>	<i>Doug McCaig</i>
<i>Wal-Mart</i>	<i>Hospice Staff</i>
<i>SJRH</i>	<i>Marilyn Craft</i>
<i>Sobeys Rothesay</i>	<i>Heather Mabey</i>
<i>Grand Bay Guardian Drugs</i>	<i>Deb Ryan</i>
<i>Sobeys West</i>	<i>Hospice Staff</i>

Valentine Gala

February 13, 2010 - Trade & Convention Center

Tina Landry reported Astra Zeneca is confirmed as the Title Sponsor at \$10,000 and Cathy Connolly has confirmed the Hilton as an associate sponsor at \$5,000. The Hilton will fund the cost of a NEW **Champaign Reception** for all guests. Cathy Connolly is also in the process of confirming a sponsorship with Birks for the donation of an item for a special draw. The theme this year is “Hard Hats and High Heels” to coincide with the completion of the renovations to the Hospice House.

3rd Party Fundraising

Tina reported that the Peter Buckland Gallery is hosting an exhibition and sale of the late Jim Stackhouse’s artwork from November 13-28. His wife, Jo Stackhouse was a client on both our palliative and grief support services and will be donating some of the proceeds to Hospice. To view Jim’s artwork, please visit the following website: www.peterbucklandgallery.ca/exhibitions4.html

Motion to accept the Resource Development Committee Report. (Tina Landry/Shirley McAlary)

5.3 Friends of Hospice

The Friends are selling tickets on a donated quilt to support Hospice. They are also working in The Shoppe and will be supporting Angels Remembered.

5.4 Operations

CHPCA Conference

Sandy Johnson reported that staff members, Diane Sullivan and Ruth Hill delivered an excellent workshop on how to run a successful grief support group to over 50 delegates at the National Conference in Winnipeg earlier this month.

Canadian Donner Awards

Hospice won its third national award for its work with seniors and commitment to excellence in non-profit business practices. Over 600 applications were received and Hospice finished in the top seven. This award was accompanied by a \$5,000 cheque which was directed to the Capital Campaign.

Palliative Support Outreach Services

There are currently 20 people receiving palliative support services.

“Finding My Way” Grief Support Groups

Fall Session: Sept. 23—Nov. 10, 2009 at Mahogany Manor

This session continues under the expert guidance of Diane Sullivan and her dedicated team of volunteers. The NEW Journal of Remembrance, developed with a sponsorship from Dorothy Shephard of the Colour Centre is now being used in these sessions.

Volunteer Training – Fall 2009 – 30 Hours

Tuesdays, October 6, 13, 27 and Nov 3 - 5:00 – 8:00 pm

Saturdays – October 24 and November 7- 8:30 am – 4:00 pm

Training continues with 17 people attending. A second training program will need to be planned for the spring to ready for RH operations.

United Way

The United Way is currently undergoing a strategic planning initiative to chart their course for the next 3-5 years. Sandy Johnson had an extensive meeting with the Executive Director and Beth Kirby, a retired government worker, who is assisting her in these agency reviews.

Registered Charity Return

Tina Landry reported that our annual charity return was completed on time and submitted to Revenue Canada. Our submission was approved and Hospice exceeded its disbursement quota by \$149,822.

Hospice Palliative Care Network

Sandy Johnson reported that Hospice is now a full member at the newly established HPC Network, fully respected for our work to establish a RH. The work we started eight years ago to become an integrated program of seamless care, seems to be coming to fruition.

Motion to adjourn the meeting at 8:00 pm. (Ivan Ho)

Next Meeting: Wednesday, November 25, 2009 at 6:30 pm the Hospice Office in Brunswick Square.

Respectfully submitted by:



Sandy Johnson, RN
Executive Director